

## **COVID- 19 Service Policy**

### **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 work area 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.

**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.

### **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 surfaces 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 workers 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