



COVID-19 Procedures Community Day Services (updated August 12, 2020)

Staff or Participants Should NOT Be At CDS If They:

1. Are experiencing COVID symptoms. Symptoms may appear 2 to 14 days after exposure to the virus.
2. Have someone in their household experiencing COVID symptoms.
3. Have been in direct contact with someone with a SUSPECTED or CONFIRMED case of COVID in the past 14 days.

You may be asked to provide a note from your physician stating you are able to return to work.

When Can Staff or Participants Can Return to CDS

Per the CDC:

1. 10 days after symptoms first appeared, **and**
2. 24 hours with no fever without the use of fever-reducing medications, **and**
3. Other symptoms of COVID are improving (loss of taste and smell may persist for weeks or months after recover and need not delay the end of isolation)

Precautions for Staff to Take Before Entering Any Community Link Property

1. Before entering a CDS site, staff will remove jewelry and use hand sanitizer for at least 20 seconds.
2. Staff will place their mask on their face before entering the building. The mask should have been cleaned from the day before.
3. Take as little as possible into the building.

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4. Use hand sanitizer after you walk in the door.
5. Staff will take their temperature and record the information in the temperature log. Disinfect the thermometer when done. Disinfect the pen and the area where the clipboard is laying when you are done. Any individual with a temperature of 100.4 or higher should refrain from entering the building any further and should contact their supervisor.

Precautions for Participants to Take Before Entering Any Community Link Property

1. Families/facilities will ensure participants are not experiencing COVID symptoms and are wearing a face mask prior to boarding the bus/van, or entering the CDS site if the family or facility is providing transportation.
2. Prior to boarding the bus/van, or entering the CDS site if the family or facility is providing transportation, staff will assist the participants in taking their temperature.
3. If a participant is experiencing COVID symptoms, the participant will not be permitted to board the bus/van or enter the CDS site.

Delivering Services

1. All participants, employees, and other individuals will be screened for Covid-19 signs and symptoms prior to entering service areas. Temperature checks will be required and recorded.
2. Staff will wash their hands and remind/assist participants with washing their hands with soap and water for at least 20 seconds or use an alcohol-based sanitizer if soap and water are not available. Use timers if necessary to help participants and staff ensure they are washing their hands for at least 20 seconds and set a timer to remind everyone to wash their hands on an hourly basis.
3. Participants will be assigned to groups based on their cohort groups and in such a manner that allows at least 6 feet of space between individuals of different groups.
4. Congregate dining will not take place indoors at CDS while Covid is deemed a threat. Individuals will eat lunch outside, if desired, or in their classrooms / work areas.
5. Appliances or equipment that contributes to gathering and crowding that are not deemed necessary may be removed from the service areas. These may include microwaves, vending machines, etc. If the decision is made to remove any such items, notification will be sent to families and providers ahead of time.
6. All CDS staff and participants utilizing vehicles for travel during CDS will follow the Covid Agency Vehicles Protocols.
7. Community Integrated Activities will only take place outdoors and in open areas. Social distancing will be maintained and Covid Agency Vehicle Protocols will be followed, including social distancing and mask

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wearing within the vehicles. Guardian and residential provider approval will be required prior to any services provided away from the main locations.

8. Nursing or managerial staff may initiate impromptu screening for signs of COVID for staff or participants based on observed or reported symptoms or behavior.
9. Staff will wear a mask the entire duration of their shift. Staff will wear gloves when providing any type of personal care, physical, or medical assistance to participants. Gloves will be changed between each such participant interaction. Staff will wash their hands prior to applying new gloves or use an alcohol-based hand sanitizer if soap and water are not available.
10. Staff will disinfect hard surfaces no less than once daily at day program sites. Surfaces that are touched commonly, such as knobs, handles, rails, etc. will be disinfected by janitorial staff on an hourly basis.
11. Restroom will be limited in capacity by how many individual stalls are available. Individuals will not be permitted to enter the restroom if all available stalls are already in use. Lines will be marked on the floor indicating 6 feet of space around the sink and entry areas and only 1 person will be allowed in that space at a time (excluding staff who are providing direct assistance as needed).
12. Any participant that refuses or is otherwise unable to consistently follow COVID guidelines may be prohibited from attending CDS.

SUSPECTED or CONFIRMED COVID-19 Case

1. If there is one confirmed case of COVID (staff or participant) at a CDS site, it is assumed that all symptomatic individuals at the CDS site are confirmed positive for COVID.
2. Any individuals suspected of COVID or exhibiting symptoms should relocate to that building's isolation area as soon as possible and await further instruction.
3. A contact list should be made including any persons that the suspected individual came into close contact with.
4. Any messaging around COVID should be delivered by the health department and/or the Director of Adult Day Programs. *Do not* text friends, family, post on social media, etc.

Staff Person Working in CDS Develops Symptoms

1. At the first sign of Covid symptoms, inform a supervisor or nurse and have the symptomatic staff person go home immediately. Have the person take and record their temperature before leaving the premises.
2. If the symptomatic staff member is working alone in the community, please contact the Director of Adult Day Programs immediately, who will assist in finding someone to relieve the staff member.

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3. If symptomatic, put on gloves and continue wearing your cloth mask unless you have access to a N95 mask. Assume that the cloth mask you are wearing is contaminated when you take it off. Therefore, take off your cloth mask in an isolated area. Ensure you have sanitizing wipes available to wipe down the surfaces you touch when you remove your cloth mask. Take a few sanitizing wipes with you so when you arrive home you can wipe down your car after you remove your mask.
4. The staff person should have **no** contact with participants from this point forward.
5. Once someone relieves you, if you were working alone, you should immediately go home, call your physician, self-quarantine until cleared by a doctor.
6. The supervisor at the site will contact the Director of Adult Day Programs.
7. All remaining staff for that CDS property will be advised of the situation so they can take further precautions, which include the following for the next 10 days: 1) Take their temperature and participants' temperature every 2 hours; 2) Continue to monitor themselves, etc.; 3) Clean all hard surfaces or anything touched every two hours.
8. Staff that still are working at the CDS site should be self-monitoring for 14 days and take action if they become sick.
9. The Director of Adult Day Programs will contact the local health department to determine if the symptomatic staff person should be tested for Covid and follow subsequent instruction regarding the situation.

Positive Test for COVID

The following steps will be taken for any CDS site where the staff has worked in the last two weeks:

1. Participants at the CDS site will not be in attendance immediately following a positive Covid staff or any staff person or participant that has attended CDS in the past 5 days.
2. The Director of Adult Day Programs will contact the health department for further guidance on how long participants are to refrain from attending the site.
3. All participants and staff working in the exposed area should be screened every two hours for temperature and symptoms.
4. All surfaces in the affected areas will be thoroughly disinfected
5. Guardians, live-in family, and residential providers of participants affected will be contacted immediately and apprised of the situation.

Participant Is Suspected or Confirmed With COVID

1. The participant who is suspected should be isolated in a room with supervision until they can be picked up from the CDS site.

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2. Providers / family members must be willing and able to immediately pick up a participant suspected with COVID and/or displaying COVID symptoms.
3. An N-95 mask will be made available for the individual to wear during transition from the building.
4. Staff disinfecting the infected participant's room or group area should wear appropriate PPE during disinfection which includes goggles, N95 mask, gloves and gown.
5. Following a confirmed COVID case, the Director of Adult Day Programs will determine the appropriate time to contact other regulatory agencies, families, etc. It is our goal to be transparent but the timing of this communication is critical. Participants will not be in attendance until the local health department determines it is safe to do so.

Communication

SUSPECTED or CONFIRMED COVID-19 Case

1. The Director of Adult Day Programs will decide when it is appropriate to contact family members and guardians. It is our intent to be transparent; however, we want to do so at the appropriate time.
2. The Director of Adult Day Programs will report the positive case to the ISC within 24 hours.
3. It is the health department's responsibility to contact the family and anyone that has come in contact with a CONFIRMED COVID CASE.
4. For information or additional assistance, please contact one of the following:
Clinton County Health Department (618) 594-2723
Washington County Health Department (618) 327-3644 or Wchd189@yahoo.com
After Hours Illinois Department of Public Health 833-217-9525

Signage

1. Signage will be placed at the entrance of the CDS sites asking people not to enter if they are exhibiting COVID-19 symptoms.
2. Signage will be placed throughout the CDS site reminding employees and participants of proper hygiene and cleaning protocols as well as reminders to wear face masks at all times.
3. Markers will be placed on the floors, surfaces, and other objects as needed to indicate 6 feet of space between commonly occupied spaces, such as near sinks, doorways, walkways, and seats.

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Families and Stakeholders

1. COVID-19 Procedures will be available to staff, guardians, families/individuals, stakeholders and surveyors.
2. When changes are made to the procedures, staff, guardians, families/individuals, stakeholders and surveyors will be notified.
3. In the event that services are unexpectedly suspended, CDS managers will contact staff, guardians, families/individuals, stakeholders and surveyors. In addition, information will be updated on the agency and employee Facebook page and phone message system.

Visitors

Visits to the CDS site for purposes other than picking up and dropping off are highly discouraged. Anyone planning a visit should ensure that the visit is absolutely necessary and cannot occur at another time and location. All visits should be prearranged via phone call to allow the quickest and safest interaction as possible and be limited to as few visitors as absolutely necessary.

Indoor Visitors

Visits are suspended inside the CDS sites for all persons except authorized Community Link personnel or emergency and life/safety personnel as needed.

Outdoor Visitors

Family members and friends wanting to schedule a preapproved outdoor visit while adhering to the recommended 6-foot distance from the participant may do so. Family members and friends are to arrange the visit with the participant's Program Manager. Approved visitors will be asked questions from a symptom checklist and have their temperature checked prior to the visit. Visitors displaying symptoms should not visit the CDS site.

Approved visitors must provide and wear their own facial masks while visiting and maintain six foot distance at all times. Chairs may be set up outside for the visit.

Implementing/Reviewing COVID-19 Procedures

1. All Community Link employees are responsible for reviewing and implementing COVID-19 Procedures. All employees will sign off that they have been trained on Covid-19 procedures.
2. Managers will conduct observations throughout the day to ensure adherence to COVID-19 Procedures.

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3. Nursing staff are responsible for checking and/or addressing updated health advisories.
4. COVID-19 Procedures will be revised based on new information. The Director of Adult Day Programs will monitor information from the CDC, WHO, IDPH, local health department, and Governor of Illinois at least weekly.

Quality Assurance

1. A Program Manager / QIDP at each location will conduct a minimum of 2 unannounced QA checks on Covid procedures per day.
2. Program Manager / QIDP will observe staff and participants for compliance with Covid protocols. Any inconsistencies must be immediately corrected, documented, and reported to the individual's supervisor or QIDP.
3. If staff or individuals continue to violate protocol, a meeting will be held to discuss corrective action.

Transportation

Transportation to CDS Using Agency – provided Transportation

1. Individuals exhibiting Covid-19 symptoms will be prohibited from entering agency – provided vehicles (including South Central Transit buses used for Community Link CDS).
2. Individuals who refuse or are otherwise unable to comply with appropriate face covering practices for the entire duration of transport will be prohibited from entering agency – provided vehicles.
3. Individuals will have their temperature taken and recorded prior to entering the vehicle. To the extent possible, this will be done with a contact-free thermometer.
4. Individuals already living together (defined as a cohort group) are able to sit next to each other during transit.
5. Individuals that are NOT in the same cohort should maintain social distancing in the vehicle by:
 - a. Avoiding having others sit next to them in the same seat
 - b. Avoiding having someone sit directly in front of them or directly behind them.
 - c. Alternating rows when possible. If not possible, stagger individuals so that others are not directly in front of or behind them.
6. Any individual that threatens the health or safety of others by failing to adhere to the above guidelines may be asked to leave the bus and be prohibited from future attendance.

Loading and Unloading Vehicles

1. When loading vehicles, participants will be encouraged to walk directly to their seat as quickly and safely as possible, avoiding interaction with others they may pass.

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2. Once seated, participants will be encouraged to refrain from turning around to face those behind or lateral to them as much as possible.
3. When departing the vehicle at the designated location, participants will be instructed to exit the bus starting with those in the front seats and working to the back.
4. Participants should wait to get up and exit until the person before them is at least 6 feet ahead of them. If a participant requires extra time to descend the bus steps, participants will be encouraged to remain behind the line that separates the driver's seat from the rest of the bus seats.
5. Only 2 participants should be standing up to exit the vehicle at any given time: the person exiting and the next person in line.
6. Once a participant has exited the bus, they should proceed directly to their assigned location for disinfecting and other health screening as needed.

Considerations for Individuals Utilizing Wheelchairs

1. When assisting an individual in a wheelchair, staff should attempt to face away from the individual as much as possible.
2. Staff should ensure that his/her mask, as well as the mask of the individual, is properly positioned, covering the mouth and nose, before assisting the individual.
3. After the individual has exited the bus and wheelchair lift, staff will wipe down the wheelchair handles and brakes after assisting them to their location.

I have been provided a copy of Community Link Covid-19 Procedures for Community Day Services and have had the opportunity to ask and have questions answered. I understand the requirements and agree to follow them.

*Please note, due to the changing dynamics of this situation, Community Link reserves the right to change these protocols as needed. We appreciate your understanding and flexibility.

Signature

Date

Send signature page to HR department.