



Adult Services Community Day Services Preparedness Plan for Covid-19

July, 2020

Transportation

- Prior to an individual participating in Community Day Services (CDS) a risk assessment must be completed and deemed a return to CDS is recommended.
- Prior to entering a vehicle an individual shall be screened for fever (95.5 +) or any Covid symptoms. Any individual failing the temperature check or displaying symptoms shall not be allowed to enter the vehicle. Individuals shall also be required to wear a mask and use hand sanitizer prior to entering a vehicle.
- Routes and vehicles are assigned to a specific residence and transport only the residents of that home.
- Vehicles shall be loaded and unloaded one at a time, so no group from one residence comes in contact with individuals from another residence.
- Individuals shall be transported and served exclusively with their housemates throughout the program day.
- Individuals shall be assigned seating in alternating rows when feasible, yet all will be from the same residence.
- Individuals shall be encouraged to maintain social distancing (6 feet) while loading and unloading vehicles.
- Individuals using wheelchairs shall be loaded prior to ambulatory individuals and unloaded once all ambulatory individuals have been unloaded and escorted to their assigned program area.
- The vehicle and driver used for transportation to and from one's home will also be utilized for any community activity.
- Vehicles shall be sanitized after each use.
- The Director of Adult Services shall be responsible to communicate to appropriate staff, residential providers, individuals and their families or caregivers operational protocols, health and safety updates, and preparedness strategies.
- Drivers of agency vehicles shall be required to:
 - Be screened and cleared prior to entering any agency vehicle
 - Ensure the vehicle has sufficient face masks, hand sanitizer, sanitizing spray, wipes, and thermometer prior to transporting any individuals.
 - Before and after driving the driver shall sanitize the steering wheel, control panel, and door handles. The interior of the vehicle shall be sanitized with the electrostatic spraying disinfectant after each use.

- Screen all individuals for fever (95.5 +) and Covid symptoms prior to entering the vehicle. Any individual failing the screening shall be sent back into their residence. Ensure all individuals are wearing a face mask and use hand sanitizer prior to entering the vehicle.
- Any vehicle used to transport an individual who has Covid symptoms or tested positive for Covid 19 shall be deep cleaned using the electrostatic disinfecting spray prior to being used for transport.

Preventing the Spread of Infection

- All staff are informed to not report to work if feeling sick or experiencing any Covid symptoms.
- Sites have been identified at each entrance for screening and contain a thermal thermometer, face masks, face shield, gloves, hand sanitizer, sanitizing spray, checklist of Covid questions and sign in sheet.
- Signs are posted at each entrance that no visitors are allowed, social distancing required, and deliveries taken at the warehouse entrances.
- Floors have been marked with tape to cue social distancing and traffic flow.
- Residential providers and family members/guardians will be asked to wait outside when picking up or dropping off an individual, to prevent any risk of contamination.
- Delivery of materials shall be accepted only at warehouse entrances to avoid potential contact with individuals or direct care personnel.
- Any essential service personnel required to enter the facility for urgent or vital operating concerns shall be required to pass the screening protocol for staff. All individuals being served shall be removed from the area in question, prior to the personnel entering the program area.

Process When an Individual Becomes Ill During the Program Day

- Sick rooms have been designated at each facility should an individual become ill or display symptoms of Covid during the program day.
- A case manager or designee shall be contacted and immediately remove the individual in question from the program area and escort him or her to the sick room.
- The sick room shall contain a cot and chair. The room shall be deep cleaned after each use.
- Staff supervising the sick individual shall be supplied with a gown, face shield, gloves, KN 95 mask, as well as face mask.
- The residential provider or family shall be contacted immediately by the case manager to be picked up. The individual shall remain in isolation until pick up.
- Any contaminates or disposable items shall be placed in a plastic bag which shall be sealed and taken directly to the outdoor trash bin.
- Any soiled clothing and PPE shall be disinfected or laundered immediately.
- Staff shall monitor the room from outside and enter only as necessary.
- Once the individual has left the facility, the staff member will be required to dispose or sanitize PPE equipment, wash their hands, and change their clothes, if they deem necessary.

- Documentation shall be made of any staff or individuals who had come into close contact with the individual who had fallen ill and maintained by the Director or Assistant Director. Program areas exposed shall be immediately sanitized using the electrostatic disinfecting spray. The vehicle on which the individual was transported shall be similarly disinfected.

Social Distancing

- Each facility has been divided into separate zones, having separate entrances/exits as well as restrooms for the various groups being served.
- Tables and chairs within classrooms and program areas have been arranged and labeled to promote social distancing among individuals.
- A laminated photo of each individual shall be taped in place at their assigned seat.
- Until a time when integration among those served is deemed safe, individuals shall be served exclusively with their housemates. They shall be assigned a specific classroom or program area with assigned staff, minimizing contact with those outside of their residence.
- Signage promoting social distancing shall be posted at entrances, hallways, common areas, and agency vehicles.
- Arrivals, departures, and transitions are scheduled to avoid groups coming into contact with one another.
- Staff have been assigned to each residential group based on the personal care and behavioral needs of those being served.
- Case managers and managers have been assigned specific groups to provide additional supports as needed.
- Toileting schedules have been developed to insure only one individual is in the bathroom at a time.
- Common areas are strongly discouraged at this time, yet if required due to circumstances shall be disinfected using the electrostatic disinfecting spray after each use.
- Individuals shall store their lunches, coats, and any personal belongings in their assigned classroom or program area and eat their lunch in that same area.
- Outdoor areas shall be designated and set up for social distancing and groups encouraged to be outdoors when feasible. Any furniture shall be disinfected after each use.
- Room dividers have been set up in large open areas to create separation between groups.
- Frequent and regular training and review of social distancing and mask wearing have been worked into the weekly schedules.

Infection Control

- Alcohol-based hand sanitizer is available at each entrance and every classroom and program area. In addition, each staff person is supplied with a bottle of hand sanitizer.
- Handwashing protocols shall be posted next to every sink.
- Each classroom/program area shall be supplied a caddy for personal care that includes, a face shield, disinfecting spray, Lysol spray, gloves, wipes, and hand sanitizer. Stalls and sinks shall be

disinfected after each use. Individuals as well as staff will be required to wash or sanitize their hands.

- Classrooms, program areas, and common areas have postings of hygiene tips.
- Restrooms shall be inspected prior to the start of the program day and prior to noon to ensure adequate soap, paper and paper towels are available. Sinks will be disinfected after each use.
- Prior to returning to work staff have had to complete training on Social Distancing, Mask Usage and Safety, Handwashing and Safety and the use of an electrostatic disinfecting sprayer.
- We will be maintaining a supply of at least one month's worth of PPE equipment and sanitizing materials. They shall be store in a locked or secure storage area. The Administrative Assistant and Assistant Director will oversee and supply requests for PPE and sanitizing materials.
- **Handwashing:** Staff Members shall wash their hands frequently using hot water and soap and scrubbing their hands for at least 20 seconds. Staff are allowed to use an alcohol-based hand sanitizer in place of handwashing when handwashing is unavailable to inconvenient to assisting those in their care. Handwashing/Sanitizing is encouraged:
 - Before and after serving lunch or feeding an individual.
 - After assisting an individual who is sick or providing first aid.
 - After assisting an individual with personal care and removing disposable gloves.
 - After touching laundry or any other items that may be potentially contaminated.
 - After cleaning.
- **Face Coverings and Gloves:**
 - Staff and individuals served are required to wear face masks throughout the program day with the exception of eating or drinking.
 - The agency shall supply face masks for staff and individuals who do not have one.
 - Face shields shall be provided to and worn by all staff provided close personal care, such as toileting, changing clothes, etc.
 - Staff shall all be trained in the proper wearing and use of face masks.
 - Signs shall be posted in program areas and common areas promoting the use of face masks.
 - Individuals who struggle with wearing face masks consistently will be strictly monitored for social distancing, and regularly encouraged to wear the face mask for extended periods of time.
- Staff members failing to follow proper mask usage, disinfecting, and social distancing protocols will be subject to disciplinary action.

Cleaning and Disinfecting

- Staff members will be responsible for the regular cleaning and disinfecting of program areas, vehicles, and shared items.
- Toilets and sinks shall be disinfected with disinfecting spray and wiped down after each use.
- Keyboards, touchscreens, and tablets shall be disinfected after each use.
- All table tops, counters, desk tops, doorknobs, light switches, phones, armrests and wheelchair handles shall be disinfected daily after lunch and once clients depart.

- Personal care and mobility devices such as wheelchairs, walkers, and crutches shall be disinfected after each use is shared by others.
- All surfaces have been cleared of clutter and porous materials to insure safe and easy disinfecting.
- A monthly supply of cleaning products will be stocked and monitored by the Administrative Assistant and Assistant Director and restocked monthly.
- The Director of Maintenance has been tasked with ensuring the agency has sufficient stock and accessible suppliers to address our needs.
- All Adult Services staff shall be trained in procedure for cleaning and sanitizing prior to the return of individuals to be served.

Person-Centered Planning

- Residential providers Bethshan Services and IL Covenant Ability Network have expressed interest in having their CILA clients return to CDS for a soft opening on August 3, 2020.
- Both agencies have stated that they are currently assessing their residents for a potential return to CDS services using the Illinois Risk Benefit Tool or similar tool to determine which individuals will return.
- Risk assessments must be completed and files prior to any individual starting in CDS.
- We are also preparing to serve individuals who reside in ICFs by September 1, if allowed by Illinois Department of Public Health.
- Awaiting on contacting individuals who reside with their families until we can assess the availability of resources to be able to serve them under current social distancing protocols. Current staff and facility resources will be maxed out simply serving those served by our residential providers.
- Client goals and IPPs have been redistributed to staff, and they are creating new classes and activities to address the personal goals of the individuals and their housemates.
- Timeframes gradually reintroducing services is being determined based on social distancing criteria, funding, resources, and the desires of those being served.
- We will be working with ISCs to use the Illinois Risk Benefit Tool or an appropriate substitute to assess the ability of the individual to return to services. We are currently working in cooperation with the residential providers. As we progress we will begin the process with the families/guardians and individuals. Risks to be identified include:
 - Individual's health stats and risk for Covid-19
 - Significant changes that may have occurred during the time away from the agency.
 - New and revised IPP and implementation plans, goals, expressed interests, etc.
 - Availability of staff and resources to address the needs of the individual.
 - Case Managers are actively engaging families to obtain updated contact information.
- Plans are being developed to communicate to individuals, families, guardians, ISCs, and residential providers the changes that are being made to address the safety concerns concerning Covid:
 - Self-contained rooms specifically designated to individuals residing together.

- Routes designed to pick up only individuals who live together.
- Buildings zoned for separate entrances and restrooms.
- Transitions scheduled to prevent encountering others outside one's residential group.
- Chairs and tables in classrooms and program areas have been set up to promote social distancing.
- All clutter and porous materials have been removed to insure proper and effective sanitizing.
- Signage and markings promoting social distancing, good hygiene, proper hand sanitizing, etc.
- Routes are scheduled to avoid individuals boarding or un-boarding at the same time.
- Classes have been redeveloped to serve homogenous groups of individuals to minimize potential infection.
- Transitions have been minimized to prevent unnecessary contact with others.
- Toileting schedules are being developed so only one person is in the restroom at a time.
- Lunch will be served in the classroom.
- Only one group will be allowed to transition through the hallways at a time.
- Individuals will be screened before entering a vehicle or building. Those showing symptoms of Covid-19 will be denied access.
- Individuals and staff who are feeling ill are required to stay home.

Training and Support

- Staff have all completed required training on pandemic operational protocols.
- Using EdPuzzle staff have been trained on proper hand hygiene, social distancing, proper use of PPE, recognizing the symptoms of Covid-19 and use of the electrostatic disinfecting sprayer.
- All staff have received copies of Elim's Covid-19 Exposure Plan
- Staff will be trained on the following prior to individuals attending CDS programming. Training includes:
 - Emergency Preparedness Plan review
 - Proper hand hygiene
 - Social distancing
 - Proper use of PPE
 - Use of cleaning and disinfecting products.
 - Recognizing the signs and symptoms of Covid 19.
- An Excel document has been created to show who has completed training as well as the reports form EdPuzzle which can be called up upon request. Competency questions were built into the training and staff had to get 100% correct to pass.
- Surveys have been received from staff assessing their concerns and questions, which are being addressed in meetings, trainings, and personally.
- Communications on are being developed to communicate to stakeholders the changes and precautions that have been implemented to prevent the spread of the Covid-19 virus.

Community-Based Services

- Honoring the expressed concerns of our residential providers community outings at this time will be limited to outdoor activities where social distancing protocols can be assured such as parks, walking and nature trails, forest preserves, etc.
- As social distancing protocols are relaxed we will work with residential providers, families and individuals in ascertaining the safety of reestablishing community engagement per site.
- Individuals will be trained in social distancing and PPE usage. Those who demonstrate the ability to follow social distancing protocols will be allowed to go out into the community.
- Groups going out into the community must have sufficient staff to client ratios to ensure the safety of the individuals served.
- Community schedules and transitions shall be coordinated so only one group boards or unboards at a time and transitions through hallways without encountering another group.
- Opportunities for community activities on short notice shall be evaluated on the staffing and resources available at that time.
- Timing and scheduling of outings shall be coordinated to reduce the need for the use of public restrooms at this time.
- Procedure for community activities:
 - All community activities shall be scheduled and approved by the case manager.
 - Instructors shall be responsible to make sure hallways and loading areas are clear prior to transitioning their group to and from vehicles.
 - Each group going out into the community must be equipped with an infection control tote that includes, sufficient disposable masks for every one attending, hand sanitizer, and personal care wipes.
 - All staff and individuals shall be required to use hand sanitizer prior to loading the vehicle.
 - Individuals shall be monitored throughout the process to insure proper social distancing.
 - Individuals shall be monitored throughout the community activity to insure they are wearing their masks.
 - If an individual falls ill during a community outing, the instructor shall attempt to isolate the individual, and call the case manager or designee who will arrange for the separate transportation of the individual.
 - Use of public restrooms will be highly discouraged. If it is an emergency where a public restroom must be used, the individual will be supervised by a staff person, if at all possible and sanitize any toilet or sink prior to use.
 - If upon arriving at a community site and it becomes evident that social distancing protocols cannot be followed, the group will return to the facility.