

# Day Services Participant Protocol and Reopening Plan



Date effective: 8/3/2020  
Reviews: 7/14/2020, 7/16/2020, 7/23/2020  
Current revision: 7/23/2020

Applies to: all Day Services

Policy number: TEMP – C19 Day Services Participant Protocol and Reopening Plan  
Regulatory reference: <https://www.mass.gov/info-details/covid-19-updates-and-information>

S:\Agency Policy\0 - COVID-19 (temp SoE policies)\C19 - Day Services Participant Protocol and Reopening Plan.docx

---

During this unique time, Communitas will be taking extra precautions in order to protect the health and wellbeing of both staff and individuals. It is important to weigh the risks and benefits for each specific individual prior to returning. For this reason, program management and program nurses have been initiating conversations with caregivers, and a signed Acknowledgment of Risk Form must be completed and returned prior to an individual returning to Day Program.

Detailed below are the precautions required for an individual to attend program. We understand that this is a learning process, and that people may need reminders and verbal cues to follow these precautions. Refusal to follow the precautions may result in a warning. Three warnings will result in the individual being asked to stay home until a plan to reinstate that person can be developed.

---

## Upon Arrival to Program:

- Individuals will stay on their van until an assigned staff comes to get them. This staff will take individuals temperature before exiting the van.
- Once temperature has been identified as safe, staff will walk the individuals from each van into the building.
- On entering the building, the individual will be given a new face covering and have access to hand sanitizer. Staff will then accompany individual at their classroom, where their instructor will be waiting for them.
- Each person will have an assigned seat designated to them that will be placed 6 foot apart to maintain social distancing regulations.
- Specific bathrooms will be assigned to both staff and individuals to allow for appropriate contact tracing should it be necessary.
- In the initial stages of reopening a bathroom monitor will be available for assistance.
- All individuals are required to wash their hands in the bathroom and then sanitize their hands when they return to the classroom.

### Temperature Checks:

- Anyone that refuses to have their temperature checked will be sent home immediately. Several attempts should be made in some instances where a person needs more support and encouragement to be compliant.
- For temperatures at or greater than 100° F, Individual will be sent to the site-specific quarantine space, given a fresh disposable mask to wear, and be examined by the nurse. Family/guardian/residential staff will be phoned for immediate pick-up.
- Staff will clean and disinfect the individual's chair and anything they may have touched in the classroom during this time period.
- If emergency contact cannot be reached, a voicemail and, if possible, email or text message will be sent, and the individual's Primary Care Clinician/Primary Care Physician will be phoned for verbal recommendations to follow while the individual is in social isolation at Day Program. That individual will be monitored by program nurse during social isolation.
- Once the individual is picked up, family/guardian/residential staff will be told to contact the individual's Primary Care Physician/Primary Care Clinician and their orders should be followed.
- If the individual's family/guardian/residential staff cannot be reach by 3pm, the individual should not be placed in a transportation van to be driven home. A designated staff person will either continue to call family members/guardian or residential staff until pick up can be arranged or alternatively a designated staff person should be appointed to drive individual home as a single rider.
- If tested positive for COVID-19/Coronavirus, the individual will need to be cleared by their doctor before returning to Program. A doctor's note is required to return to Program and may be hand delivered or faxed to the program.
- Please note that if any symptoms should arise during the day, this same protocol should be followed.

### Cleaning:

- Each program facility will be thoroughly cleaned by Communitas maintenance team both prior to and after program hours.
- Classrooms we be cleaned as necessary during the day and at 3pm every day. Bathrooms will be cleaned as needed during the program hours based on CDC recommendations.
- Items and equipment used during the day will be wiped clean and sanitized before being put back in a designated classroom.

### Cleaning, Sanitizing, and Disinfecting After a Potential Exposure in Day Programs:

- If a program suspects a potential exposure of COVID-19, cleaning and disinfecting will be conducted.
- Areas will be closed that were visited by a participant suspected of COVID-19.

- Doors and windows will be opened and ventilating fans to increase air circulation in the area, when possible.
- The program should wait 24 hours if practical before beginning cleaning and disinfecting.
- Programs will plan for availability of alternative space while areas are out of use.
- Cleaning staff must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets, touch screens, keyboards) used by the suspect case(s) ill persons, focusing especially on frequently touched surfaces.

Please visit [www.comunitasma.org](http://www.comunitasma.org) for more detailed information on cleaning protocols/policies.

### **Behavioral Health Expectations at Program**

- All participants will be required to wear face cloth coverings during the day. Staff will work with individuals to encourage proper face covering etiquette.
- For temperatures less than 100° F, individual will be cleared to participate at day program.
- Each day will start with the customary Morning Meeting. However, Morning Meeting will now include a daily review of the new rules and expectations related to the coronavirus and any relevant and updated info that is important to know.
- A set of these rules should also be posted on the wall of each classroom for review throughout the day wherever necessary.
- Individuals will need to use an assigned bathroom while at program in order to facilitate contact tracing. Only one person at a time from a class may leave to use the restroom. Individuals will be required to wash their hands in the bathroom, as well as sanitize their hands when they return to the classroom.
- Individuals will be required to stay with their group while at program. Wandering in the hallways will not be allowed. Should staff see an individual wandering in the hallways, they are to call the individual's instructor and/or the Program Director or Assistant Program Director for further assistance.
- No touching of other individuals and/or staff will be tolerated at any time. This includes hugging, shaking hands, high-fiving, or any other physical contact.
- Program participants will be supported to follow the guidelines related to COVID 19 as much as possible. However, to ensure safety for all participating individuals, anyone unable to follow the guidelines for mitigating risk will be given a formal warning. If the behavior continues and a warning has been relayed 3 times, that individual will be sent home until a plan can be developed for them to return back to program.

### **Other Program Modifications**

- Until further notice, community outings will be limited.

- Some usual activities will be temporarily suspended to minimize risk, such as cooking, some enclave work, bowling, etc.
- Short walks will be permitted outside of the building throughout the day to allow individuals to take a break and remove their face covering.
- Weather permitting, a safe outside area will be created for groups to eat lunch or participate in learning activities. Alternatively, participants will eat lunch in their home classroom and not in larger, combined groups.
- Classrooms will be set up to allow for social distancing with seating arranged 6 feet away from each other.
- Unnecessary furniture and equipment will be removed from classrooms and stored away until further notice.
- Classrooms will remain clear of as many superfluous items as possible and any and all necessary items should be stored away, leaving the classroom as clean as possible.
- When items are taken out and used in an activity, they will be wiped down by staff before and after use.
- Procedure gowns may be worn by staff when participating in any close-up ADL skills.
- As noted above, bathrooms will be assigned by classroom and staff will be responsible for ensuring participants are using the correct bathroom. These protocols will be site specific, but staff may use sight lines, other staff, nursing, or hall passes to ensure compliance. This will also depend on each individual and their expected level of compliance.
- A series of reminders to wash hands and maintain social distancing will be posted throughout the building.
- For the present time visitors and family members will not be allowed in the program building.
- If family members are dropping off individuals themselves, they should ring the front doorbell and wait for a staff person to greet the participant and escort them to their classroom

### **Career Services Protocol**

- Participants who are going to Dogwatch will be met by a staff who will take them directly from their transportation van to the Dogwatch van. This way they do not enter the building.
- If an individual must use the restroom a staff will bring them in, wait for them and then walk out of the building with them. After Dogwatch, staff will assist getting the participants onto their transportation van to be transported home.
- If a participant becomes symptomatic at the job site, the Career Services Director or Assistant Director will pick them up and bring them home wearing gloves and a mask. Once the individual is home family/guardian/residential staff will be told to contact the individual's Primary Care Physician/Primary Care Clinician and their orders should be followed.

- All other participants going to different work sites will be transported by staff from their home to their job.
- After their shift they will then be picked up from their jobsite and brought back to their home. Participants will be expected to follow any protocols their specific job site has put in place. Staff will follow up with employers to see if they need support in any way. This may include having a staff go with them to their job site until they can independently follow the protocols and remain safe.
- If a participant becomes symptomatic at the job site, the family will be called to pick up their participant, if the family cannot be reached or they cannot pick them up then one of the Career Services staff will pick them up and bring them home wearing gloves and a mask. Once individual is home family/guardian/residential staff will be told to contact the individual's Primary Care Physician/Primary Care Clinician and their orders should be followed. The vehicle used to transport will then be cleaned and disinfected.
- All other participants will have the option to participate in our Remote Learning groups. If they are part of our integrated program, they will be expected to follow the protocols in Day Program. Any cars or vans used to transport will be disinfected between every ride.

For more detailed information on any of the Communitas Covid-19 policies, please visit [www.communitasma.org](http://www.communitasma.org)