



COVID-19

Day Program Reopening Plan

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Document Purpose:

This plan has been developed to address the additional health and safety requirements that will be necessary to manage the significant challenges to safely reopen our Day Programs. CO-OP is committed to providing safe working conditions that protect both staff and the individuals we support. These guidelines will supplement, not supplant provisions from regulatory agencies that have oversight for each Day Program.

To ensure follow through of critical health and safety requirements, CO-OP when possible will provide a combination of in person and remote services. CO-OP recognizes there may be a need to adjust service and will make efforts to do so while meeting the requirements put forth by the Executive Office of Health and Human Services.

Individual Readiness Assessment:

Prior to returning to the day program, the Director of Day Service/Director of Specialized Services will ensure each individual/parent/guardian have been surveyed to solicit feedback in at least the following areas:

- a. Does the individual wish to return to the program upon re-opening?
- b. Does the individual wish to participate in virtual / remote programming?
- c. If the individual wishes to return upon re-opening, what days or time of day would they plan to attend?
- d. If the individual does not wish to return in –person to the program upon reopening does the individual wish to return at a later day or attend virtual sessions?
- e. If transportation is not available does the individual have another means to get to the program
- f. If the individual does not wish to continue in-person or virtual day program services, the Director of Day Services / Director of Specialized Services will assist in referring and establishing alternative services in coordination with the individual as appropriate.
- g. How likely is the individual to wear a facemask?
- h. If the individual has not been tested for COVID-19, would the individual get tested prior to returning?

Name of parent/home provider: _____ Date: _____

1. If CO-OP were to open at reduced capacity and continue with on-site services how likely would you be to participate in on-site services?

- Very Likely
- Very unlikely

Comments

2. Are you or someone in your household willing to transport individual both ways?

- Very Likely
- Very unlikely

Comments

3. How likely is the individual to wear a face mask throughout their day at CO-OP?

- Very Likely
- Very unlikely

Comments

4. Has the individual been tested for COVID19?

- Yes
- No

Comments

5. If no, would you have the individual tested one week before returning?

- Yes
- No

Comments

6. What would be the primary reason for sending person back to on-site services?

- I need to return to work and individual can't stay home alone or I have no one to stay with him/her.
- Individual needs to get out of the house, he/she is experiencing depression/loneliness.
- Individual needs to get out of the house, he/she craves more activity.
- Individual would prefer on-site services.
- Other (specify)

Comments:

Other considerations, questions or comments as it relates to opening:

Completed by:

Risk Benefit Discussion:

The Director of Day Services/ Director of Specialized Service will ensure Risk / Benefit Discussion Checklist has been completed for each individual. The completed tool will be reviewed with an individual / parent / guardian prior to in-person return to the program to determine if the benefits of returning to the program outweigh any potential health risks. There is not a specific designated score that qualifies or excludes a participant from returning to their day program. If an individual has a DDS Service Coordinator they will be made aware of decisions that have been made. CO-OP will make efforts to prioritize in persons services for individuals whose needs cannot be adequately provided via telehealth or in the home. According to Massachusetts Re-Opening plan if there are individuals who do not want to return upon reopening or at a later date, CO-OP must follow the steps of proper discharge, making sure that individuals are referred to appropriate services as needed.

Additionally a Risk Acknowledgement Form must be signed by an Individual/Guardian prior to them returning to their Day Program. This is not a waiver but simply a means of ensuring awareness that although CO-OP is committed to following all recommended health and safety guidelines set forth a risk free environment cannot be guaranteed.

Massachusetts Return to Day Program Risk/Benefit Discussion Checklist

This tool is designed for use by participants, caregivers, and providers collectively to help inform the decision to return to a day program. Checked boxes should be tallied for each section. **Upon completion**, you will have a visual representation of risks and benefits associated with returning to a day program. Higher tallies in the risk categories indicate a greater risk of poor health outcomes from COVID-19 infections.

There is not a specific designated score that qualifies or excludes a participant from returning to their day program.

Part A: Situational Risks	Check box if present (☑= 1)
The participant is not able to follow social distancing protocol with 6 feet of distance	<input type="checkbox"/>
The participant needs prompting/assistance to socially distance	<input type="checkbox"/>
The participant is not able to use personal protective equipment (PPE) for extended periods of time	<input type="checkbox"/>
The participant requires physical assistance or prompting to complete ADLs, such as toileting, eating, or mobility	<input type="checkbox"/>
The participant is not willing or able to answer a series of health screening questions at several intervals throughout the day	<input type="checkbox"/>
Part B: Health Related Risks	Check box if present (☑= 1)
The participant has diabetes	<input type="checkbox"/>
The participant is severely obese	<input type="checkbox"/>
The participant is older (increased age = higher risk)	<input type="checkbox"/>
The participant has known respiratory issues	<input type="checkbox"/>
The participant has known serious heart conditions, including coronary artery disease and hypertension	<input type="checkbox"/>
The participant has immunocompromising conditions (i.e. HIV, cancer, post-transplant, prednisone treatment, etc.)	<input type="checkbox"/>
The participant has a chronic kidney disease	<input type="checkbox"/>

The participant has any other underlying health problems which could be considered a risk

Part C: Benefits to Participant

Check box if present (☒ = 1)

Participant cannot be left home alone and supervision at home is likely unavailable

Needs the medical support of day programming (i.e. med admin, medical check-in)

If not in a structured program, the participant may be wandering in the community or engaging in risky, non-distanced activities.

Socialization is important to the participant's health; or, lack of socialization has known serious risks to mental health conditions.

A sense of normalcy/routine is important to the participant's health; or, lack of routine has known serious risks to mental health conditions

Daily activity outside the home is likely to reduce the frequency of behavioral issues

The participant is unable or unwilling to engage in virtual/video programming

Other Benefit(s):

Total # of Situational Risks (Part A): _____

Total # Health Related Risks (Part B): _____

Total # Benefits (Part C): _____

Overall Total Risk Score (Part A + Part B): _____

Overall Total Benefit Score (Part C): _____

Note: *This Risk/Benefit Tool is meant to facilitate discussion and to assist participants and their loved ones in determining their comfort level in returning to a day program based on their individual experiences.*

Name of Participant: _____
____/____/____

Date of Completion:

COVID-19 Risk Acknowledgement

CO-OP is committed to providing safe working conditions that protect both staff and the individuals we support. On March 24, 2020 the Department of Public Health issued an emergency order requiring day programs to cease providing direct services in congregate settings. On 7/2/20 EOHHS released guidance allowing day programs to begin to reopen provided adherence to such can be established. CO-OP has developed its plan accordingly with the goal of reducing the risk of spreading or contracting the COVID -19 virus. Despite these efforts being present in any congregate setting poses an elevated risk of contracting and or spreading the virus.

By signing this acknowledgment you are indicating that you have been informed and understand that CO-OP is unable to guarantee a risk free environment.

Print / Name of individual
Date

Signature

Print / Parent or Guardian
Date

Signature

Roster/ Occupancy:

The Director of Day Services / Director of Specialized Services will create a roster of expected attendees for each Day Program that will be operating. These rosters will be submitted as required. Occupancy will be determined based on the programs approved usable space. The recommended guidance of 113 square feet per individual will be utilized with the inclusion of support staff in these areas. Each program space will be designed to ensure six feet is available for social distancing. Program areas will be marked to clearly indicate an individual's space. Signage will be posted to aid in adherence.

Visitation:

CO-OP will enforce restrictions on non-essential visitors. This includes caregiver/guardian volunteers and consultants who are not providing health services to individuals. Signage indicating this is posted at each site along with a contact number if someone is requiring further assistance.

Ventilation:

CO-OP has had ventilation systems checked at all day program locations to ensure they have been serviced in accordance with manufacturer recommendations. In efforts to improve air quality and circulation filters were upgraded at all locations to MERV-13. Air economizers have been installed at 3 locations and an energy recovery ventilation system has been installed at the 4th, these upgrades will improve both air quality and exchange. Whenever possible windows and doors will be left open.

Supply Procurement:

CO-OP has established a supply procurement plan. The Director of Day Service tracks inventory on hand to ensure there is at least two weeks of PPE supplies available at all times. Cleaning and sanitation supplies are ordered and monitored by CO-OP's Administrative Assistant. CO-OP has established relationships with reliable vendors and currently are able to order and receive supplies as needed.

Cleaning, Disinfecting and Sanitizing:

A cleaning plan has been developed that identifies what items and surfaces must be cleaned and/or sanitized and with what frequency.

Supplies:

- Cleaning supplies used must be approved by the Director of Health Services to ensure that they meet the standards to sanitize / disinfect the COVID -19 virus.
- Program Managers will be responsible for ensuring adequate supply of cleaning solutions and materials, and will obtain more from the main office as necessary.
- Disinfectant solutions / dilutions will be mixed by the Director of Health Services or designee, and solutions will not be mixed in program areas.
- Program Managers will train staff on which disinfectant / sanitizer should be used for each surface, in accordance with the packaging label.
- Only single use paper towels will be used for sanitizing.
- Cleaning supplies will be stored out of reach of individuals.

Cleaning Guidelines and Frequency:

General Cleaning Guidelines:

- Gloves must be worn when conducting cleaning activities. Those conducting cleaning activities must wash or sanitize their hands upon completion.
- Chemicals should not be sprayed in close proximity to individuals, as the fumes /vapors from cleaning solutions can trigger symptoms in people with asthma or other respiratory conditions.
- At each Day Program, a professional cleaning company will provide daily cleaning services after all individuals have left the facility. This will include but not be limited to cleaning all floors, bathrooms, surface areas and doorknobs.

Program Rooms:

- At the start of each session, all individuals and instructors will wash their hands or use hand sanitizer, and wheelchair hardware will be cleaned.
- At the end of every session, activity items, remote controls, doorknobs, keyboards, arms of chairs, and any other surfaces that were touched will be disinfected.

Lunch Room / Dining Areas:

- Before dining, all individuals and instructors will wash their hands or use hand sanitizer and tabletops will be cleared and cleaned.
- Throughout the session, if anyone coughs or sneezes, they will be assisted to wash and or sanitize their hands and affected surfaces will be cleaned.
- After each lunch session, all individuals and instructors will wash and or sanitize their hand. Tabletops, arms of chairs, door handles, and counter tops will be cleaned.
- At the end of the day, the sink and microwave will be cleaned and disinfected.

Bathrooms:

- When assisting individuals with any personal care needs, instructors will put on clean gloves, and will change their gloves before assisting another individual. Instructors will wash or sanitize their hands before and after using gloves.
- In accordance with an established schedule the sink, faucets, handles, soap dispensers, countertop, doorknobs, toilet handles, and support railings will be cleaned. Supplies including paper towels, toilet paper, and soap will be replenished if needed, and the trash will be emptied. In addition, the light switches /shelves and mirror will be cleaned.
- If someone coughs or sneezes near a surface, the affected surface will be cleaned.

Mat Room:

- After each use, individual and instructors will wash their hands.
- After each use, the entire mat, all parts of the Hoyer Lift, the Hoyer pad, sink / counter area, container for wipes, door handle, and light switch will be cleaned. Trash will be disposed. In addition, any area that soiled materials may have come in contact will be cleaned.

Documentation:

After each cleaning activity, the instructor who completed the cleaning activity will initial and note the time on the documentation form for each respective area. Throughout the day, the Program Manager and or their designee will ensure that required cleaning activities are being completed. At the end of each day, cleaning documentation forms will be submitted to the Program Manager to be kept on file. (see attachments : cleaning schedules)

Hand Washing / Sanitization Procedures:

CO-OP has established guidelines and training procedures to aid in ensuring optimal hand hygiene practices are utilized. Proper hand washing can significantly reduce the spread and decrease infection risk of COVID-19. These practices must be followed by both staff and individuals. Staff is responsible for providing individuals with assistance as needed.

Procedure:

The following steps should be followed when washing hands:

- Wet hands with clean , running water (warm or cold), shut off water and apply soap.
- Lather hands by rubbing them together. (lather backs, between fingers and under nails)
- Scrub hands for at least 20 seconds (Happy Birthday Song x2 =20 seconds)
- Rinse your hands thoroughly under running water
- Dry hands using a disposable paper towel or air dry
- Use a paper towel to turn off the running water.

Hand Sanitizer can be used when hand washing is not an option. If soap and water are not readily available an alcohol based had sanitizer that contains at least 60% alcohol.

The following steps should be followed when using hand sanitizer:

- Apply the product to the palm of one hand
- Rub hands together
- Rub the product over all surfaces of your hands and fingers until dry (about 20 seconds)

Hand Washing /Sanitizing Requirements:

- Before entering and after exiting vehicles
- Upon entry and exit from the program
- When coming into the program from outside activities
- Before, during and after preparing food
- Before and after eating
- After blowing your nose, coughing or sneezing
- After using the toilet
- After assisting with personal hygiene
- After touching or cleaning any surfaces that may be contaminated
- After using any shared equipment

Personal Protective Equipment:

CO-OP will provide PPE to staff and individuals supported as required.

Face Masks and Coverings:

- CO-OP requires the use a face mask or face covering at all of our facilities whenever 6 feet of social distancing is not possible. When staff is assisting with activities of daily living or providing assistance that requires direct contact with individuals they must wear face masks and only use cloth face coverings when facemasks are not available.
- Staff and Individuals will be provided with training /guidance for mask removal per CDC recommendations.
- Individuals will be supported to wear facemasks whenever possible. Assessment will be completed on each individual to determine how to maximize facemask usage for individuals. Individual plans will be established accordingly. Plans will include determining the type of mask that is best suited for the individual, level of supervision required, appropriate wear/removal, related hygiene, reinforcement and skill training requirements. (See attachments: Mask Wearing Guidelines / Assessment / Training Tool)

Exceptions to Use of Face Masks/Coverings for Individuals Served:

- As previously indicated all individuals will be assessed for face mask / covering usage. This process will also serve to determine any exceptions that may inhibit an individual from wearing a face mask / covering safely.

Glove usage and disposal:

CO-OP has established the following guidelines for glove usage and disposal:

- Staff must wear latex free gloves at all times during assistance with activities of daily living, food preparation and any activity requiring physical contact with individuals.
- Hand washing or use of an alcohol-based sanitizer before and after donning and doffing gloves for these procedures is always required.
- To reduce cross-contamination gloves should be discarded if visible soiling or contamination with body fluids, if any signs of damage /degradation or if gloves have been removed.(gloves should not be reused)
- Gloves should be removed following activities where glove usage is required during activities of daily living and activities requiring contact.
- Gloves should only be used when indicated, as they do not contribute to a reduction in cross contamination and may increase the risk of germ transmission.

Individuals Requiring Personal Care Assistance:

Staff will use the following guidance to maintain safe practices when it is less possible to practice social distancing because of an individual's unique support needs and physical or close supports are required:

- Staff will wear a gown, poncho or an oversized, long-sleeved button down shirt over their clothing.
- Tie up long hair for the duration of the activity requiring direct contact.
- Staff and the individual served must change their clothing if body fluids get on them.
- Soiled clothing must be placed in a bag until it can either be sent home or laundered.
- Staff should wear a face mask. A cloth face covering will only be used should facemasks be unavailable.
- Staff may be required to wear faceguards or eye shields depending on the support needs of each individual.

Food Safety:

CO-OP has established a protocol for Food Safety practices that will be utilized at each program location which will include the following:

- PPE (Shirt covering, gloves and masks) will be required at all times in designated food preparation areas.
- Specific staff will be assigned for food preparation and safety at each location. Non assigned staff cannot enter the food preparation area when individual meals are being prepared.
- Any items that are hand washed must be thoroughly cleaned in warm soapy water, immediately dried with paper towels and stored.
- Dish strainers and air drying is not permitted.
- Dishwashers should remain closed until being emptied. Once the dishwasher door is open, dishes should be put away immediately. Paper towels should be used to finish drying items it needed.
- Individual's lunches will need to arrive in a sealed insulated bag with an icepack.
- Lunch bags will be stored in the program area that an individual is assigned to.
- Lunch bags and personal items cannot come in contact with items belonging to another individual or staff person.
- Designated staff will retrieve lunch bags from program areas and bring them to the food preparation area.

- Paper plates and plastic utensils will be used when possible and appropriate for the individual.
- Table tops will be wiped down with a disinfectant cleaner by program area staff before dining and again upon completion.
- One lunch at time will be prepared and returned to the program area.
- Staff in program area will assist individual with dining /feeding as needed. Shirt coverings will be worn if providing hands on support and there is a risk of clothing contamination.
- Once all individuals are done, staff will place trash in a bag that can be tied off and then placed in the trash receptacle.
- Designated staff will retrieve adaptive equipment and or containers to be cleaned or placed in the dishwasher. Individual's personal containers or bags will be cleaned / dried and returned to the program area.

Social Distancing:

CO-OP is committed to adhering to the CDC's recommendations for social distancing. Other than when delivering services that assist individuals with activities of daily living or other health and daily functioning needs staff will maintain at least 6 feet of distance between themselves and others whenever possible.

- Signage will be posted as appropriate at each location to aid in adherence.
- Each individual program space utilized will be arranged and marked off to adhere to at least 6 foot of distancing.
- Whenever possible individuals will remain in one program area, staff will accompany individuals when relocating to another area (eg. bathroom usage) to support maintaining distancing guidelines.

Symptoms, Exposure and Isolation Protocols:

CO-OP has developed the following protocols to limit the risk of exposure to individuals served and staff working at the programs:

If a staff person becomes symptomatic at the program:

- If a staff person becomes ill at work with COVID like symptoms, they must immediately leave the program area and should exit the building through the designated program Illness Symptom Exit door. (if unable to leave should wait in the designated isolation room)
- Staff should contact their health care provider for further guidance and possible testing
- Staff should refer to and will adhere to the Return to Work Policy set forth by CO-OP

If an individual becomes symptomatic at the program:

- They will immediately be brought to the isolation room to minimize exposure to other individuals and staff.
- Whenever possible the individual's nose and mouth will be covered with appropriate face covering.
- If possible a nurse will complete an assessment of the individual's health status.
- The Program Manager or Nurse will contact the person's caregiver and or guardian to inform them that they must be picked up from the program, as soon as possible. They will be instructed to contact a Health Care Provider for additional guidance and request the individual be tested for the virus if warranted* (*CO-OP reserves the right to require testing of any individual and extend isolation / quarantine as deemed by the Director of Health Services in conjunction with CO-OP's management team)
- A staff person will be assigned to stay and or monitor the individual while in isolation. Staff will don PPE if entering the isolation room.
- The individual and all others in the potentially exposed area will exit through the designated Illness Symptom Exit.
- The individual must be cleared by a Health Care Provider and symptom free without the use of fever reducing medications for 72 hours before they are able to return to program. A physician's note is required.
- If symptoms continue, or the individual develops additional symptoms they will not be readmitted to program until they have been tested for the virus and cleared by a Health Care Provider, if the individual tests positive for COVID-19 they must additionally be cleared by their Local Board of Health and remain out of program for at least 14 days from the onset of symptoms.

- The potentially exposed program area will be cleaned and sanitized per the CDC guidelines. If individuals are still in the room they will be shifted and the room will be cleaned in sections.
- All staff in the program area will wear masks and gowns.
- All individuals in the program area will be assisted with hand hygiene and will be given a new mask and encouraged to wear it as tolerated.
- Individuals with exposure to the ill individual will be monitored for COVID related symptoms and their temperature will be checked hourly.
- Following dismissal of the individual the isolation room will be cleaned and sanitized per the CDC guidelines.

Individual Exposure:

If an individual has been exposed to COVID-19 regardless of whether the individual has symptoms or not, they are prohibited from attending program and the following guidelines must be followed:

- The guardian /caregiver should contact a Health Care Provider for additional guidance. Whether or not the individual is tested for the virus, they must remain in isolation, with no contact to the ill individual for at least 14 days before they may return to program
- If they develop symptoms, the individual must be tested for the virus and cleared by their Local Board of Health before they are able to return.

Notifications:

In the event of a possible or actual exposure the following notifications will occur:

- Affected employees, individuals and or caregiver/guardians will be notified of the possible or actual exposure.
- Based on the situation the necessity for self-isolation will be determined. CO-OP's Director of Health Services will be in contact with the Mass Department of Public Health for additional guidance.
- Positive Tests will be reported to the Local Board of Health, DDS and DPH accordingly.

Screening and Monitoring of Individuals and Staff:

CO-OP had developed the following screening and monitoring plan to help minimize the risk of COVID transmission:

Testing:

- CO-OP is requiring all individuals provide documentation of a negative COVID-19 test result before returning to their day program.
- All day staff must provide documentation of a negative COVID-19 test result before resuming work at a day program.
- All new hires will be tested prior to orientation.
- Additional testing may be required of staff and or individuals if there has been a reported probable or actual exposure or based on any new regulatory requirements.
- As necessary CO-OP will assist staff, individuals and caregivers/family/guardians to receive testing.
- CO-OP's Director of Health Service receives and tracks all instances of positive test results for both individuals and staff. The Director of Health Service would coordinate with the Director of Day Services / Director of Specialized Services to ensure all communication regarding possible exposure and testing results are completed. Confidentiality of the staff / individual confirmed COVID-19 positive will be maintained
- A tracking system is in place that includes all staff and individuals tested. This data base includes all staff and individuals tested, results, site association, and if someone refused testing.

Daily Screening: CO-OP will require daily screening of all staff and individuals, prior to arrival upon arrival and as symptoms present.

Self -Screening:

CO-OP is requiring that all staff and individuals served self-screen before coming to the program.

- Self-screening shall include checking temperature (temp. of >than 100.0 F is considered a fever) and checking for symptoms including cough, sore throat, difficulty breathing, abdominal pain, unexplained rash fatigue, headache, new loss of smell / taste, new muscle aches, nausea, vomiting or diarrhea.
- Have received a positive test result for COVID-19 or are waiting for the results of a test.
- In the past 14 days have had a close contact with a person known to be infected with COVID-19.
- Does not meet the current state of Massachusetts travel guidelines (has been tested or quarantined for 14 days after returning from a restricted state).

If any of the above receive an affirmative response:

- The staff or individual should remain at home and not come into the program.
- Staff are expected to notify their Supervisor and follow procedures in accordance with agency policies when unable to work scheduled hours
- Home providers should contact inform Day Program if individual is not attending for any of the above reasons.

On Site Screening and Entrance Criteria:

CO-OP will be screening staff and individuals upon entrance to the site daily. Only individuals approved to return and authorized CO-OP staff will be allowed into the program. All other parties will be required to wait in their vehicles when dropping off an individual

Staff: All staff will enter the building through designated staff entrance

- Staff will not be allowed to enter the building without wearing a mask.
- Staff must sanitize their hands at entry.
- Staff will have temperature taken upon entrance.
- Staff will proceed to assigned program area.
- Minimal belongings should be brought into the program and they must be kept away from others.
- There will be no congregating in common space. Social distancing should be maintained whenever possible.

Individuals: All individuals will be dropped off at designated entrance door.

- Designated staff will greet individuals at drop off.
- Individuals will remain in their vehicle, until temperature has been checked and daily screening attestation has been completed and or provided in writing.
- Individual should be wearing a mask or supported to do so if possible.
- Individual should sanitize hands with assistance as indicated upon entrance.
- Staff will provide assistance to individuals as needed to ensure social distancing and to proceed to their assigned program area.
- All individual's belongings will stay with them in their designated program area.
- The designate employee performing individual screening will perform hand hygiene prior to screening the next individual.
- Only one individual will be screened in at a time, the next individual cannot enter the area until the previous individual has cleared the entry way.
- If an individual has a temperature of > than 100.0 F or answered yes to any of the screening questions they will not be permitted to attend the program. If the individual was transported by a family /caregiver or residential provider they will not be permitted to stay on site. If the individual was transported by a transportation company they will be escorted by staff to the designate site isolation room. The person's caretaker /provider will be contacted by the Program Manager /designee immediately and informed that they will need to be picked up. CO-OP's established procedure for Symptomatic / Individual or staff will be followed.
- Individual riding with a symptomatic individual will be monitored.

Dismissal Procedure:

Individuals will be picked up at designated exit door for each site.

- Staff will assist individuals one at a time to the exit door when notified of transportation arrival
- The designated exit area must be cleared before the next individual can exit.
- Individuals will remain in their program space until assisted by staff to exit the building

Transportation:

CO-OP will be relying on transportation through the EOHHS Human Service Transportation (HST) brokerage system. If agency vehicles are utilized the following guidelines will be followed:

- CO-OP may utilize agency vehicles for community engagement when appropriate. Individuals may be afforded these opportunities if they are able to socially distance and will wear a mask or face covering.
- Social distance will be established by seating arrangements specific to each vehicle. Personal vehicles will not be utilized.
- Cleaning protocols have been established for agency vehicles which will include / sanitizing before and after each use.
- Staff and individual must sanitize hands when reentering vehicle and before entering the building.

Medication Administration / Treatments:

CO-OP has established medication administration policies and procedures. These procedures have been modified to provide additional safeguards. All medications will be administered by a licensed nurse (for Day Habilitation Programs)

- Routine oral medications whenever possible will be administered in the individual's assigned program room.
- Nurse will perform hand hygiene and don appropriate PPE.
- Medications will be prepared in the nursing office and brought to the individual.
- Following medication administration, the Nurse will return to the office, remove PPE and perform appropriate hand hygiene.
- See attachment for Complete Medication Administration and Treatment Policies and Procedures in place for COVID 19.

Non- Contact Deliveries:

CO-OP is requiring non-contact deliveries whenever possible. Specific instructions will be marked on entrance doors at each site.

Additional Program Adjustments to Minimize Risk of Illness Spread:

- **Small Groups / Cohorting :** Whenever possible individuals will be assigned to the same program area, with the same individuals and staff. When determining groups whether or not an individual will wear a mask, can remain seated and ability redirect to safely distance will all be taken into consideration. Efforts will be made to group individuals together who live together and or travel together.
- **Storage Provisions for Staff and Individuals:** All individual's belongings will be stored in program areas. These belongings need to be stored in such a way that others belongings do not touch. Staff should only bring necessary items into the building, these must be stored in closed cabinets, drawers or individual bins.
- **Program Areas:** All seating areas will be six feet apart with provision of walkways between and around areas. Clear pathways will be evident to for exit and entrance into rooms.
- **Material Preparation:** All materials, activities, supplies must be cleaned, sanitized and stored in plastic containers with lids. There should be nothing on closet shelves or cabinets that will be exposed to open air. All materials must be sanitized after each use and returned to proper container.
- **Minimize Sharing:** Materials and activities should not be shared among individuals. Interactive activities will be between individuals and staff only. If materials must be shared it will be only with individuals assigned to the same group. Cleaning and sanitization guidelines will be followed after each use.
- **Marking and Defining Program Space:** Each program area will have marked out space to accommodate six foot distance between individuals. All furniture will either have a wipeable surface or cloth covering that can be removed and laundered.

Staffing:

CO-OP will work to provide appropriate staff requirements to respond to the COVID-19 crisis.

- CO-OP's Human Resource Department have continues to recruit and schedule orientations and trainings for staff throughout the pandemic to ensure staffing needs can be met.
- The Director of Health Service is informed of staff absences relative to illness that might indicate the spread of COVID-19. Sick leave policies are flexible to promote the importance of staff not coming to work if they present with symptoms or if they live with or have been exposed to someone who has been diagnosed with COVID-19.

Training / Compliance Monitoring:

This reopening plan will be reviewed with staff. All COVID-19 safety protocols will be reviewed with staff prior to reopening the day program.

- The attached training sign off form specifies all areas reviewed.
- Checklist for real time supervisory monitoring have been developed in the following areas to aid in ensuring compliance, mask usage, social distancing, cleaning /disinfecting and food safety.
- Individuals served will receive education, training and ongoing guidance at least the following areas:
 - < Social Distancing
 - < PPE use to include when, where, donning, doffing and disposal
 - < Cleaning and Disinfecting Schedule and Procedures
 - < Identifying Signs and Symptoms
 - < Food Safety
 - < Hand washing protocols
 - < Communication to include agency and individual reporting requirements
 - < Testing requirements
 - < Transportation