



COVID-19 Guidelines for Family/Visitors

Main Campus

Beginning, **June 1, 2020** and until further notice, the following guidelines apply to all family and other visitors to Damar's main campus.

General Visitation Process/Precautions

- All families/visitors should park in **the front parking lot area**. There are designated spaces for visitors and family members.
- **Once in the building, families/visitors should not leave the building and return.** Entrance to the building is allowed one time only.
- Family/Visitors are asked to **limit the number of personal items brought into the building. Please do not bring food, gifts, purses, or bookbags into the building.**

Schedule Ahead

- Family time is a priority at Damar. To schedule a time for a child on campus, please call 317-856-5201. Family/caregiver time is **required to be scheduled in advance**. Families can schedule no sooner than one (1) week in advance. Each time on campus must be scheduled individually. Damar is not able to schedule multiple or standing family time on campus at this time. Staggered times are designated for families to spend time with loved ones and only times available can be used. **Family time is limited to no more than one (1) hour** to allow for adequate cleaning and sanitation, to limit the amount of people traffic, to control for social distancing, and to limit possible times of exposure.
- Family members/visitors will be asked to remain in their vehicles until the designated time – or until the family/visit time can begin. Staggering the times will prevent families/visitors from entering/exiting the building at the same time. **Damar's waiting room will not be available for families/visitors. Clients will be escorted directly to the designated family time area and will not wait for families in the waiting area.**
- During this time, family time/visitation time is limited to start times of **12pm, 12:30pm, 2pm, 2:30pm, 4pm, and 4:30pm – 7 days/week.**

- **Families/visitors are encouraged to call upon arrival so that they can be met at the door for temperature checks.** If families do not call when they arrive, they may use the intercom at the front doors of the administration building to alert of their arrival.
- **Families that have more than one child in care may choose to spend time with siblings together or separately.** If separately, time with each child must be scheduled in advance.

Parking

- For the main campus, we encourage families and other visitors to park in designated spots close to the main building. **Family/visitors are not permitted to enter the gates** that separate the campus from the public.

Screening

- Upon arrival, in addition to a warm welcome, family/visitors will undergo **temperature screening** via a drive-thru process at the front of the property or at the front doors of the administration building. Visitors whose temperature exceeds thresholds (100 Fahrenheit) will be directed to leave the property.
- All family/visitors are required to show acceptable forms of **identification** and wear a Visitor's sticker when on the property.

Family/Visitors

- No more than **two (2)** approved family/visitors **over the age of 18** will be permitted. No children will be permitted on campus.
- Family/Visitors may not come and go during visitation times. Once in the administration building, **the family member/visitor may not leave the designated family/visitation room.** If a family member/visitor leaves the building during designated family/visit time, they will not be permitted to re-enter.
- Family members/visitors will **not be permitted to utilize any Damar bathroom facilities.**

Personal Protective Equipment

- All family/visitors will be required to wear a **surgical-grade face mask.** Cloth masks are not acceptable. If needed, Damar will provide hand sanitizer and a surgical mask at the time of temperature screening. Frequent **hand sanitation is required.**
- Children at Damar will be prompted/assisted to use approved hand sanitizer before entering any family time/visitation room. **The children will also be provided with a face mask** for the visit time and will use the mask consistent with their ability to do so independently.

- Damar will ensure that rooms are **sanitized per protocols** in between every child/family/visitor contact.

Staff Supports

- A **family time/visitation specialist** will be on duty at all times to answer questions and to ensure family time/visit schedule adherence.
- Family time will not be supervised unless required by DCS/Courts. However, to ensure the flow of fresh air, **doors must remain open during family/visitor times.**

Location of Family/Visitor Time

- Time with your child at Damar will only occur in designated family/visit time rooms that allow for proper social distancing or at a designated and reserved outside area (e.g. bench, table, etc.). No more than two (2) family visits will occur at staggered overlapping times (e.g. one starts at 12pm and the next starts at 12:30pm). If available, families may choose an outside visit space OR an inside space. However, there can never be more than one (1) family at a time in a designated inside space. Outside spaces will be adjusted for families in the case of bad weather (rain, cold).

Social Distancing

- Physical contact should be limited. **Social distancing is required.**