 

**COVID-19 Early Head Start Home Visiting Protocol**

The COVID-19 Early Head Start Home Visiting Protocol is an extension of the Northwest Community Action Agency COVID19 Preparedness and Response Plan. *All provisions of the COVID19 Preparedness and Response Plan will be followed at all times.* Along with the above procedures, we will follow the Office of Head Start guidelines.

The COVID-19 Early Head Start Home Visiting Protocol may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended. It may also be amended to meet the Office of Head Start guidelines.

* The COVID-19 Staff Safety Plan will be completed and reviewed at recaps with your PSC.
* A COVID-19 Family Safety Plan will be completed for each family and approved by your PSC prior to visiting the home in any context. It will be reviewed monthly.
	+ This plan must be completed after you have completed your COVID-19 Safety Plan with your PSC.
	+ If you have not had contact with a family, complete the plan stating how you will contact them (leave a door knocker, drop off materials with a note, etc.); you will update the plan when you have contact with the family
* Home visits will be documented in your Outlook calendar weekly and reviewed for accuracy daily. Attendance along with the accurate time spent at the home visit will be tracked daily in Child Plus under Family Services.
* As noted in the NMCAA COVID19 Preparedness and Response Plan, the Health Assessment Questionnaire (in survey form) will be completed prior to the visit; if you cannot contact the family, it will be completed prior to entering the home. The questionnaire will be stapled to the original home visit plan that will be placed in the child’s file.
* Each family will be provided a copy of the CDC COVID-19 Precautions that was sent by the EHS Manager through e-mail.
* Home visitors will only bring what will be left at the home.
	+ Pens will be provided to leave in the home, ask that they keep it for future visits, but always have some on hand.
* If family or staff are uncomfortable signing the home visit form, staff will note COVID19 on the signature line along with the names of the parents/guardians present at the home visit. Families may choose to keep the duplicate copy, have it scanned and e-mailed to them or have access to them at a later time.
* If the staff or family are uncomfortable signing the In Kind form, use the COVID-19 In Kind form.
* Parents/guardians will be asked that only they are present with the child/ren at the home visit.
* Up to three home visits may occur in a day, ensuring that all COVID-19 protocols are being followed, completing the visit outdoors whenever possible.
* Review all family safety plans; if the family does not want other home visits during that day, this must be respected. Family safety plans will continue to be reviewed monthly.