

Advocate Protocols and Checklist

Please read these protocols carefully and ask for clarification if there is anything that you do not understand or have questions about. Then please sign at the bottom, indicating your consent to follow these protocols each and every time you attend case related hearings or in-person visits Thank you for doing your part to prevent the spread of Covid-19.

- On the day of the visit, contact the caregiver prior to an in-person visit:
 - Ask whether anyone in the home, not just the child, has had a temperature of more than 99.9 degrees within the past 72 hours, has an active cough, or is exhibiting any other symptoms of illness. If yes, the visit should be rescheduled.
 - Ask whether anyone in the home has been exposed to anyone with symptoms of Covid-19 within the past 14 days or has traveled to a Covid-19 hot spot (i.e., any location where local, state, or national officials are requiring self-isolation). If yes, the visit should be rescheduled.
 - Arrange for the visit to occur outdoors unless you have already consulted with your supervisor and have received clearance for other arrangements.
 - Require that masks be worn by all persons involved in the visit. Each program will supply every advocate and staff member with PPE.
- Follow court procedures for all Court Hearings but also comply with the items below.
- On the day of the visit, court hearing, or case-related meeting, you must:
 - Take your temperature. If under 100 degrees, the visit may take place. If over 99.9 degrees, the visit must be rescheduled for at least 72 hours after you are fever-free with no medication. For court hearings and other court-related meeting, you should discuss coverage with your CASA supervisor.
 - If you have an active cough or other symptoms of illness, reschedule your visit or arrange coverage of your meeting/hearing with your CASA supervisor.
 - Review your travel and contacts for the past 14 days. Have you been in contact with anyone with symptoms of Covid-19 or traveled to a Covid-19 hot spot (i.e., any location where local, state, or national officials are requiring self-isolation)? If yes, reschedule the visit for at least 14 days later to ensure that you are healthy and to prevent the transmission of illness. For court related meetings and/or hearings, arrange coverage with your CASA supervisor.
 - For all in-person interactions, social distancing must be strictly observed, whether inside or outside. This includes wearing masks, washing hands with soap and water for at least 20 seconds before and after, and using hand sanitizer when handwashing is not available.
 - Refrain from physical contact with anyone – no shaking hands, hugging, etc.
 - Politely decline any food or drink offered during the visit.
 - Refrain from touching unnecessary surfaces and remain in one room throughout in-person visits/meetings.

I acknowledge that I have read and understand these protocols. I certify that I will abide by them in the course of my work as a CASA volunteer advocate. This signed document will be kept in my advocate file.

Advocate Name

Date