

Significant changes to daily routines and operations

Date effective: 5/21/2020
Reviews: 5/21/2020
Current revision: 5/21/2020

Applies to: All Day Services

Policy number: Temp COVID
Regulatory reference:

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All changes are identified as temporary measures to keep people safe during this transitional period. All changes will be reviewed regularly in accordance with State recommendations. All recommendations and guidelines below are subject to change and

- Prior to arriving at program families or residential staff will need to self-assess their health status and should not plan to attend program if there are any signs of sickness, including high temperatures, coughing sneezing runny nose etc.
- During the day if an individual is sick, they will visit the nurse who in turn will make arrangements with family members or residential staff to return home.
- Only authorized employees and individuals will be allowed into the program building. All visitors and family members who may be dropping off or picking up individuals must wait outside. Entry will only be permitted based on the daily census numbers allowed for each given day.
- DHSP & ISP reviews will continue only through video or telephone conferencing until further notice.
- All employees and participants of day program services must wear face masks/coverings at all times .
- All employees and participants of day program services must practice safe social distancing.
- Designated bathrooms will be assigned to each specific group to maximize the ability to track people's whereabouts and to minimize cross contamination of the COVID-19 virus.
- On arrival to the program, every person in the building will have their temperature taken.
- COVID 19 information sharing, safety reminders and policies will be incorporated into classroom morning meeting activities on a daily basis.
- Lunches will be eaten in smaller groups within the classrooms .
- Activities such as cooking and community activities that are determined unsafe due to likelihood of cross contamination will be placed temporarily on hold until further notice.
- To assist with continuity of services for those individuals not yet returned to program, Communitas will be providing ongoing activities via online zoom classes.

- Telehealth check-in will continue weekly for those not yet returned to the program, via our nursing and/or management staff.
- Anyone who is unable to follow any of the new procedures will be offered three reminder warnings. These warnings will be documented. If noncompliance continues after the third warning, that individual will be temporarily asked to stay home until a new plan has been developed to reintroduce that individual back into the program.

Career Services

Please note that there will also be some temporary changes to our career services operations.

- Those individuals with independent paid employment in the community will be required travel back and forth to their job independently, without attending the program prior to, or after they have worked at their respective jobs.
- Individuals who are already in receipt of DDS transportation services, to and from work, will be picked up directly from their home or residential setting for the time being. They will be returned home directly after their job has ended.
- Most group employment jobs will be temporarily suspended with exception to our Dogwatch crew, who will be transported directly from their morning transportation van to a Communitas career services van. This will be implemented every day without the crew entering the Communitas building. Dogwatch has already been working closely with us to implement safeguards to ensure the wellbeing of the enclave employees. Other enclave work groups will be reintroduced slowly and safely in the upcoming weeks
- Individuals who are contracted for 1-1 job development will be engage with staff via telehealth communications at home as well as at the program facility.