



**Georgia Department of Human Services**  
Aging Services | Child Support Services | Family & Children Services

**Department of Human Services  
Office of Inspector General  
Residential Child Care Licensing (RCCL)**

**COVID-19 Safety Protocols and Guidelines for Onsite Inspection of  
Licensed Child Welfare Agencies**

The health and safety of facility and agency staff, children in care, and our surveyors is a top priority for RCCL. In resuming onsite re-licensure inspections, RCCL is committed to conducting inspections in a manner that avoids the unintentional exposure and/or transmission of the coronavirus (COVID-19). Thus, RCCL is providing agencies and facilities notice of COVID-19 safety precautions to be followed by RCCL in efforts to promote a safe onsite re-licensure process. In addition, RCCL is providing below notice of guidelines and precautions to assist agencies and facilities in preparing for a safe and productive inspection. These safety protocols and guidelines may be revised or updated as necessary.

**RCCL COVID-19 Safety Protocols:**

- RCCL will reduce the amount of time onsite by reviewing documentation specific to the agency/facility (i.e. financial information, policies, procedures) offsite when possible, and by limiting the number of records reviewed onsite to the minimum possible to ensure a fair assessment of the agency/facility's compliance with applicable rules and regulations during the past year.
- RCCL staff will wear a mask and gloves throughout the onsite inspection.
- RCCL staff will practice social distancing (based on the space provided by the agency/facility).

- RCCL will limit the number of RCCL staff conducting the review to 1-2 personnel.
- RCCL will reschedule or assign another surveyor to conduct the site visit if the assigned surveyor exhibits COVID-19 symptoms or provides notice of exposure to COVID-19.

**Agency/Facility COVID-19 Safety Guidelines and Precautions:**

- Accurately report to the RCCL Surveyor the status of any known cases of COVID-19 at the agency/facility and include information regarding any staff and/or residents who have exhibited any symptoms of coronavirus or tested positive for COVID-19 during the 2-week period prior to the Surveyor's onsite visit.
- Perform routine environmental cleaning and disinfection of frequently touched surfaces (i.e. tables, countertops, telephones, doorknobs.) and clean and disinfect the area designated for RCCL Surveyor(s) to work.
- Wear a mask throughout the inspection.
- Determine prior to the inspection how best to practice social distancing during the inspection.
- Determine prior to the inspection how best to limit the number of agency/facility staff interacting with the RCCL Surveyor during the inspection to 1-2 personnel and minimize the interaction or close contact with residents to the extent possible.
- Ensure that the appropriate staff are available to provide the RCCL Surveyor access to personnel and resident records and agency/facility premises in a timely manner.
- Cooperate with RCCL's COVID-19 inspection process by providing documentation in an electronic format as requested prior to an onsite visit and/or providing copies of documents onsite upon request.

**By signing below, I affirm that I have read and understand the above safety protocols, guidelines and precautions. I understand that the above guidelines are intended to provide general safety precautions for onsite inspections and are not intended to be substituted for disease prevention guidance and advice provided by public health officials.**

\_\_\_\_\_  
Agency/Facility Representative

\_\_\_\_\_  
Date