



Reopening of Day Services Safety Guide **Prevocational**

Signage

HCS will share this plan with work sites requesting the following signage be used to the extent possible.

Posted signs will include 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

N/A

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.

Social distancing requirements/gathering in enclosed spaces

HCS will request that work sites comply with the following rules to the extent possible.

- 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 distancing, 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.



Day Program Schedule and Activities

N/A

Personal Protective Equipment

- Program directors will ensure that individuals traveling to worksites have the necessary PPE for travel and work.
- 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.

Hygiene and Cleaning

Personal Hygiene

HCS will request from worksites to comply with the above to the extent possible.

- There are soap dispensers and paper towel dispensers by all sinks. Hand sanitizer dispensers are located throughout the facility.
- Individuals will be trained on proper handwashing, techniques, and encouraged to wash hands upon arrival at work 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

N/A.

Hygiene If someone is suspected or diagnosed with COVID-19

HCS will request from the worksite to comply with the above to the extent possible.

- 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

- Individuals using public transportation will be trained to use masks and practice social distancing.

Tracing and tracking

- Families and staff will be asked to inform the program as soon as someone experiences symptoms or is diagnosed with COVID-19.
- HCS will 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.