

Guidance from the Kentucky CASA Network on Program Operations During COVID-19

*Updated October 8, 2021

The Kentucky CASA Network COVID-19 Advisory System is a color-coded scale to provide operational guidance to local programs on how to adjust operations and best practices to continue effectively advocating for the vulnerable children served, while taking precautions to protect children, staff, and volunteers. The current color-coded level will be prominently displayed on the KCN website's COVID-19 page. Local programs will receive an email anytime the advisory level changes to a different color. The KCN COVID-19 Advisory System is independent of the county-level incidence rate map.

This guidance was created by the KCN COVID-19 Workgroup composed of KCN staff and local program directors. The KCN recommends that local program directors and board members consider guidance from the Commonwealth of Kentucky, the CDC, and their local health departments when creating and enforcing policies about program operations during a pandemic.

The current level that the KCN COVID-19 Workgroup has determined is Level C, as shown below.



Level A

- No restrictions. Work and advocate under normal operations.

Level B

- In-person activities may take place. Consider options to mitigate the risk of COVID-19 spread, such as meeting outdoors, socially distance meetings, and wearing masks.
- Child visits and meetings may be in-person. All persons 2 years and older are encouraged to wear a mask when indoors. Volunteers are recommended to contact the individuals where the visit/meeting is to occur no more than 24 hours before the visit/meeting to confirm no one in the home has COVID-19 symptoms.
- Masks are optional in the office for staff and visitors who are fully vaccinated, including any required booster shot to remain fully vaccinated.

Level C

- Prioritize virtual interactions whenever possible.
- Child visits and meetings should be virtual. If an in-person visit or meeting occurs, all persons 2 years and older should wear a mask regardless of vaccination status and meet outdoors if possible. The volunteer should contact the individuals where the visit/meeting is to occur no more than 24 hours before the visit/meeting to confirm no one in the home has COVID-19 symptoms. Volunteers should not make unannounced in-person visits.
- Staff and volunteers may request to appear virtually or telephonically for court. If appearing in person, masks should be worn and social distance whenever possible.
- Local CASA programs should consider suspending or reducing access to visitors to their office. All visitors should wear a mask and social distance regardless of vaccination status. All events should be postponed or held in a virtual environment. Staff should wear masks while in the office when not at their personal workspace. Physical distance of at least 6 feet should be kept between staff workspaces.

Level D

- All in-person activities should be suspended for staff or volunteers.
- Volunteers should only attend meetings and child visits in a virtual environment.
- Request to appear virtually or telephonically for court when possible. Wear a masking and social distance if virtual court is not an option.
- Staff should work remotely if possible.

Recommendations from COVID Workgroup Throughout All Levels:

- The KCN and the COVID Workgroup strongly recommend that all staff, volunteers, and board members get the COVID-19 vaccine
- Local programs should regularly monitor incidence rates in their area and statewide, and stay in close communication with their local health departments
- When sharing information and data with the community, local programs should cite the source of the data (CDC, Team Kentucky, and/or local health departments)
- Data & Resources to Share:
  - KY daily incidence rate maps
  - *KY COVID-19 interactive dashboard
  - KY COVID vaccine homepage
  - Find a COVID vaccine near you
  - CDC COVID vaccine FAQs
  - CDC myths and facts about the COVID vaccine
  - KY Chamber 'COVID Stops Here' campaign & sweepstakes

Resources:

- *KNN COVID-19 Vaccination Requirements: Considerations for Nonprofits
- KNN Town Hall Recording from Aug. 12 with Dr. Steven Stack
- Team Kentucky Healthy at Work - Recommended Minimum Guidance
- It's Time to Reimagine Where and How Work Will Get Done: PwC's US Remote Work Survey
- Recording of "What nonprofits need to know as staff and volunteers return from remote work to in-person operations"
- Increasing Vaccine Confidence through Communication and Community Engagement
- Managing Remote Employee Risk
- How to Sustain Company Culture in a Hybrid Work Model
- CDC guidance for fully vaccinated people
- KNN Governance & COVID-19 FAQ