

Day Protocol for Program Reclosure Due to COVID 19

Date effective: 8/3/2020
Reviews: 7/22/2020, 7/23/2020, 7/27/2020
Current revision: 7/27/2020

Applies to: Day
Services

Policy number: TEMP - C19 Day Protocol for Program Reclosure Due to COVID 19
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 Protocol for Program Reclosure Due to COVID 19.docx

During the COVID 19 Pandemic, Communitas will to follow all current, state health & safety guidelines and recommendations to maintain effective agency operations to ensure safety for people served. Should any day program be deemed at risk of potential exposure to COVID-19 it may be necessary to close the program temporarily.

Definitions:

- **Close Contact** - Contact within 6 feet of a person with COVID-19 for greater than 10 minutes or being coughed on or sneezed on by a person with COVID-19 while that person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends.
- **Exposed** - Having had close contact with someone symptomatic of COVID-19 from the period of 48 hours before symptom onset until 10 days from when they first had symptoms, been notified by your Local Board of Health or Contact Tracing Collaborative that you meet this definition or having close contact to someone who is confirmed to be infected with COVID-19 but may be asymptomatic.

During program hours program participants will follow safety guidance set out by the CDC, DPH and relevant regulatory agencies. This will include implementation of all recommended practices related to COVID-19, including social distancing and wearing protective face coverings at all times. Individuals will be monitored for wellness and data will be taken during the day on who the individual was in contact with.

While attending program, if someone is sent home sick, that individual should contact their Health Care Provider for instructions and follow their recommendations. Communication with the family should be maintained for progress updates by the respective program Health Care Coordinator.

- **Isolated risk** - If an individual has been sent home with symptoms, or reports symptoms after returning to home, staff will conduct contact tracing for the 48 hours prior. The program's director will identify persons who were in close contact with that person and potentially be at risk of exposure.
 - If potential risk of exposure has been identified for a small group of 4 or fewer people (or for a group of individuals who have remained completely isolated from others at the program) they will be asked to stay home and contact their Health Care Provider.

- The families/caregivers of those individuals will be informed by the program nurse or Director and asked to stay home and contact their Health Care Provider for further guidance.
 - Areas at the program where potential exposure has been identified, will be sectioned off by staff and then cleaned according to the state health and safety state guidelines.
- Limited risk - In cases where more than four individuals may have been exposed to COVID-19 or at least one individual has tested positive for COVID-19 Communitas will Immediately close the program for three business days. The first day to ventilate the building and the following two days to thoroughly clean the program facility.
 - The Director of Day services or designee will immediately inform the local Board of Health, DDS and MassHealth of the program closure .
 - During the 3-day closure, staff may work from home and continue to offer remote services to participants sent home.
 - Individuals sent home will not be able to return to program without being tested for COVID-19 but may be able to participate in remote learning.
 - After the 3-day closure, any staff or individual who has not had a previous positive COVID-19 test, and who is not symptomatic, may return to program.
- Program risk - If two or more individuals or staff person attending the program is diagnosed with COVID-19. The program will shut down immediately and close for 14 calendar days to sanitize the whole program building. Staff and individuals should stay home and follow the quarantine recommendations that are current at the time of closure. All staff and individuals who had been attending the program prior to closure should contact their health care provider for guidance and follow the state current recommendations for quarantine and isolation.
 - Families/caregivers will be informed of the closure Immediately after closure determination.
 - The Director of Day services or designee will inform the local Board of Health, DDS and MassHealth of the program closure.
 - During the program closure, remote learning may be available for individuals during the quarantine period. Communication with families will be made on a weekly basis to check on individual's health status and discuss preparations for returning to program.
 - Once the building has been cleaned, sanitized and disinfected, it will be ready for re-opening after the two-week isolation period.
 - Individuals and staff who have quarantine safely for two weeks and show no symptom of COVID 19 may return to the building where all safety protocols will be re-implemented accordingly.