

## **Coronavirus 2019 (COVID-19)**

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. There is currently no vaccine to protect against COVID-19.

How it is spread:

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

Prevention:

- The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
  - Stay home as much as possible and avoid close contact with others.
  - Wear face covering that covers your nose in public settings, including when receiving services.
- Clean and disinfect frequently touched surfaces including equipment and common areas at least daily and at the end of each shift. Before and after breaks. Before and after lunch. Pay special attention to countertops, tools, door knobs and computers. Cleaning is to be done using Environmental Protection Agency registered disinfectants to sanitize surfaces.
- Look over the environment to continuously be identifying opportunities for reducing the number of high touch areas.
- Wash hands often with soap and water for at least 20 seconds, or use an alcohol based hand sanitizer that contains at least 60% alcohol.
- Social distancing.
  - Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
  - If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
  - Get deliveries and takeout, and limit in-person contact as much as possible.

People at increased risk for severe illness (everyone is at risk):

- Over the age of 65
- Chronic lung disease or moderate to severe asthma
- Serious heart conditions
- Immunocompromised (including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)

- Severe obesity (body mass index [BMI] of 40 or higher) (has recently been lowered to a BMI to 30).
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease

Symptoms may occur 2-14 days after exposure; however some people may not develop (but are at risk to passing the virus to someone else) symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

When to seek COVID-19 testing:

- The known symptoms are present.
- There has been direct or indirect contact with a person that has tested positive or visited a location that is known to have people present that have tested positive.

Prior to the first day of Day Training.

**Services that can be provided via telehealth:**

- Consultative services including: Psychological Supports, Positive Behavior Supports, Nutrition, Occupational Therapy, Speech Therapy & Physical Therapy.
- Supported Employment
- In-Home services including: Personal Assistance, Community Access and Community Living Supports.
- Day Training (DT)/Adult Day Training (ADT)

**In-Person Adult Day Training (ADT)/Day Training (DT)**

During this time, as COVID-19 continuing to place everyone at risk, “Healthy at Home” continues to be the safest day to day life to avoid coming into contact with the virus. Virtual Day Training will continue to be offered for those that are at home.

**For people and their team that wish to receive in-person Day Training, the following will need to occur prior to in-person Day Training resuming:**

- The Case Manager (CM) receives a request from the person, parent, guardian or provider that ADT/DT be resumed.

- A copy of Employment Solutions Assurance Plan and/or Policy regarding COVID-19 will be provided to the CM to discuss with the person's team.
- A team meeting will take place. During the team meeting:
  - Risk/Benefit discussion guide, to evaluate the risk/benefit of returning to in-person DT will be completed
  - If the Risk/Benefit and team discussion resulting in a team consensus that the person is able to resume in-person DT, a plan for returning to in-person DT will be completed.
  - The plan for returning to DT will include the following acknowledgment:
    - Using a team process and review of Employment Solutions COVID19 assurance plan and discussion of risks vs. benefits of resuming in person DT, the team agreed that (person's name):
      - Has been provided information related to COVID-19, including what to expect, potential risks, what's expected of him/her, and other applicable information that allows for an informed decision to resume in-person DT services.
      - Has discussed with the team regarding the importance to/important for information and how these may look different in the current service environment.
      - Has a desire to attend scheduled services.
      - Is willing and able to comply with health screening before all transportation, upon arrival, before leaving and otherwise as needed.
      - Has discussed with the team regarding face coverings and the requirement to wear one while at Day Training.
      - Is willing and able to comply face covering, handwashing, social distancing and all other CDC guidelines.
      - Is willing and able to comply with decontamination practices when returning home by washing hands and changing clothing at a minimum.
  - Day Training service outside of the building will include team in the decisions about the types of activities.
    - Plan activities that are outdoors.
    - Give consideration to choosing a time that is less busy.
    - If upon arrival it is discovered that there is a large amount of people present or people are not adhering to the mandated social distancing/mask wearing do not enter/leave
- Provide evidence of having received a negative result from a COVID-19 test administered within the last 120 hours (5 days) prior to entry to the DT sight.
- Consideration for the other members in the home, especially those with the CDC identified increased risk factors for serious illness related to COVID-19.

## **Person receiving DT services/Participant Expectation/Requirement**

State-mandated social distancing standards are to be followed for the duration of DT including:

- Maintain six feet of separation from people that do not reside in the same home at all times.
  - If a person refuses to social distance, they will be asked to remove their self to a place away from peers. If the person refuses, peers will be removed from the area.
    - Arrangements will be made for the person to return home.
    - A team meeting will need to take place to re-evaluate the person's ability to socially distance.
      - The person will be provided education and instructions regarding social distancing.
      - The person will be encouraged to practice social distancing in another setting such as their home.
      - The team may meet again when the person is able to properly socially distance.
- Mask or shields that cover the nose and mouth are to worn for the duration of time spent at Day Training.
  - If a person refuses to wear a face covering that covers their nose and mouth, they will be asked to remove their self to a place away from peers. If the person refuses, peers will be removed from the area.
    - Arrangements will be made for the person to return home.
    - A team meeting will need to take place to re-evaluate the person's ability to tolerate a mask or shield covering the mouth and nose.
      - The person will be provided education and instruction regarding wear of face covering.
      - If the person is not able to tolerate a face covering they will be encouraged to practice wearing a face covering at home. If the person was wearing a mask they will be provided a shield to see if they are better to able to tolerate the shield.
      - The team may meet again when the person is able to tolerate a face covering.

Monitoring/promoting health:

- Do not leave the home if has a temperature of 100.4F (or higher) or feel ill.
- Temperature will be taken (with a touchless thermometer) prior to entering the common area of the building, if a temperature read is 100.4F or higher the person will not be permitted entrance and will need to return home or seek

medical attention. The person will wait for transportation away from peers or if transportation is present will immediately return.

- Will need to be able to indicate/say a “No” to a verbal screening questions prior to entrance. If the person is not able to answer “No” to all sections the person should consult with a qualified medical provider regarding a need to recover at home or if there is a need for an assessment by a qualified medical health provider.
  - Have you had any of the following symptoms since your last day at Day Training?
    - Feeling of fever
    - Cough
    - Shortness of breath
    - Sore throat
    - Muscle aches
    - Change in sense of smell or taste
    - Any diarrhea or vomiting (gastrointestinal symptoms)
  - Is there anyone in your home who is ill or has been diagnosed with COVID-19?
  - Have you been in contact with anyone who is ill or has been diagnosed with COVID-19?
- Face covering over mouth and nose will be worn at DT.
  - Employment Solutions has obtained and will maintain the appropriate amount of PPE to be provided and utilized by staff and people receiving services.
  - If a person refuses to wear a face covering that covers their nose and mouth, they will be asked to remove their self to a place away from peers. If the person refuses, peers will be removed from the area.
  - Arrangements will be made for the person to return home.
  - A team meeting will need to take place to re-evaluate the person’s ability to tolerate a mask or shield covering the mouth and nose.
    - The person will be provided education and instruction regarding wear of face covering.
    - If the person is not able to tolerate a face covering they will be encouraged to practice wearing a face covering at home. If the person was wearing a mask they will be provided a shield to see if they are better to able to tolerate the shield.
    - The team may meet again when the person is able to tolerate a face covering.
- Maintain social distancing.
  - If a person refuses to social distance, they will be asked to remove their self to a place away from peers. If the person refuses, peers will be removed from the area.
  - Arrangements will be made for the person to return home.

- A team meeting will need to take place to re-evaluate the person's ability to socially distance.
  - The person will be provided education and instructions regarding social distancing.
  - The person will be encouraged to practice social distancing in another setting such as their home.
  - The team may meet again when the person is able to properly socially distance.
- If a person becomes ill with symptoms consistent with suspected COVID-19 or develops a temperature while at Day Training, the residential provider or family will be contacted to coordinate care and transportation home or to a medical provider.
  - While waiting to be picked up/transported, the person will rest in an area away from peers (therapy room) and room will be cleaned immediately following their departure.
- Training/information will be provided to each person receiving in-person DT services regarding COVID-19 including:
  - The signs and symptoms.
  - How it is spread
  - Risks of exposure
  - Self-protection/prevention
  - Proper hand washing and use of hand sanitizer
  - How to put on and take off PPE
  - Social distancing
- Use hand sanitizer and wash hands frequently including after toileting, before and after meals or snacks and when changing activities.
- Do not share food, drink, containers, plates, napkins, or utensils.
- Avoid touching eyes, nose or mouth.

#### Lunches & Breaks:

- Lunches, changes of clothes, items that are essential are to be brought in disposable bags and labeled with the person's name.
  - The kitchen area is to be cleaned at least twice daily.
  - Only DT staff are permitted in the kitchen and must be masked and gloved.
  - Lunches and breaks will be taken in the area that they are receiving services or outside where social distancing can be maintained. A common/break area is no longer available.
    - The area/tables will be cleaned prior and following lunch and breaks.
    - Handwashing will take place prior to and following lunch and break.

- Lunches should not contain containers or other items that will go back and forth from home to Day Training.
- Lunches are to be shelf stable or have their own cooling packs/do not require refrigeration. Disinfectant wipes are available to wash the cooling packs at the exit.
- No sharing of food, drink, containers, plates, napkins, or utensils.
- Use only disposable plates, and utensils unless the person requires adaptive equipment.
- If assistance is need with preparing a lunch:
  - Staff will wash hands before and after assistance.
  - Staff will wear gloves and masks.
  - If microwave is used it will be disinfected between uses.

#### Personal Items:

- Personal items that are not necessary for Day Training are not to be brought into the building.
- Lunches, changes of clothes and other items that are essential are to be labeled and stored in a disposable bag.
- Disinfectant wipes will be provided at points of entry and exit to wipe down lunch boxes and other essential personal items as they enter and leave the building.
- Personal items are to be stored separately and not touching anyone else's items.

#### Minimization of the Honeybee effect:

- Interaction with peer's each day will be with the same group in the same space, there will be no going from program to program (Sunnyside, Fresh Approach, Expressive Programs & Q-Box).
- The same staff will be working in the same areas each day. There will be no staff sharing at this time.
  - Staff will document who they were in contact with each day by making a comment in the "Staff Comment" section of the Monthly Summary in Oasis.
  - Staff are not to be in areas or building they are not assigned to.
- At this time Employment Solutions will require that a person that attends Employment Solutions DT program not attend another DT program.

#### **Day Training Environment:**

##### Entering the building:

- One point of entry per building that is designated as a one way entry.
  - Staff will assist to ensure social distancing is practiced when entering, markings along the side walk will provide a visual assistance for social distancing.

- **Q-box** and **Expressive Program** will use the door located on the side of the building, which comes into the Expressive Programs gym area. Temperature and screening will be done outside of the door prior to entering the building. The door in the former break room will be utilized as an exit.
- **Fresh Approach** will use the front door as the point of entry. Temperature and screening will be done outside of the door prior to entering the building. The front door will also be used as the exit; however staff will assist with ensuring social distancing takes place.
  - A staff will be assigned to monitor people entering and leaving the building to coordinate the people passing by each other in such a way as to ensure social distancing.
- **Sunnyside** will utilize the front (main entrance to the lobby) as the entrance. Temperature and screening will be done in the lobby prior to entering the building. The exit will be the side door into the parking lot.
- **Life Works Somerset** will use the main front door at a point of entry. Temperature and screening will be done outside of the door prior to entering the building. The exit will be through the same door with staff ensuring that social distancing takes place
  - A staff will be assigned to monitor people entering and leaving the building to coordinate the people passing by each other in such a way as to ensure social distancing.

#### Bathrooms:

- Bathrooms are single use and are to be cleaned after each use and prior to the next person entering for use.
  - A DSP will be assigned to clean the bathroom after each use for the day. A second DSP will be assigned to clean the bathrooms when that person is on break.
    - **Q-Box** will station a DSP beside the bathroom so that they can observe people entering and exiting. Staff are responsible for ensuring no one enters the restroom while it is in use.
    - **Fresh Approach** will station a DSP beside the bathroom so that they can observe people entering and exiting. Staff are responsible for ensuring no one enters the restroom while it is in use.
    - **Sunnyside** will station a DSP beside the bathroom so that they can observe people entering and exiting. Staff are responsible for ensuring no one enters the restroom while it is in use.
    - **Expressive Program** staff will escort the person to the restroom, Q-Box staff will ensure that no one enters the restroom if the EP staff needs to escort the person back to their area to ensure social



distancing. The Expressive Programs staff will then return to clean the bathroom. Staff are responsible for ensuring no one enters the restroom while it is in use.

#### Environment changes to support social distancing:

- Chairs have been removed and only the chairs that are able to be spaced a minimum of 6 feet apart remain.
  - Chairs are not to be moved or rearranged without the division supervisor's approval.
  - People, with the assistance of staff, will choose an area to spend their time. This will be where they spend time each day. A change will need to be approved by a supervisor.
- Marking on floors and sidewalk are present to demonstrate 6 feet of separation, the walk ways are mark with arrows to ensure the flow of foot traffic is compliant with social distancing.
- Bathrooms are single use.
- Medications will be brought to the person and administered with the assistance of a staff that is medication administration trained and is someone that the person is already spending time with.

#### Cleaning of surfaces:

- Frequently touched surfaces such as door handles, table tops or any other identified area, as well as frequently touched supplies and equipment will be cleaned throughout the day with antibacterial product, by an identified staff member. The staff member will be responsible for the cleaning for the entirety of the day for their area. A back up staff will be identified.
- Supplies such as art supplies that have surfaces that cannot be properly cleaned will be labeled and designated to one person. The supplies will be stored separately in a plastic pencil box in cubbies.
- Shared touch items such as cards and balls will not be utilized at this time.
- The kitchen area is to be cleaned at least twice daily.
  - Only DT staff are permitted in the kitchen and must be masked and gloved.
  - Lunches and breaks will be taken in the area that they are receiving services or outside where social distancing can be maintained. A common/break area is no longer available.
    - The area/tables will be cleaned prior and following lunch and breaks.
    - Handwashing will take place prior to and following lunch and break.
- Lunches should not contain containers or other items that will go back and forth from home to Day Training.

## **Off Sight Day Training**

- If an event is to take place outside of the walls of the physical building.
  - People will be transported together only if they live in the same household or 6 feet of separation can be maintained and all people in the car will wear masks.
  - All CDC and KDPH guidelines are to be followed while in the community.
  - Ensure proper sanitation has been taken place in public restrooms prior to use, including washing hands. Also, keep in mind many public restrooms have been closed or the capacity has been reduced to single use.
  - Ensure proper hygiene, including hand washing, occurs when in public setting and public restrooms.
  - Ensure handwashing/use of sanitizer occurs at the change of each location.
  - The same staff and/or transportation driver will be with the same people each day. The same people will be together each day.
  - A back up plan for each person will be made by the team regarding rain days or if a staff is unable to work. Due to the requirement for the same staff to work with the same people this may involve staying home on those days.
  - Vehicles utilized for transportation will have supplies to clean/sanitize cars between uses.
    - All of the company vans have been professionally cleaned by Wildcat cleaning service with Armourguard.
      - Armourguard is an EPA approved spray-on antimicrobial that leaves a polymer shield preventing growth of bacteria, viruses, fungus and parasites on all services for 90 days.
      - Vans will be cleaned using EPA approved product designed to kill viruses the staff that last used the van, and always between uses.
        - Any surface that may have been touched will be cleaned including doorknobs (inside and out), seats, back of seats interior door surfaces, steering wheel, knobs, gear shift, blinker, etc.

## **Day Training staff providing in-person services**

- Upon entering for the first time since re-opening staff will provide negative results from a COVID-19 test administered within the last 120 hours/5 days.
- On-going- Staff are not to report to work if they have a temperature of 100.4F (or higher) or feel ill.
- On-going-Staff are to take their temperatures prior to providing services and record it on the temperature log. If a temperature of 100.4F (or higher) the staff will not provide services.

- On-going- Staff will need to be able to indicate/say a “No” to a verbal screening questions prior to entrance. If the person is not able to answer “No” to all sections the person should consult with a qualified medical provider regarding a need to recover at home or if there is a need for an assessment by a qualified medical health provider.
  - Have you had any of the following symptoms since your last day at Day Training?
    - Feeling of fever
    - Cough
    - Shortness of breath
    - Sore throat
    - Muscle aches
    - Change in sense of smell or taste
    - Any diarrhea or vomiting (gastrointestinal symptoms)
  - Is there anyone in your home who is ill or has been diagnosed with COVID-19?
  - Have you been in contact with anyone who is ill or has been diagnosed with COVID-19?
- If staff becomes ill with symptoms consistent with COVID-19 or develops a temperature while at work they are to leave.
  - The staff will contact the appropriate team member(s) and/or supervisor to arrange for the return of clients to their home while remaining distant and make arrangements for the clients to return home.
  - Staff will contact PCP for directives regarding staying at home or coming in for an assessment.
- If a staff tests positive for COVID-19 the staff will self-isolate until the current CDC guidelines for health care works returning to work has been met.
- Orientation training/information will be provided regarding COVID-19 including:
  - “COVID-19 Healthy at Work” plan
  - The signs and symptoms.
  - How it is spread
  - Risks of exposure
  - Self-protection/prevention
  - Proper hand washing and use of hand sanitizer
  - How to put on and take off PPE
  - How to store PPE
  - Social distancing
  - The benefit of bringing a change of clothes to change into prior to returning home and bagging and washing of work clothes.
- Handwashing is to take place as soon as they enter/exit new environments.
- Staff will be provided a mask or shield that covers mouth and nose to be used for the duration of the service they are providing in person. Other PPE will be provided as needed.

- The same staff will work with the same people each day. If a staff is unable to come in to work, in order for the same staff to work with the same participants, services for that day will be cancelled. In the event the staff cannot return in a timely manner, the team will approve alternative staff if they are available.
- The staff and driver (if there is a driver) will obtain a COVID test every two (2) weeks. If the team agrees the people they are work with will be tested every two weeks as well

### **Visitors to Day Training Locations:**

At this time Employment Solutions is not open to visitors with the exception of emergency personnel conducting official duties, if an essential service/repair is need to the building to ensure the safety and comfort of those present, the worker will be permitted or a public agency by request. Employment Solutions will ensure that virtual meeting are arranged for all others. Entrance will on be permitted with a temperature check and confirmation that a “No” can be accurately provided to the following questions:

- Have you had any of the following symptoms since your last day at Day Training?
  - Feeling of fever
  - Cough
  - Shortness of breath
  - Sore throat
  - Muscle aches
  - Change in sense of smell or taste
  - Any diarrhea or vomiting (gastrointestinal symptoms)
- Is there anyone in your home who is ill or has been diagnosed with COVID-19?
- Have you been in contact with anyone who is ill or has been diagnosed with COVID-19?

All visitor will be supervised by staff to ensure the visitor wears a mask or face shield that cover mouth and nose, as well as any other PPE necessary. Staff will also ensure that social distancing is practiced by the visitor.

### **Face Masks:**

#### Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

#### Use the Face Covering to Protect Others

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Wear the covering in public settings when around people outside of your household, especially when other [social distancing](#) measures are difficult to maintain
- **Don't** put the covering around your neck or up on your forehead
- **Don't** touch the face covering, and, if you do, wash your hands

### How to clean

#### **Washing machine**

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

#### **Washing by hand**

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
  - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

#### **Make sure to completely dry cloth face covering after washing.**

### How to dry

#### **Dryer**

- Use the highest heat setting and leave in the dryer until completely dry.

#### **Air dry**

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

#### **When to wear gloves**

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

In most other situations, like running errands, wearing gloves is not necessary. Instead, practice [everyday preventive actions](#) like keeping [social distance](#) (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a [cloth face covering](#) when you have to go out in public.

#### When cleaning

- Follow precautions listed on the disinfectant product label, which may include-
  - wearing gloves (reusable or disposable) and
  - having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning.
- [Wash your hands](#) after you have removed the gloves.

#### When caring for someone who is sick

If you are providing care to someone who is [sick at home or in another non-healthcare setting](#)

- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
- Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- [Wash your hands](#) after you have removed the gloves.

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