



**Montgomery County Common Pleas Court
Nicholas Residential Treatment Center**

March 24, 2020

To all NRTC employees, providers, and the community and families we serve,

The Court has been closely monitoring the COVID-19 situation and NRTC is committed to keeping you safe by abiding by recommendations and orders related to this health crisis.

NRTC has implemented best practices and safety standards in accordance with the Governor's Stay at Home order. Below, please see a list of our efforts related to COVID-19 as of Monday, March 23rd to be in effect until further notice:

- All employees have received the COVID-19 Public Health Advisory and the document is posted throughout the facility. This document stresses the importance of social distancing and hand washing while providing facts about the COVID-19 virus.
- Employees, please remember that if you are not feeling well, notify your supervisor or manager, but do not come to work.
- All employees entering the facility are screened on a daily basis prior to the beginning of their shift. Screening consists of the following three questions: (1) Do you have any symptoms of respiratory infection (fever, cough, or shortness of breath)? (2) Have you traveled outside of the United States to any of the following countries within the past 14 days: China, Iran, Italy, Japan, South Korea, or Europe? (3) In the past 24-hours, have you experienced a temperature of 100.4 degrees Fahrenheit or greater? To limit the spread of COVID-19, if any staff members answer yes to ANY of these questions, they are NOT to be permitted to enter NRTC.
- No visitors or volunteers are permitted to enter the facility with limited critical exceptions. Attorneys where a youth placed is a client, probation officers, and assigned MCJFS-CSD case workers may enter NRTC but with limited access to the facility. All approved visitors meeting these criteria must be screened prior accessing the facility in accordance with the screening questions listed above with no exceptions. To limit the spread of COVID-19, if any approved visitor answers yes to ANY of the three questions, they are NOT to be permitted to enter NRTC.
- All youth/family visitation has been suspended. In an effort to maintain communication between youth and their family, the facility will be more liberal with the telephone usage policy in addition to exploring alternatives such as Skype or FaceTime, when possible.
- Outpatient/Community programs have been postponed. NRTC's in-house therapy provided by South Community, Inc. and educational services will not be interrupted at this time, with the exception of in person family sessions.
- NRTC is operating with a limited number of essential staff.
- Non-essential staff have been authorized to work from home when possible, accessing the Court systems remotely.
- NRTC will continue to accept placement referrals from the Court and MCJFS-CSD. Response time may be delayed as our staffing patterns have changed. All new placements must have their medical screening prior to entering NRTC. No exceptions.

My goal is to keep you as informed as possible on the efforts we are taking to address this crisis situation with your safety in mind. As restrictions are added, rescinded or modified, detailed communication will be provided.

I thank you for your support, compliance, and understanding.

Shannon Crabtree, Director