



Reopening of Day Services Safety Guide

Day Habilitation

Signage

HCS will have a non-visitor's sign posted at the entrance to the certified site facilities. HCS will have signs posted throughout the certified site reminding people about the prevention and containment of COVID-19. This includes reminders about:

- Social Distancing
- Proper use and disposal of PPE
- **Use** of mask or cloth face-covering requirements
- Symptom monitoring and COVID-19 exposure reporting requirements
- Proper Hand washing and appropriate use of hand sanitizer.

Entrance to Site Based Programs

Entrance into site will be restricted to essential staff responsible for the direct provision of service and those making essential deliveries. Signage will be posted alerting that non-essential visitors are not allowed.

- A program manager or designee will be responsible to screen individuals and staff prior to entering the program.
- The screener will wear a facemask and gloves.
- A log will be kept for documenting all screening, which will be kept in a locked area.
- The screener will document whether the staff passed the screening or was sent home.
- The screening will include a temperature check, and all COVID- related questions.
- Staff that fail the initial screening, or develop symptoms during the day will be released from duty immediately, and required to leave the facility.
- Staff will be trained to report any positive testing or exposure/possible exposure, signs and symptoms to their supervisor.
- Individuals will be monitored upon arrival and throughout the day.
 - Those that fail initial screening or develop symptoms during the day will be removed to a designated isolation room, with a staff member in full PPE.
 - The parent/residence will be notified that the individual is being brought home, as soon as there is someone home to await them.



- Staff or individuals who are sent home will be instructed to contact their healthcare provider for assessment and testing.
- Written information on healthcare and testing resources will be provided.

Individuals returning to Day Program

- Individuals sent home would be able to return after consultation with their healthcare provider and program manager or designee.
- Anyone that tested positive for COVID-19 will not be allowed to return without proof of a negative COVID-19 test and waiting the required quarantine time before returning to the program.
- If a member of an individual's household or certified residence is being quarantined or isolated the individual may not attend the day program for the duration of the quarantine. A letter will be sent to the residences informing them of this regulation.

Staff returning to work at Day Program

- Staff that tested positive for COVID-19, or has the symptoms but did not receive a test will not be allowed to return without proof of a negative COVID-19 test and waiting the required quarantine time.
- If a staff is not symptomatic, but tests positive for COVID-19, they may only return after a 14 day quarantine.
- If a staff had close contact with a person with COVID-19 for a prolonged period of time and is symptomatic, the staff should notify the day program and follow the above protocol for a positive test.
- If staff has had close contact with a person with COVID-19 for a prolonged period of time **and is not** symptomatic, the staff should notify the day program and adhere to the following practices prior to and during their work shift, which should be documented by the day program
 - Regular monitoring: As long as the staff does not have a temperature or symptoms, they should self-monitor twice daily.
 - Wear a mask: the staff should wear a surgical facemask at all times while in the day program.
 - Social distance: staff should continue social distancing practices, including maintaining, at least, six feet distance from others.



- Disinfect and clean facility spaces: continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.
- Any person that has had a fever, symptoms, or was tested positive will not enter the facility until 72 hours has passed (without fever reduction medication) is symptom free, or quarantine time has passed.
- The Day Program provider may consult with local health department and most up-to-date CDC and DOH standards at any time, especially if the staff not working creates a hardship or danger for the program.
- **All staff and individuals must wash their hands upon arrival and throughout the day.**

Social distancing requirements/gathering in enclosed spaces

- If using the elevator at 1052 no more than two individuals and a staff wearing PPE will use it at the same time.
- Seating arrangements will be placed and marked 6 feet apart.
- There will be floor markers denoting spaces of 6 feet throughout the facility.
- Staff will wear masks that cover the mouth and nose at all times unless medically contraindicated.
- When staff are unable to maintain social distance proper PPE will be worn.
- Individuals receiving services must wear face covering, if they can medically tolerate one, when social distancing cannot be achieved.
- Staff and groups will be static (the same people) at no more than 15 individuals per group (unless it needs to be changed for health and safety purposes).
- Hallways will be marked as one directional wherever possible, and staff and individuals will be trained to not enter while someone is using it, when one directional is not possible.
- Meals will be served as individual portions.
 - Individuals who require special diet that they bring from home, will be advised to send food that needs minimal amount of preparation.
 - Kitchen utensils will be cleaned thoroughly by our cleaning crew.
- A break room will be provided for staff, (for doing paperwork and taking breaks) .
 - social distancing must be observed in the break room.

Day Program Schedule and Activities

- Where ever possible the focus will be on activities that require the least contact possible
- HCS will ensure enough of all supplies so that sharing will not be necessary.



Personal Protective Equipment

- Program directors will ensure that all staff and essential visitors wear face coverings at all times, while providing services.
- HCS will provide facemasks free of charge.
- Staff will be trained to support individuals that can tolerate facemasks to wear them whenever social distancing is not possible.
- The maintenance department will ensure that there is adequate masks and gloves available.
- Staff will be trained in the proper use of PPE, including donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- Documentation of training will be maintained by the managerial staff.

Hygiene and Cleaning

Personal Hygiene

- There are soap dispensers and paper towel dispensers by all sinks. Hand sanitizer dispensers are located throughout the facility.
- Staff and individuals will be trained on proper handwashing, techniques, and encouraged to wash hands upon arrival and throughout the day.
- Posters will be hung by all sink and sanitizer dispenser
- All shared surfaces and high risk areas (bathrooms) will be disinfected and cleaned frequently.
- A log will be maintained indicating the date, time and scope of cleaning.
- Equipment that must be shared (copiers) will be sanitized between users.

Facilities Hygiene

- Maintenance will ensure that there is an adequate supply of cleaning and EPA approved disinfecting agents at all times.
- Cleaning supplies will be locked in a secure location.
- Staff will be trained to clean and use disinfecting products after use of any supplies, surface, and restrooms.
- When possible windows will be opened to let fresh air circulate.
- They will trained to allow dwell time as per manufactures recommendations.
- An independent cleaning crew will disinfect the site after every day.



Hygiene If someone is suspected or diagnosed with COVID-19

As soon as the program learns that a staff individual experiences symptoms/ was diagnosed with COVID

- The area that was used by the sick person will be closed off.
- When applicable doors and windows will be opened to increase air circulation in the area.
- After 24 hours the area will be disinfected. (if 24 hours is not feasible wait as long as possible).
- Clean and disinfect all areas used by the person who is sick. (bathroom, site room, shared equipment).
- Once these steps are followed the area may be used again.

Transportation

- For Individuals traveling from different residences capacity on buses, vans and other vehicles will be reduced to 50%.
- One vehicle at a time will unload upon arrival
- One vehicle at a time will be dismissed and loaded.
- Drivers and staff will wear masks at all times. Individuals will be encouraged to wear masks
- If individuals cannot wear masks social distancing will be maintained.
- The vehicle will be disinfected between each trip.
- Windows in the vehicle will be left open for a bit, whenever possible.

Tracing and tracking

- Families and staff will be asked to inform the day program as soon as someone experiences symptoms or is diagnosed with COVID-19
- HCS will inform notify the local health department and the Justice Center (for OPWDD) immediately upon being informed of a positive case.
- HCS will work with the local Health Department to track all individuals that had contact with positive person, dating back 48 hours prior to when the positive person's symptoms began.