

Day Habilitation Reopening Plan

7/24/2020 (Updated: 9/24/2020, 10/5/2020, 10/12/2020)

The Advocacy and Resource Center will begin an incremental reopening procedure for people who attend our day program. It will be a phased in opening and a specific date has not been assigned at this time. This guide is designed to assist people supported, teams and families to understand expectations and to assess the needs of each person involved. We need to identify support needs, services, and risk mitigation strategies in our transition planning. This reopening will not involve all sites immediately. Individuals that we support will be returning to day program sites as outlined. We have taken into consideration square footage, social distancing protocol, individual health needs, individual preferences and limiting exposure to people as much as possible in this plan.

We will all expect significant changes to the day program spaces, along with work environments while we strive to comply with federal, state, and local government regulations / guidelines. These guidelines are in place to promote workplace health and safety during this pandemic crisis. Outlined below are considerations for return to day program utilizing a phased in approach to reentry to daily work and program schedules. In order to move from phase 1 to phase 2, we will need to be free from any new positive covid cases in our day and residential programs. Homes that support people with significant medical risks will continue to provide day programming at their residential site and are not expected to return to a day program site in 2020.

Individuals who pose an unreasonable risk to others' health by both (1) not being willing or able to wear a mask and (2) not being able to be reasonably supported to maintain an appropriate social distance have been deemed unable to return to the program throughout the duration of the pandemic. Please note, that any behavioral concerns, which pose a pandemic related health risk to others' supported at the program, would also preclude someone from returning to the program during the duration of the pandemic.

Distancing:

- The Program Director, along with program team members, will be responsible for determining the physical space and capacity of each day program area. Square footage and rearranging of all worksites to achieve a safe 6 feet or greater distancing will be taken into consideration.
- A building entrance will be established through one main primary entrance. All exits may be used when exiting the building and for evacuation purposes.

- Community families will be required to call once they arrive on property and will meet a staff member at the designated door, the staff member will escort the individual into the building.
- Program group size will be limited to no more than fifteen individuals receiving services. Individuals are to have no or minimal contact with one another nor utilize common spaces at the same time, to the greatest extent possible.

Screening / Temperature checks:

- All staff and essential visitors entering the day program will have to be screened prior to having any contact with individuals. All entrants will have to wait to be screened at the designated screening area. Refer to Day – Program Staff/Essential Visitor Screening and Day Program Essential Visitor Screening Documentation Record
- For people living in the community, and utilizing agency transportation, temperatures will be taken, symptoms checked, and attestation signed by family/care provider prior to people getting into the vehicles for transport. Refer to Temperature Screening for Community Individuals Prior to Entering Any Agency Vehicle and Transportation Temperature Log Record
- All people will have a temperature check and screening questions, which will be completed prior to entering the building. This process will be accomplished through staggered drop off times.
- People who utilize agency transportation that, upon arrival, do not pass the temperature check and/or screening questions will be taken directly to the isolation room and their family/caregiver will be contacted to pick her/him up.
- People supported, unless unable to comply, are required to wear a mask while waiting for their temperature and symptom check.

Physical Plant protections:

- People will remain in their designated room, rather than rotating about the building for activities. Socially distant activities in the large cafeteria will be allowed, up to the designated occupancy and spacing requirements. People will be encouraged to walk outdoor whenever possible for exercise. Walking for exercise within the large buildings is prohibited at this time, due to lack of ability to maintain social distancing.
- Employee break schedules will be adjusted so there is not an excess of people in the building common areas at any given time. A capacity for the cafeteria will be posted on the doors. People will need to maintain a minimum of a 6-foot space between seats, and across the table when utilizing this area.

- Employees will be required to continue to observe physical distancing of six feet or greater while walking, taking a meal break, or any other break.
- Activities that congregate people will be evaluated on an individual basis by program administration. Activities that cannot accommodate social distancing will be cancelled or modified. Any congregation of fifteen people (does not include staff) must be reviewed and approved by a Program Director.
- Bathrooms will be marked with maximum occupancy. Everyone will need to comply with room maximums. Occupied signs will be utilized on all rest rooms doors to indicate when the area is free for use.
- “Zoom” meetings will be utilized whenever possible, for group recreational activities and for people to socialize and learn together.
- All activities should adhere to the low, moderate and high-risk criteria that will be assigned by administration, based on current symptomology.

Isolation of Symptomatic Individual During Day Program Hours

- In an effort to prevent exposure of individuals and staff if an individual becomes symptomatic of COVID during the program day, an isolation room will be designated with the proper PPE equipment. Refer to Isolation of Symptomatic Individual During Day Program Hours.

Infection Control / Cleaning in the day program space:

- All staff should adhere to universal precautions and disinfecting protocols while at the day program site. Refer to the CDC Cleaning and Disinfecting for Households and Universal Precaution and Disinfecting Protocol.
- Use of a face mask will continue to be required for all employees while at work. People we support, will be encouraged to wear a mask at all times. Everyone should enter the building wearing a face mask prior to check in. People that are not capable of wearing a face mask, due to a medical or other condition, will be offered a full-face shield instead. All mask hygiene protocols will continue to be observed. Refer to Protocol for Staff Use of Face Mask.
- All staff and individuals must perform hand hygiene immediately upon entering the program and throughout the day.
- Hand washing, after restroom use and prior to food handling, is required by everyone. Refer to Handwashing Tips Protocol.
- Enhanced and regimented cleaning schedules will be implemented in all program areas. Programming area supplies, equipment and commonly touched surfaces will be disinfected after each use. Refer to Day Program Location Cleaning Protocol and Programming Area Cleaning Protocol Data Tracking.

- Shared work stations, shared computers, shared phones, shared tablets, copiers, etc. will be disinfected and wiped down with an approved disinfectant after each use. Refer to Day Program Location Cleaning Protocol and Shared Use Area Cleaning Protocol Data Tracking.
- Non-shared workstations should be wiped down daily with approved disinfectant.
- All commonly touched surfaces in the kitchen and cafeteria will be disinfected at the beginning of the program day, after each use and at the end of the program day. Refer to Day Program Location Cleaning Protocol, Kitchen Cleaning Protocol Data Tracking and Cafeteria Cleaning Protocol Data Tracking.
- All single and gang bathrooms will be disinfected hourly unless it has been completed by staff who accompany an individual to the bathroom. Refer to Day Program Location Cleaning Protocol and Bathroom/Freshening Area Cleaning Protocol Data Tracking.
- Ensure that all cleaning and disinfecting products are stored securely, per policy and that all products meet EPA disinfection criteria. Read each product to ensure disinfecting protocol is followed exactly as written.
- Staff should ensure that there is adequate ventilation when using these products to prevent anyone from inhaling toxic fumes.
- Personal belongings of people we support, as well as staff, should be left at home or in a personal vehicle whenever possible. Personal items such as lunch boxes or clothing bags that are brought in by people we support, will be kept segregated (away from the program area). Staff will retrieve the items and provide to the individual when needed.
- Food prep and consumption surfaces should be disinfected with appropriate food grade disinfectant.

Food Service:

Individuals will bring their own meals to the day program site. When serving a meal, staff will ensure it is individually plated and served in their assigned room, rather than a communal dining area or cafeteria.

The use of disposable food service items will occur, if this is not a safety concern. Employees will ensure that gloves are worn at all times while handling food. Dishes must be sanitized or washed in a sanitizing cycle in the dishwasher.

Shared Objects:

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each person's belongings in individual labeled containers or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible. Assign each person their own art supplies or equipment or limit use of supplies and equipment to one group at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, books or games. If sharing anything, ensure proper disinfectant procedures are utilized prior to sharing items.

Ventilation:

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Open windows and doors whenever you are able to safely do so. Do not open windows and doors if doing so poses a safety or health risk to anyone.

Preparation / Education:

- All people supported should be educated on what to expect with new day program expectations prior to their arrival, as well as reminded when they arrive at the day site.
- All day program sites will show every person supported the video on hygiene, mask wearing and social distancing. Staff should explain and demonstrate each concept.
- Anxiety should be anticipated as we re-introduce people to the day hab site, especially with the use of masks, if people are not used to this. Support resources will be made available to them.
- Questions to ask people supported throughout the day to assist them with understanding the new expectations of sanitizing, at work and at home:
 - ✓ Have you washed your hands?
 - ✓ Do you need help washing your hands? Sing happy birthday 2x with them until they understand the expectation.
 - ✓ Have you practiced social distancing today? How close can you be to your friends? (Instruct the person to hold both arms out straight and turn around. That is approximately six feet, from one fingertip to the other)
 - ✓ Do you wear a mask when you go out to the store or for a walk? Let's show you how to put on and take off your mask. Where do you put the mask when you take it off?
 - ✓ Show me how to cough and sneeze into your elbow.
 - ✓ What things will you do to remain safe when you go out into the community?

Day Program Visits:

- Any visit to the site that is of a non-emergent nature must be in adherence to the **Advocacy and Resource Center COVID 19 Protocols 2020: *Non-Emergency Site Visits at Certified Facilities, effective 9/25/2020.***
- Life Plan meetings should occur remotely utilizing technology at this time. In the future when Life Plan meetings are approved to occur at the day program site, the care manager, family members, other guests and employees will go through a screening process at a pre-determined entrance before allowed to enter the meeting location and must wear a mask while in the building. Support assistants (or designee) will be asked to screen individuals coming into the building, to include checking of temperatures and ensure that guest(s) sign in/out. Social distancing of six feet or more should be maintained whenever possible. Visitors and guests to the meeting must go directly to

the meeting room and when the meeting ends, must leave the building immediately. No mingling or visiting will occur in common areas or program spaces without prior authorization from Program Administration.

Activities:

Small, in-person classes, activities and events will be organized throughout the day. Each person must remain at least 6 feet apart from any other individual at all times.

No one will share equipment or supplies, unless it is properly disinfected prior to providing the equipment.

Concepts to assist each person in navigating their world safely will be reviewed and instructed on a regular basis. The concepts are:

- Hand hygiene and respiratory etiquette
 - 20 second hand washing
 - Use of hand sanitizer
 - Use and discarding of tissues
- Face Coverings
 - The importance of the use of face coverings (surgical or cloth) shall be modeled and stressed. Face coverings must be worn by staff at all times and by individuals in program as much as is feasible. When social distancing is a challenge for people supported, it is extremely important to wear these masks. Individuals should be frequently reminded not to touch their face or masks and to wash their hands frequently.
 - Information regarding handwashing and face coverings and removal and storage will be sent to each family member.

Note: Face coverings or masks should NOT be placed upon anyone who:

- Has trouble breathing or is unconscious
- Is incapacitated or otherwise unable to remove the face covering without assistance

Supplies shall be provided for each program area as follows:

Soap, hand sanitizer with 60% alcohol (for people who can safely use this), paper towels, tissues, disinfectant wipes and face coverings.

Community Activities:

A community activity is defined as going into the community and exiting the vehicle. A ride in a vehicle where no one exits the vehicle would not constitute an outing. Due to the continued threat of community acquired COVID-19 the following instructions must be followed any time an Individual goes into the community.

- For all community activities, the recommended state directive of no more than 50% vehicle capacity, including staff, will be followed.
- Community activities should be concentrated on low risk activities preferably outdoor, whenever possible such as: nature walk, visiting a local park, fishing, receiving a haircut at a single chair salon, or going to the putting range. Other activities such as: short trip to a small convenience store, outdoor dining, trip to free standing retail outlet i.e Dollar General, Stewarts, pharmacies, Family Dollar, or other small retail locations are acceptable but should be limited in frequency and duration. Activities **prohibited** at this time include: Trips to large retail stores, (Wal Mart, Lowes, Runnings, Target) Malls, grocery stores, and any densely populated retail establishments even if free standing.
- Every effort will be made to plan activities during off peak hours when the destination is not expected to have a great degree of foot traffic.
- All community activities will require prior approval by Manager, Supervisor or Program Administration. Staff will either speak with Manager, Supervisor/Admin or email perspective outing plans and await approval before discussing with the individuals.
- Community activities will be limited to group members and will not exceed 10 people to include staff participating.
- No community activities will be planned where co-mingling of groups is expected.
- Community activities will be limited to, at most, one per day per person.
- Multiple individuals cannot go to several different locations on one trip as this would constitute more than one community activity per day for all those involved.
- Prior to any community activity, all staff and individuals involved will thoroughly wash their hands.
- Face masks will be worn during the duration of the community activity from the time of departure from the Residence until the return to the Residence.
- Staff will bring hand sanitizer on the community activity and individuals and staff will be required to disinfect hands throughout the community activity especially after touching surfaces such as benches, door handles, or any other high touch surfaces.
- No unnecessary interactions with members of the public should occur.
- If at any time Individuals are not able to adhere to requirements or if area of activity becomes congested the activity should be terminated.
- Immediately upon return to the Day Program all individuals and staff with thoroughly wash hands.
- Documentation for all community activities will occur on the Transportation Trip log form contained within each Agency vehicle.
- Any issues or situations encountered during the community activity should be documented in a Precision Care note. The type of note should be designated as Community Outing. Once completed it should be sent via email to: PATH, Manager, Program Administration, Nursing, and any other relevant party dependent upon the circumstances i.e Behavior Specialist.

Staffing plan:

Our plan is to ensure that all individuals and staff groupings are as static as possible. We will limit staff assignments by having staff work at no more than two day program areas, whenever possible. Emergencies and unexpected call outs may create additional assignments. The assigned day program staff will not be able to work at other agency locations. This will be monitored by the Program Director and Assistant Director and minimized.

Person-Centered Planning:

Opinions from people we support and family members are important. We obtained feedback in the following ways:

- Survey distributed to all family members
- Discussed at Town Hall meetings
- Assistant Directors called people to complete a brief survey
- All community based family members were contacted to determine their wishes for day program and transportation

Accommodations and individualized planning will be accommodated as much as possible. Budgetary constraints and required staff ratios must be considered.

We plan to review a variety of other options for the future, when our community can be more easily accessed and there is not as much risk of exposure with blending of multiple people from multiple homes.

Signs and Messages:

Signs will be posted in each building entrance and restroom that promote everyday protective measures and describe how to properly wash hands and wear a face covering.

Videos shall be shown in the program areas to support the understanding of safety concepts.

Transportation:

Maximum capacity for vehicles will be determined by the Transportation Director and posted in every vehicle along with a seating plan to address social distancing requirements.

We will request that families provide socially distant transportation whenever possible.

Drivers should practice all safety actions and protocols such as hand hygiene and wearing a face covering at all times.

Bus drivers and staff will clean and disinfect all vehicles daily as directed.

Drivers must receive, review, and verify family/caregiver attestation form, for people who reside in the community prior to allowing admittance on the vehicle. Extra Forms will be kept on the vehicle in case family/caregiver does not have the form.

Phase 1

The people who live in the community, and are able to safely return, will be offered the opportunity return to the day program site in Phase 1. Due to the phasing in process, people who reside in a residential setting, will continue to receive day habilitation services from their home.

Phase 2

In phase 2, people who reside in a residential setting will continue to receive day habilitation services from their home but will be permitted to come to the day program site for planned activities if they have no prior medical conditions. These planned activities will have a limited attendance of 2-3 residential homes at a time.

A weekly schedule of planned activities will be sent out to the houses, staff will call ahead and reserve a time frame for an activity. The activity date, time and area will be designated. The people will be transported to day program together, with people who live together. Prior to people from the IRAs leaving their homes, temperature checks and screening questions will be completed and documented. No one with any symptoms will get in the agency vehicle, they will stay at home.