

# Day Services Plan for Identifying and Addressing Risk



Date effective: 8/3/2020  
Reviews: 7/13/2020, 7/14/2020, 7/22/2020  
Current revision: 7/22/2020

Applies to: Policy number: TEMP – C19 Day Services Plan for Identifying and Addressing Risk  
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 Plan for Identifying and Addressing Risk.docx

---

During this unique time, Communitas will be taking extra precautions in order to protect the health and wellbeing of both staff and individuals. Precautions specifically regarding identifying and addressing risks are detailed below. These precautions outline how Communitas will address the risks associated with caring for sick, symptomatic and exposed participants and staff. These precautions include but are not limited to daily screening checks, location of screening activities, staff responsible for screening, and anticipated barriers to the accomplishment of screening.

---

## Daily Screening at Program Site

Communitas will screen all staff and participants before they are permitted to enter the space by following the requirements outlined in this protocol.

### **Staff:**

Staff will be expected to screen themselves daily at home before coming to work by asking themselves the following questions. If any of the below are yes, the staff must not be allowed to come to work.

1. Today or in the past 24 hours, have you or any household participants had any of the following symptoms: fever (of 100.0F or above), felt feverish, chills, cough, sore throat, difficulty breathing, abdominal pain, unexplained rash, fatigue, headache, new loss of smell or taste, new muscle aches, nausea or vomiting or diarrhea?
2. Have you received a positive test result for COVID-19? When was the date of the test? Are you waiting to receive results of a COVID-19 test?
3. In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?

*\*Please note: If a staff member does have symptoms, receive a positive test or come into contact with an infected person, they should follow the COVID-19 Diagnosis, Symptoms or Contact Policy for All Employees*

### **Individuals:**

- Upon arrival to program individuals will stay on their van or transportation to program until an assigned staff comes to get them.
- Prior to exiting the van, a staff person will check each individual's temperature and record it
- This staff will walk the individuals from each van into the building through the designated entrance.

- Upon entering the building, sanitizer and fresh cloth face coverings will be offered
- Individuals and/or their caregiver will also be verbally screened and asked the following questions:
  - Today or in the past 24 hours, have you or any household participants had any of the following symptoms: fever (of 100.0F or above), felt feverish, chills, cough, sore throat, difficulty breathing, abdominal pain, unexplained rash, fatigue, headache, new loss of smell or taste, new muscle aches, nausea or vomiting or diarrhea?
  - Have you received a positive test result for COVID-19? When was the date of the test? Are you waiting to receive results of a COVID-19 test?
  - In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)
- If the individual has a temperature over 100.0F, answers yes to any of the above questions or declines to complete the screening questions the individual will not be allowed to enter transportation vehicles or the program areas.
- The individual must be isolated immediately, and steps must be taken to return the participant back to their place of residence with instructions to seek testing, and/or self-isolate.
- If emergency contact cannot be reached, a voicemail and, if possible, email or text message will be left. Individual will be monitored by program nurse during social isolation.
- If the individual is being sent home due to fever or symptoms, the 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 individual's family/Guardian/Residential staff cannot be reached, 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 ride.
- Staff will clean and disinfect the individual's chair and anything they may have touched in the quarantine area during this time period.
  - Close off areas visited by the participant suspected of COVID-19. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Programs must 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.
- If tested positive for COVID-19/Coronavirus, the individual will need to be cleared by their doctor before returning to Program.
- All staff must actively monitor themselves and participants throughout the day for any emerging symptoms.
- Participants who appear ill or are exhibiting signs of illness must be separated from the larger group and isolated until they are able to leave the program.
- If any participant or staff appears to have severe symptoms, call emergency services immediately.