



PARK LAWN COVID-19 PREPAREDNESS PLAN

Community Day Services

Implemented August 5, 2020

Table of Contents

Introduction	3
Understanding the pathogen:.....	3
Planning and Preparation	4
Communication:.....	4
Visitor Policy:.....	5
General Operational Protocols:	5
Reviewing the Plan:.....	5
Service Delivery:.....	5
Quality Assurance:	5
Resources for Infection Control:	6
Safety Measures	6
Social Distancing:	6
Sanitation Procedure:	6
Hand Hygiene	7
Masking.....	7
Transportation	8
Mitigation of Spread of Infection	8
Screening Procedure:.....	8
Signage and Visual Cues:.....	8
Social Distancing Procedures:	9
Infection Control Procedures when an Employee or Participant is Showing Signs or Symptoms:	9
PPE:	9
Staff and Participant Training:	10
Illness and Diagnosis Monitoring:	10
Quarantine Timelines.....	11
Isolation Room for Sick Participants:	11
Travel Outside of the State of Illinois.....	11
Person Centered Planning	12
Distance Learning Classes:	12
Community Day Services Schedule and Programming:	12
Virtual Personal Plan Meetings:.....	13
Transition Plan from Home to CDS:	13

Mental Health Support:	13
Training and Support	13
Proper Hand Hygiene:.....	14
Social Distancing:	15
Use of Cleaning and Disinfecting Products:	15
Recognizing the Signs and Symptoms of COVID-19:.....	15
Community Based Services	16
Appendix	17
Universal Masking Memo	17
Frequently Asked Questions for Participants, Guardians and Families	19
Protocols for Office Staff.....	23
The Arrival and Dismissal Procedure	25
Screening Form	27
Risk Benefit Assessment Matrix.....	28
Community Day Services Daily Cleaning Procedure	28
Community Day Services Deep Cleaning Procedure.....	29
Consent and Expectations for In-Person Community Day Services.....	30
Community Day Services Daily Attendance Log	32

Introduction

“The tests we face in life's journey are not to reveal our weaknesses but to help us discover our inner strengths. We can only know how strong we are when we strive and thrive beyond the challenges we face.”

— Kemi Sogunle

This document has been developed based upon CDC guidelines, the Illinois Department of Human Services (IDHS) and Illinois Public Health (IDPH) guidance for reinventing Community Day Services (CDS). This is a fluid plan outlining our response to the COVID-19 virus attempting to balance the appropriate response with the at risk population of Park Lawn’s participants and was developed by Park Lawn’s COVID-19 Planning and Prevention Committee including additional stakeholders.

Park Lawn’s plan will ensure the following guidelines are met:

- We will require the use of appropriate personal protective equipment (PPE), including mandatory face masking at all times;
- We will prohibit more than 50 individuals gathering in one space;
- We will require social distancing be maintained as much as possible;
- We will require symptom screening, temperature checks and oxygen saturation checks upon entering our buildings and a secondary check after four hours within our buildings;
- We will increase our sanitation procedures

All staff, participants and service providers must follow these guidelines.

It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. Park Lawn’s administrative team will remain alert for any changes.

Park Lawn will provide clear communication on an ongoing basis with our participants, families, essential service providers and staff regarding our expectations and protocols.

Understanding the pathogen:

Symptoms:

- Usually causes mild to moderate upper-respiratory tract illnesses like the common cold
 - Runny nose
 - Headache
 - Cough
 - Sore throat
 - Fever
 - Malaise
- Can cause lower-respiratory tract infections
 - Cardiopulmonary disease
 - Impaired immune function
- Infants, older adults, and immunocompromised individuals are at greatest risk

Facts Known at This Time:

- Pathogen was first detected in China (SARS-CoV-2)
- People have no immunity
- 80% of the people have mild illness, some with no symptoms at all
- Healthy children are contracting the disease at the same rate as adults but with few to no symptoms
- Serious illness occurs in 16% of the cases
- Case fatality rate for people over 70 years old is approximately 8%
- Case fatality rate for people over 80 years old is approximately 15%

Population Risks Known at This Time:

Disability alone may not be related to higher risk for getting COVID-19 or having severe illness, however, some people with disabilities might be at a higher risk of infection or severe illness because of their underlying medical conditions. All people seem to be at higher risk of severe illness from COVID-19 if they have serious underlying chronic medical conditions like chronic lung disease, a serious heart condition, or a weakened immune system. Adults with disabilities are three times more likely than adults without disabilities to have heart disease, stroke, diabetes, or cancer than adults without disabilities

If you have one of the disability types listed below, you might be at increased risk of becoming infected or having unrecognized illness. You should discuss your risk of illness with your healthcare provider. – People who have limited mobility or who cannot avoid coming into close contact with others who may be infected, such as direct support providers and family members – People who have trouble understanding information or practicing preventive measures, such as hand washing and social distancing – People who may not be able to communicate symptoms of illness

23% of individuals have a high “Health Care Level” score that make them especially vulnerable to COVID-19 complications (co-occurring health issues) • 16% of individuals are over the age of 65. • 4% of individuals have a Q score in their HCL. Q scores indicate a significant medical complication that put the individual at risk for fatality (e.g. ventilator, tracheostomy suction required, insulin, nebulizer treatments. <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html>

Planning and Preparation

Communication:

Participants, guardians, families and stakeholders receive updates and communication from Park Lawn staff via:

- Phone
- Email
- Dial-My-Calls

- Remind App
- US Postal Service

Visitor Policy:

Visitors to Park Lawn will be restricted to essential personnel (i.e. maintenance or repair services) and will be subject to all screening procedures. Non-essential visitors will not be admitted to the building during the reopening process. It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. Park Lawn's administrative team will remain alert for any changes.

General Operational Protocols:

The General Operational Protocols will be found throughout this document. Please refer to the Table of Contents to locate specific protocols and their location within this document.

Reviewing the Plan:

Key management staff making up the CDS Emergency Preparedness Team attend the following meetings to review guidance from the CDC, IDPH and DHS:

- Weekly meetings with the Illinois Health Care Association (IHCA) for updates and clarification on guidance passed.
- Weekly (IDPH) meetings for briefings, new guidance and Q&A sessions.
- Meetings twice monthly with Intersect agencies pertaining to implementation strategies in light of the virus and utilize peer to peer support for suggestions and modifications.

Based on updates from the CDC, IDPH and DHS, Park Lawn's Emergency Preparedness Team will meet to update and revise the plan on an as needed basis.

Service Delivery:

- Technology—Park Lawn will make every effort to provide our participants with the internet access necessary to successfully participate in in-person and remote learning. We will remain prepared for a return to remote instruction in the event of a resurgence of the virus and mandated closure. We will teach our participants how to maintain their devices, basic guidelines for use, and internet safety.
- Curriculum/Schedule—Park Lawn has a weekly schedule that allows for choice and is based on past interests. This schedule is inclusive and comprehensive in activities offered. We have a range of activities from health and wellness, self-advocacy, arts, skill requisition, and virtual tours. The platform used for the schedule is Google Classroom. We have completed staff training for this platform. We offer both individual and group activities.

Quality Assurance:

The CDS Program will be reviewed on an ongoing basis to ensure that safety, engagement and satisfaction is addressed through the strategies instituted. Park Lawn will seek input from our stakeholders including our parents, guardians and participants on a regular basis. We recognize that the safety of the participants and staff is paramount as we re-open and ongoing evaluation must be conducted routinely. The Quality Assurance team will also assess program implementation to ensure

that a variety of in house and appropriate community based opportunities are presented. Lastly, participant satisfaction must be routinely probed to capture important information on the quality and variety of program opportunities and the individual responses to these changes.

Resources for Infection Control:

- Park Lawn will utilize resources from the Illinois Department of Public Health (<https://dph.illinois.gov/covid19>)
- Park Lawn will utilize resources from Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/cornoavirus/2019-ncov/index.html>

Safety Measures

Social Distancing:

Participants may not move about the program freely and must maintain social distance of at least 6 feet at all times. The participants' program spaces have been arranged to allow for at least 6 feet of social distancing. We have also created marked entry and exit ways including signage and physical barriers to maintain social distancing standards. Participants may not touch, shake hands, bump elbows or embrace anyone while on Park Lawn premises. Participants will not be allowed to bring personal items to day program other than their lunch bag, coat, tablet/laptop and adaptive equipment. Participants will be allowed to use the restroom one at a time to maintain proper social distance. Staff will monitor restroom use to ensure one person is using the restroom at a time. Participants will eat lunch at their workstations which are at least 6 feet apart to account for proper social distancing. Participants will need to bring all beverages in a lunchbox with ice pack as the vending machine will not be available. Participants will need to bring plastic utensils and napkins with their lunch. Microwaves will not be available for use as these are frequently touched and cannot be sufficiently sanitized in between each use.

Sanitation Procedure:

Staff will wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Wash hands immediately for 20 seconds after gloves are removed. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Cleaning and/or disinfecting shall be accomplished by using household cleaners and EPA-registered disinfectants that are appropriate for the surface. All label instructions for safe and effective use of the cleaning product or disinfectant shall be followed including precautions to take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product. When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered disinfectants should be effective. We will be utilizing Morning Mist Neutral Disinfectant Cleaner with a dilution rate of 1:64. We will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

• **If EPA-registered disinfectants are not available**, diluted house-hold bleach solutions can be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:

5 tablespoons (1/3rd cup) bleach per gallon of water or

4 teaspoons bleach per quart of water

All high contact surfaces will be cleaned every 2 hours.

Hand Hygiene

Park Lawn will require frequent and proper handwashing. We will ensure the availability of supplies, such as soap and paper towels, hand sanitizer and tissues for all areas of our buildings. Cloth towels will not be used. Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60% alcohol may be used.

Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival and departure, after blowing one's nose, coughing, sneezing; following restroom use; before and after eating; before/after routine care for another person after contact with a person who is sick; and following glove removal.

Alcohol based hand sanitizer safety use:

- Alcohol based hand sanitizer must be properly stored- which includes away from high temperatures or flames, in accordance with the National Fire Protection Agency recommendations
- Hand sanitizers are not effective when hands are visibly dirty

Participants and staff should be encouraged and directed to avoid touching the face (eyes, nose, and mouth) to decrease the transmission of COVID-19 or other infectious diseases.

Masking

For the safety of staff and other participants, participants and staff must wear a cloth mask throughout the program day. Participants must arrive ready to start their day and be wearing their mask as they exit their vehicle to commence the screening process at the entrance to the program. If a participant refuses to wear a mask, the family will be called to pick them up immediately. Cloth masks must be provided by their family/guardian. In the event a cloth mask becomes soiled or damaged at day program, Park Lawn can provide the participant with a temporary surgical mask for the remainder of the day. This mask is temporary and is not to be reused the next day. Staff will not be laundering participant soiled masks at CDS. Soiled masks will be sent home with the participant in a plastic bag. Because facial expressions and cues are difficult to interpret while wearing a mask, program staff and participants will be given laminated facial cue cards that they can use to help indicate their mood/facial expression (happy, sad, angry, etc.)

Transportation

**Due to the current social distancing mandate (participants must be spaced at least 6 feet apart), Park Lawn will not be providing transportation services at this time. Participants and families are encouraged to make arrangements for transportation to and from CDS locations once they open. It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. Park Lawn's administrative team will remain alert for any changes.*

Mitigation of Spread of Infection

Screening Procedure:

Upon arrival and four hours later, all participants and staff will be screened by a staff member with a touchless thermometer and pulse oximeter before being admitted to the building. If anyone exhibits any of the following symptoms, they will not be allowed entry or will be sent home if it is midday:

- a temperature reading of 99.9 degrees or higher
- an oxygen saturation measure under 90%
- new or worsening cough
- shortness of breath or difficulty breathing
- sore throat
- chills or shaking with chills
- muscle and body aches (new or unusual onset)
- headache (new or unusual onset)
- new loss of taste or smell
- congestion or runny nose
- nausea
- vomiting
- diarrhea

This screening process will be conducted a second time at mid-day. Screeners will make the final determination about whether a participant can enter or remain at day program based on the screening criteria.

Signage and Visual Cues:

The Centers for Disease Control and Preventions (CDC) recommends posting signs and messages in highly visible locations that reinforce safety precautions and promote every day protective measures such as proper handwashing and appropriate face covering.

Park Lawn has marked the entrances of our buildings with a variety of visual cues to prompt hand sanitizing, as well as maintaining six feet of distance between individuals. There is tape marking the floor, as well as directional arrows indicating flow of movement within the building. One way Entrance and Exit signs have been created in green and red to assist non-readers in directing movement. Hand washing signs have been posted in all restrooms.

Social Distancing Procedures:

To help participants comply with social distancing, Park Lawn has revised the program schedule to eliminate movement and travel around the program space. We increased space between individually assigned seating and are designating groups not to exceed 10 individuals to a program area. We have decreased our overall census by 50% based upon the six foot metric and will offer participants blocks of time for in person programming.

Infection Control Procedures when an Employee or Participant is Showing Signs or Symptoms:

Wear disposable gloves, mask and a gown when cleaning and disinfecting surfaces. Gloves and gown should be discarded after each cleaning. Wash hands immediately for 20 seconds after gloves are removed. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. All affected areas will be deep cleaned. When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- Close off areas used by the sick person.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and equipment.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered disinfectants should be effective. We will be utilizing Morning Mist Neutral Disinfectant Cleaner with a dilution rate of 1:64. We will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- **If EPA-registered disinfectants are not available**, diluted house-hold bleach solutions can be used if appropriate for the surface. Check to insure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:

5 tablespoons (1/3rd cup) bleach per gallon of water or

4 teaspoons bleach per quart of water

All high contact surfaces will be cleaned every 2 hours.

- In the event there is a positive case at CDS, Park Lawn CDS will remain closed for at least 24 hours and SERVPRO will be contacted to provide deep cleaning using an atomizing mist sprayer system on an as needed basis.

PPE:

All staff and participants are required to wear cloth face masks at all times while in common areas. Staff will utilize cloth face masks and disposable gloves while assisting participants with toileting. The Production Manager orders, inventories, and monitors burn rate for all PPE within CDS.

**Please see the Universal Masking Memo in the Appendix for further instruction.*

Staff and Participant Training:

Staff will be trained in all policies and procedures in the COVID-19 Emergency Preparedness Plan prior to CDS reopening. Participants will be required to attend a mandatory safety class via Zoom and will receive initial training upon their first day of attendance at CDS. Daily and ongoing training will occur as needed.

All employees are trained in how to properly wash their hands with soap and water for 20 seconds, proper coughing and sneezing etiquette, practice social distancing, and cleaning and disinfecting their individual workstations. Additional training will be provided to all cleaning staff on site prior to providing cleaning tasks and will include the instructions on cleaning of other commonly touched work surfaces, bathrooms, breakrooms, mobility and other assistive devices, trash pick-up and other activities performed in areas of the facility.

The training topics include the following:

- Instructions on what to do if they develop symptoms within 14 days since their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19.
- Instructions on what to do if they test positive for COVID-19 without symptoms. At a minimum, any staff should immediately notify their supervisor and the local health department if they test positive for COVID-19 without symptoms.
- When to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- Compliance with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132), if contaminated materials are being collected and disposed.

Illness and Diagnosis Monitoring:

Employees and Participants are required stay at home or go home if they start to exhibit any of the symptoms outlined in the Screening Procedure above.

If symptoms are present, that staff and/or participant should be sent home until symptoms resolved.

- Staff and Participants may return 10 days after being symptom free for 24 hours without the use of any fever-reducing medications like Tylenol.
- Staff and Participants should also continue to monitor temperature and respiratory symptoms at home.
- Staff and Participants should stay at home when sick ensuring non-punitive practices during this period.
- Staff and Participants should notify their supervisor or QIDP of any symptoms that they are having.

- Staff should update the Director of Nursing or the Director of Residential Services of their health status every 24 hours

Quarantine Timelines

In the event a participant or employee experience symptoms, tests positive for COVID-19, or comes into contact with an infected person, the following quarantine steps must be taken.

<u>Nature of Situation</u>	<u>Quarantine Timeframe</u>
Employee Exhibits Symptoms	24 hours symptom free without meds + 10 days
Employee Tests Positive	24 hours symptom free without meds + 14 days (20 days if immunocompromised)
Employee has close contact with infected person. Will not be in contact with them again.	14 days from last contact with infected person.
Employee lives with infected person, but can avoid future contact.	14 days from when infected person began home isolation.
While under quarantine, employee comes in close contact with an infected person.	Restart 14 days from date last in contact with infected person.
Employee lives with infected person, but cannot avoid additional contact.	14 days after infected person ends home isolation.
Employee lives with person who was in close contact with an infected person (secondary contact).	14 days

- *Close contact is defined as being within 6 feet for 15 or more minutes of an infected person (person who has tested positive).*
- *The same quarantine rules apply to program participants.*

Isolation Room for Sick Participants:

If a participant becomes ill at the day program, the family will be contacted and the participant must be picked up within 30 minutes. The participant will be isolated and monitored by staff until pick up occurs. Staff will wear a mask, isolation gown, gloves and face shield while supporting the ill participant until the individual is picked up. If a staff member becomes ill while at work, they must leave the premises immediately.

Travel Outside of the State of Illinois

If a staff member or participant plan to travel outside of the state of Illinois, they must inform their supervisor or QIDP, respectively. Consequently, the Director of Nursing will be informed for tracking purposes.

To limit potential spread of COVID-19, Cook County Department of Public Health is recommending quarantine measures for persons entering the region from states around the county where the incidence of COVID-19 infection is high.

Any person entering suburban Cook County living in a high-incidence state, or who visited the high-incidence state for more than 24 hours is recommended to self-quarantine for 14 days after arrival, or for the duration of their stay in suburban Cook County, whichever is shorter.

Hi-Risk states are those that have new case rate equal to or greater than 15 COVID-19 cases per 100,000 resident population per day, over a 7-day rolling average. The list of states meeting this definition will be updated every Tuesday. The list will be posted to the websites of the local health departments issuing this guidance.

For anyone traveling to high-incidence states, upon return, they must quarantine for 14 days and must report daily to the Director of Residential Services or the Director of Nursing with any symptoms, medical concerns, etc. Staff are not paid for time they are off to quarantine due to their own personal travel. Staff may use PTO time if they have it available.

Cook County Public Health Department: <https://cookcountypublichealth.org/communicable-diseases/covid-19/covid-19-travel-guidance/>

Person Centered Planning

Distance Learning Classes:

Park Lawn has developed a virtual class platform for CDS participants and for those who are now receiving 37U funding in our residences. We are using the platform Sign Up to allow folks to choose the activities they wish to participate in. The classes are facilitated through Zoom. Each week new classes are listed and the link to register is sent out via the Remind App. We currently have 30 classes per week spanning a variety of interests. These classes help to alleviate the social isolation some participants may feel while CDS remains closed. The classes are being administered by the Community Day Services QIDPs.

Park Lawn will continue to provide virtual classes after the re-opening of the CDS. Families may choose this option and pay for these services privately. Park Lawn will continue to provide a menu of services using the Sign Up platform and will implement virtual classes using the established Park Lawn Google Classroom page.

Community Day Services Schedule and Programming:

Park Lawn has created an account on Google Classroom to allow for easy use to access and to be able to post the schedule information for our CDS locations, CILA and ICF residential houses. CILA and ICF locations will cohort in order to provide a uniform day services programming model across locations. We have completed staff training to help facilitate the use of this platform. All the CILA and ICF residential houses have access to an iPad making it extremely simple to view the weekly schedule. Another nice option for using Google Classroom is the ability for the staff to make comments on the provided activities based on the participant's feedback. Then according to the input, we can adjust the schedule to meet the needs of the participants. There are activities for a seven-hour day built in to provide opportunities for choice throughout the day. Currently the Community Day Services QIDPs are creating and sharing the schedule.

We are also participating in a grant to create a website using Knowledge Owl as the platform. The goal is to provide quality and easy access to curriculum for Community Day Services through Intersect, a collaboration of 14 other agencies. This project will begin in August 2020 and be available to access in November 2020.

[Virtual Personal Plan Meetings:](#)

In order to align with social distancing mandates and to continue to update the IDT team and remain compliant with DHS standards for Personal Plan Meetings, Park Lawn has partnered to area PAS agencies to conduct Personal Plan meetings via Zoom, Google Hangouts and teleconference. QIDPs continue to update consents, releases of info and Implementation Strategies via USPS mail and email.

[Transition Plan from Home to CDS:](#)

Park Lawn has developed a comprehensive plan to assist participants in the transition from a life at home during quarantine to adapting to a new routine at a reinvented CDS Program. All participants, including residential participants, will complete a Risk Benefit Assessment tool with staff to help participants, guardians and families navigate the risks and benefits of returning to CDS. Through our Virtual Enrichment Platform, we have begun offering interactive Safety Classes which will educate participants about and normalize: mask wearing, hand washing, recognizing 6 feet between themselves and others, interacting with friends and staff without touching, entrance and exit protocols to the building, programming areas and bathrooms, etc. Various documents have been created to educate participants and families of the changes which have been made in preparation for and prior to their return including: a Frequently Asked Questions document, a document outlining many new protocols to keep everyone safe, and a virtual tour of each programming space available on YouTube to be viewed at any time.

[Mental Health Support:](#)

Park Lawn understands that change is difficult for many of the people we serve. We recognize that this is a big change for everyone in every imaginable way. Park Lawn has a social worker on staff to help guide families and participants through the complexities and confusion of the new changes made to CDS Programming. Our assigned case managers (QIDPs) and Self Directed Assistants have maintained ongoing contact with our families and participants throughout the state protection phases and continue to offer help, support and guidance as we all navigate through uncharted waters. Additional mental health services can be provided through linkages from our Social Worker.

[Training and Support](#)

All employees are trained in how to properly wash their hands with soap and water for 20 seconds, proper coughing and sneezing etiquette, practice social distancing, and cleaning and disinfecting their individual workstations. Additional training will be provided to all cleaning staff on site prior to providing cleaning tasks and will include the instructions on cleaning of other commonly touched work surfaces, bathrooms, breakrooms, mobility and other assistive devices, trash pick-up and other activities performed in areas of the facility. All training will be documented and kept in each employee's personnel file.

Proper Hand Hygiene:

To support a sanitary, healthy, and safe workplace, the following practices have been implemented:

Each employee is required to wash their hands just prior to eating food, drink, or using tobacco products or after going to the bathroom.

- Proper and frequent hand washing is encouraged by setting up multiple locations and following the guidance at the clean hands webpage.
- Employees have been encouraged to avoid touching eyes, nose, or mouth with unwashed hands.
- Tissues and no-touch disposal receptacles with liners are provided at each workstation or in a common area. Gloves are required when removing garbage bags, handling, and disposing of trash followed by washing hands after handling or disposing of trash.
- Soap has been provided at all bathroom and other sinks in the facility. If soap and water are not readily available, alcohol-based hand sanitizer that is at least 60% alcohol has also been provided. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Hand sanitizers have been placed in multiple locations for easy access and to encourage hand hygiene.
- Posters that encourage hand hygiene to help stop the spread have been placed at the entrance to the facility and in other workplace areas where they are likely to be seen.
- Handshaking and other forms of personal contact have been prohibited. Employees are encouraged to use of other noncontact methods of greeting.
- Employees are required to follow coughing and sneezing etiquette.
- Employees are instructed to not use other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Disposable wipes and/or cleaning rags with approved cleaners have been provided at key locations so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use and when necessary.
- Each employee will clean and disinfect or if clean, disinfect their workstation prior to beginning their shift and at the end of their shift with a focus on frequently touched surfaces. The frequently touched surfaces include worktables, tools, tables, chairs, doorknobs, light switches, handles, desks, faucets, sinks, keyboards, printers, telephones, remote controls, copy machine parts, machine control stations, handrails, etc. The frequently touched surfaces will vary based on the specific workstation.
- Cleaning personnel or designated employee will clean and disinfect or if clean, disinfect their workstation and cleaning supply cart prior to beginning their shift. They will also clean and sanitize frequently touched surfaces in common areas such as floors, walls, doors, doorknobs, push plates, and handles, worktables, tables, chairs, doorknobs, light switches, handles, desks, telephones, remote controls, faucets, sinks, toilets, bathrooms, soap dispensers, handrails, food preparation and storage equipment such as coffee makers, microwaves, refrigerators, garbage cans, etc. on a regular basis as determined by the need and it should be at least every 2 hours, but can be more frequent.

Social Distancing:

Participants will begin their education about social distancing weeks before CDS Programs open through Park Lawn's Virtual Enrichment Platform interactive Safety Classes which will educate participants about social distancing procedures. Park Lawn staff will attend a training which will educate them about social distancing within a congregate setting and strategies to encourage social distancing among the participants in the CDS setting. In addition, staff will receive training in best practices for providing extra support to participants when they may need it; as in the example of toileting or physical assistance. Visual cues in the form of floor markings, physical barriers and signage will aid both staff and participants in remembering the social distancing guidelines.

Use of Cleaning and Disinfecting Products:

Approved Disinfectants refers to the list of Environmental Protection Agency (EPA) registered disinfectant products that have qualified for use against SARS-CoV-2, the coronavirus that causes COVID-19. Products on EPA's "List N: Disinfectants for Use against SARS-CoV-2" (www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) are registered disinfectants qualified for use against SARS-CoV-2 approved through EPA's Emerging Viral Pathogen Program. Blood-Borne Pathogens Standard refers to an OSHA standard that sets forth requirements for employers with workers exposed to blood or other potentially infectious materials. Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Hazard Communication Standard refers to an OSHA standard that sets for requirements for classifying the potential hazards posed by chemicals in the workplace and requiring employee training on recognizing those hazards and how to take appropriate measures to protect themselves from the identified hazards. OSHA refers to the Occupational Safety and Health Administration Personal Protective Equipment refers to protective gloves, clothing, helmets, shoes, safety glasses, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. Safety Data Sheet refers to OSHA written or printed material concerning a hazardous chemical that is prepared by the manufacturer or the company importing the product describing the physical and chemical properties of the product according to specific guidelines.

Recognizing the Signs and Symptoms of COVID-19:

Employees will be trained on the most current information to aid in recognizing the signs and symptoms of COVID-19:

- Usually causes mild to moderate upper-respiratory tract illnesses like the common cold
 - Runny nose
 - Headache
 - Cough
 - Sore throat
 - Fever
 - Malaise
- Can cause lower-respiratory tract infections
 - Cardiopulmonary disease
 - Impaired immune function

- Infants, older adults, and immunocompromised individuals are at greatest risk

Community Based Services

Due to the current social distancing mandate (participants must be spaced at least 6 feet apart), Park Lawn will not be providing community based activities related to transportation issues and limitations at this time. However, Park Lawn will evaluate and utilize outdoor spaces on site in order to allow participants time outdoors for movement activities, art, or nature observation activities. It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. Park Lawn's administrative team will remain alert for any changes.

[Appendix](#)

[Universal Masking Memo](#)

Park Lawn Residential Services

Memo

To: All Park Lawn Staff
From: Veronica Doyle DON, RN-T, IP
CC: Steve Manning Executive Director, Bonnie Willett Director of Residential Services
Date: April 22, 2020
Re: Universal Masking #3

To All Park Lawn Staff:

With the number of suspected COVID-19 cases increasing daily in the state of Illinois, many cities and towns are requiring all persons engaging in any activity outside of their homes while other people are present to wear a face covering. This face covering should cover their nose and mouth, and can be made of any cloth or other material. The design of the face covering should inhibit, filter or restrict the breath, sneeze, cough or other exhaling from one's nose and mouth. Examples of face coverings:

- Non-medical grade mask
- Cloth mask
- Plastic mask
- Scarf bandana
- Handkerchief
 - Medical-grade masks or N95 respirators are not recommended for general public use

This goes into effect in most neighboring cities and towns on Friday, April 24th, 2020 starting at 8:00am. All essential businesses will require you to wear a face covering into their establishment as recommended by the CDC. Examples of locations you may stop into on your way to work or on your way home:

- Grocery store
- Gas station
- Pharmacy or drug store
- Convenience store

If stopping at a location (i.e. grocery store), on your way into work please use a separate mask for the store. Staff should be arriving to work with a clean mask, to prevent the spread of the virus into our buildings.

Just as a reminder, the most effective measures for preventing the spread of COVID-19 includes:

- Staying home when you are sick
- Maintain separation between other people (at least 6 feet)
- Frequently washing your hands with either soap and water, or an alcohol-based hand rub
- On April 1, 2020 Park Lawn began practicing universal masking with cloth masks at all our residential locations, with the recommendation of the CDC.
 - This is one more tool that is being used to protect each other from respiratory droplets when we cough, sneeze or talk.
 - It also helps to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

To ensure that universal masking can be implemented safely, emphasize the following practices:

- Avoid touching the outer surface of the mask.
- Perform hand hygiene every time the mask is touched.
- Masks will be kept on, properly positioned over nose and mouth, at all times for duration of shift
- Masks must not be touched, pulled down, or worn as a necklace.
- Staff and resident monitoring of temperature and respiratory symptoms should continue to take place.

Park Lawn staff should continue to wear the mask during their working hours. This cloth mask will be the responsibility of each staff. Staff should immediately wash their mask after work, and bring the mask back with them for their following shift. We have a limited amount of cloth masks, if you have your own cloth mask you may use it. Please do not use surgical or N95 masks, those should be saved to be used in cases of COVID. General care for the mask recommended by the CDC and IDPH:

- When removing the mask, carefully fold the mask so that the outer/dirty surface is folded inward on itself.
- Place mask in a paper bag or zip lock bag to transport home
- Wash your hands immediately after removing the mask
- Once at home wash your mask immediately
 - Wash with regular laundry detergent and dried on a hot cycle
- DO NOT forget your mask when returning for your next shift

We are optimistic that having a universal-masking policy, and practicing effective social distancing will mean we can protect our residents and co-workers at Park Lawn and prevent the spread of infection in our organization.

If you have any questions, or concerns please feel free to contact me.

Veronica Doyle DON, RN-T, IP
vdoyle@parklawn.com
(708)396-1117

Frequently Asked Questions for Participants, Guardians and Families

In light of the COVID-19 (corona virus) pandemic, Park Lawn staff have planned diligently to provide the safest and least restrictive environment in accordance with guidelines from the Centers for Disease Control (CDC) and Illinois Department of Public Health (IDPH). We will continue to consult with the CDCs and IDPHs guidelines and make changes to our protocols to keep our participants and our staff as safe as possible.

How will Park Lawn maintain a clean environment?

Park Lawn staff will clean program areas before participants arrive and frequently throughout the program day and after they leave for the day. Bathrooms and commonly touched areas like door knobs, bathroom entry/exit doors, etc. will be sanitized every 2 hours.

Where will participants eat lunch?

Participants will eat their lunch at their program space, they will not be eating lunch in the cafeteria at Workshop or the lunch room at Choice. Participants must bring everything they need to eat their lunch including drinks, utensils, plates and napkins. These items will not be provided by Park Lawn.

Will the vending machine be available to purchase drinks?

No. The vending machine will not be available. This will be reassessed at a later date.

Will the microwaves be available to heat lunches?

No. The microwaves will not be available. This will be reassessed at a later date.

How will Park Lawn enforce social distancing requirements?

The participants' program spaces have been arranged to allow for at least 6 feet of social distancing. We have also created marked entry and exit ways including signage and physical barriers to maintain social distancing standards.

Will there be changes to bathroom use?

Participants will be able to use the bathroom one at a time to maintain proper social distancing per DHS/IDPH guidance. Bathrooms will be monitored by a staff member to provide guidance for participants.

What will the operating hours of the day program be?

Day program hours will be 9am-2pm. Arrival hours will be 8:30am-9am and dismissal hours will be 2pm-2:30pm. This schedule will allow for adequate sanitizing of the program areas each day.

Where will drop off and pick up occur?

Participants will arrive and depart at the West side door at the Workshop and through the North door at Choice. All other doors will remain locked.

Can I enter the building to speak with a staff member?

In order to limit the number of people entering the building, only authorized visitors will be allowed in the building (repair personnel/maintenance, etc.) If you need to speak with a staff member, please contact them via telephone or email.

When will Park Lawn Transportation services be available?

Park Lawn will be unable to safely provide transportation for participants upon reopening. This will be reassessed as agencies receive further guidance from the CDC, IDPH and DHS DDD.

Will SEP return to the workforce?

The Program Manager has reached out to the employers and families in the SEP Program and is scheduling their return on an individual basis.

Will there be community outings?

Because we are unable to transport safely at this time, we will not be able to visit the community. We will reassess our ability to visit the community as we receive further guidance from the CDC, IDPH and DHS DDD.

What if I don't want to come back to CDS. Is there an alternative such as Zoom?

Park Lawn will continue to offer virtual programming such as Zoom on a private pay basis.

Will all participants come back at the same time?

DHS and IDPH has limited our reopening capacity to no more than 50 individuals or 50% capacity whichever is fewer. As such, we may not be able to accommodate every participant at the same time.

Are the Participants still completing production work?

No. Participants will be engaged in program clubs including movement/exercise, art, and computers.

What is the screening process to be sure sick individuals (participants, staff, and visitors) are not allowed in the building?

Upon arrival and four hours later, all participants and staff will be screened by a staff member with a touchless thermometer and pulse oximeter before being admitted to the building. If anyone exhibits any of the following symptoms, they will not be allowed entry or will be sent home if it is midday:

- *a temperature reading of 99.9 degrees or higher*
- *an oxygen saturation measure under 90%*
- *new or worsening cough*
- *shortness of breath or difficulty breathing*
- *sore throat*
- *chills or shaking with chills*
- *muscle and body aches (new or unusual onset)*
- *headache (new or unusual onset)*
- *new loss of taste or smell*
- *congestion or runny nose*
- *nausea*
- *vomiting*

- *diarrhea*

This screening process will be conducted a second time at mid-day. Screeners will make the final determination about whether a participant can enter or remain at day program based on the screening criteria.

What happens if a participant or staff has any symptoms?

Employees and Participants are required stay at home or go home if they start to exhibit any of the symptoms outlined in the Screening Procedure above.

If symptoms are present, that staff member should be sent home until symptoms resolved.

- *Staff and Participants may return 14 days after being symptom free for 72 hours without the use of any fever-reducing medications like Tylenol*
- *Staff and Participants should also continue to monitor temperature and respiratory symptoms at home*
- *Staff and Participants should stay at home when sick ensuring non-punitive practices during this period*
- *Staff and Participants should notify their supervisor or QIDP of any symptoms that they are having*
- *Staff should update the Director of Nursing and the Director of Residential Services of their health status every 24 hours.*

What is the procedure if a participant gets sick at the day program?

If a participant becomes ill at the day program, the family will be contacted and the participant must be picked up within 30 minutes. The participant will be isolated and monitored by staff until pick up occurs. Staff will wear a mask, isolation gown, gloves and face shield while supporting the ill participant until the individual is picked up. If a staff member becomes ill while at work, they must leave the premises immediately.

Will participants be required to wear a mask?

Yes. Participants must arrive ready to start their day and be wearing their mask as they exit their vehicle to commence the screening process at the entrance to the program.

Will staff be required to wear a mask?

Yes. All program staff will be required to wear a cloth mask which covers their mouth and nose throughout the day.

Will I have to provide my loved one with a mask?

Yes. Cloth masks must be provided by their family/guardian. In the event a cloth mask becomes soiled or damaged at day program, Park Lawn can provide the participant with a temporary surgical mask for the remainder of the day. This mask is temporary and is not to be reused the next day. Staff will not be laundering participant soiled masks at CDS. Soiled masks will be sent home with the participant in a plastic bag.

What happens if masks are required and my loved one refuses or cannot tolerate a mask?

For the safety of staff and other participants, participants must wear a mask throughout the program day. If a participant refuses to wear a mask, the family will be called to pick them up immediately.

What happens if someone (staff or participant) tests Positive for COVID-19? Will I be notified? Will CDS close?

Should any individual test positive for COVID-19, we will notify CCDPH, the families, participants and staff. The program will close for at least 24 hours for deep cleaning to occur and we will notify families, participants and staff when it is safe to reopen the program.

My loved one requires medication at lunch time. Will there be a nurse available to administer medication?

Upon reopening of CDS, there will not be a nurse available at Workshop to administer medications. Key personnel have completed medication authorization training with our RN Nurse Trainer. This is permitted by DHS and documentation has been submitted to DHS notifying them that we will be implementing this option. As we return to full participation, the Day Program nurse will resume daily support.

Will I lose my funding if my loved one does not immediately return to Park Lawn once day programs open?

No, you will not lose your funding or the participant's "place" if they do not immediately return once Park Lawn opens.

What Day Programs are opening?

Initially, only Choice and Workshop will open for community participants. ADT and Grace Programs will remain at home. As we continue to assess safety and restrictions are lifted we will begin to open the programs to support the full complement of participants seeking day program services as well as those who are most fragile and have compromised health.

Will personal items be allowed?

In order to maintain the safest environment as possible, participants will not be allowed to bring personal items to day program other than their lunch bag, coat, tablet/laptop and adaptive equipment. In relation to this, the lockers at Workshop and the coat room at Choice will not be utilized until further notice.

A note about travel outside of Illinois:

If a staff member or participant plan to travel outside of the state of Illinois, they must inform their supervisor or QIDP, respectively. Consequently, the Director of Nursing will be informed for tracking purposes.

To limit potential spread of COVID-19, Cook County Department of Public Health is recommending quarantine measures for persons entering the region from states around the county where the incidence of COVID-19 infection is high.

Any person entering suburban Cook County living in a high-incidence state, or who visited the high-incidence state for more than 24 hours is recommended to self-quarantine for 14 days after arrival, or for the duration of their stay in suburban Cook County, whichever is shorter.

High-risk states are those that have new case rate equal to or greater than 15 COVID-19 cases per 100,000 resident population per day, over a 7-day rolling average. The list of states meeting this definition will be updated every Tuesday. The list will be posted to the websites of the local health departments issuing this guidance.

For anyone traveling to high-incidence states, upon return, they must quarantine for 14 days and must report daily to the Director of Residential Services and the Director of Nursing with any symptoms, medical concerns, etc. Staff are not paid for time they are off to quarantine due to their own personal travel. Staff may use PTO time if they have it available.

- Cook County Public Health Department: <https://cookcountypublichealth.org/communicable-diseases/covid-19/covid-19-travel-guidance/>

Protocols for Office Staff

While we have always encouraged independence and choice at Park Lawn, the health and safety of the people we serve and for our staff who serve them is our top priority. Under the current CDC/IDPH guidelines and mandates, the following protocols have been created upon reopening of our Community Day Programs in order to maintain the safest environment possible.

- In order to maintain appropriate staff levels which will allow for safe social distancing within the office area, be sure you have been approved to come into the office that day with Jim, Matt or Frank.
- The front door will remain locked. Ring the doorbell at the left side of the front doors to be allowed in.
- Upon arrival and four hours later, all staff will be screened by a staff member with a touchless thermometer and pulse oximeter before being admitted to the building. If anyone exhibits any of the following symptoms, they will not be allowed entry or will be sent home if it is midday:
 - a temperature reading of 99.9 degrees or higher
 - an oxygen saturation measure under 90%
 - new or worsening cough
 - shortness of breath or difficulty breathing
 - sore throat
 - chills or shaking with chills
 - muscle and body aches (new or unusual onset)
 - headache (new or unusual onset)
 - new loss of taste or smell
 - congestion or runny nose
 - nausea

- vomiting
 - diarrhea
- If symptoms are present, that staff member should be sent home until symptoms resolved.
 - Staff may return 10 days after being symptom free for 24 hours without the use of any fever-reducing medications like Tylenol.
 - Staff should also continue to monitor temperature and respiratory symptoms at home.
 - Staff should stay at home when sick insuring non-punitive practices during this period.
 - Staff should notify their supervisor of any symptoms that they are having.
 - Staff should update the Director of Nursing or the Director of Residential Services of their health status every 24 hours.
 - Clean your workstation using the appropriate cleanser and cleaning protocol upon arrival and before leaving for the day.
 - Paperwork and personal items should be removed from desks to make cleaning easier and more thorough.
 - Please observe all social distancing cues including wall and floor markings.
 - Microwaves will not be available for use as these are frequently touched and cannot be sufficiently sanitized in between each use.
 - Cloth masks covering the nose and mouth will be worn at all times by employees in all areas.
 - Frequently touched areas will be sanitized periodically during the day and the building will be cleaned each day after dismissal.
 - Visitors will not be admitted to the building during the reopening process and will be reassessed over time.
 - Employees should wash their hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available. If your hands are visibly dirty, you should use soap and water over hand sanitizer. Key times for employees to clean their hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After blowing their nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After putting on, touching, or removing cloth face coverings
 - If a staff member or participant plan to travel outside of the state of Illinois, they must inform their supervisor or QIDP, respectively. Consequently, the Director of Nursing will be informed for tracking purposes.

- To limit potential spread of COVID-19, Cook County Department of Public Health is recommending quarantine measures for persons entering the region from states around the county where the incidence of COVID-19 infection is high.
- Any person entering suburban Cook County living in a high-incidence state, or who visited the high-incidence state for more than 24 hours is recommended to self-quarantine for 14 days after arrival, or for the duration of their stay in suburban Cook County, whichever is shorter.
- High-risk states are those that have new case rate equal to or greater than 15 COVID-19 cases per 100,000 resident population per day, over a 7-day rolling average. The list of states meeting this definition will be updated every Tuesday. The list will be posted to the websites of the local health departments issuing this guidance.
- For anyone traveling to high-incidence states, upon return, they must quarantine for 14 days and must report daily to the Director of Residential Services or the Director of Nursing with any symptoms, medical concerns, etc. Staff are not paid for time they are off to quarantine due to their own personal travel. Staff may use PTO time if they have it available.
- *Cook County Public Health Department:* <https://cookcountypublichealth.org/communicable-diseases/covid-19/covid-19-travel-guidance/>

The Arrival and Dismissal Procedure

Participant Drop Off:

- The arrival process will begin at 8:30am.
- Families will drop off participants on the West side of the Workshop, North door at Choice. Vehicles are to form a line at the side entrance (sliding glass doors) at the Workshop to begin the daily arrival process.
- Participants must remain in the vehicle until they have been screened by a staff member.
- Before exiting the vehicle, a staff member will conduct the screening process which includes:
 - taking the participant's temperature and oxygen saturation level
 - asking the following questions. Is the participant exhibiting:
 - a new or worsening cough
 - shortness of breath or difficulty breathing
 - a sore throat
 - chills or shaking with chills
 - muscle and body aches (new or unusual onset)
 - a headache (new or unusual onset)
 - new loss of taste or smell
 - congestion or runny nose
 - nausea
 - vomiting
 - diarrhea
 - if the temperature reads 99.9 F degrees or more, or if the oxygen saturation level is 90 or below, the participant will not be permitted into the building

- if any of the screening questions have a “yes” response, the participant may not attend program
- The participant is to have a mask covering both their nose and mouth in place before exiting the vehicle.
- Once the participant has been successfully screened, they will be allowed to exit the vehicle.
- The participants must follow the social distancing markings at the entrances and throughout the building. Staff will be available for guidance and cues.
- Upon entering the building, the participant will be scanned for attendance and they will sanitize their hands at a hand sanitizing station just inside the doorway.
- After sanitizing their hands, they will follow the floor markings to their workstation and be seated. They will hang their coats on their chairs and they will place their lunch boxes on the table at their workstation.

Participant Dismissal:

- The dismissal process will begin at 2pm.
- Families will form a line remaining in their vehicles to pick up participants on the West side of the Workshop, the North door at Choice.
- Once a family member arrives outside of the doors, the participant’s name will be called.
- Participants will remain at their workstation until their name is called. They will then exit the building and get into their family’s vehicle.

Screening Form

Employee Name: _____ Date: _____ Time: _____

Screeener Name: _____ Time to be re-screened: _____

- Staff must be screened before entering the building for temperature, pulse oximetry and symptoms of COVID19 and respiratory illness (per CDC guidance).
- All staff must be re-screened every 4 hours. The Screener will give each employee a time that they are to report back to be rescreened.

Temperature: _____

Pulse oximetry: _____

Do you have a:	Yes	No	Comments:
Fever (>99.9)			
New or worsening cough			
Shortness of breath			
Sore throat			
Chills or shaking with chills			
Muscle pain			
Headache (new or unusual onset)			
New loss of taste or smell			

*Note: not all individuals present with the same symptoms. The above listed symptoms are per CDC. Clinical judgement should be used to determine whether additions symptoms would warrant the employee to be excluded from work.

If the employee answers **YES** to **ANY** screening questions, the employee should not work. The employee should self-isolate at home. Contact the supervisor and Infection Prevention (Veronica Doyle, DON) for further guidance on returning to work. A separate Employee Absence Report will be completed and given to HR.

If the employee answers **NO** to **ALL** screening questions, the screener will authorize the employee to report to work. All employees must wear facemask while in the facility. **Universal masking is required of all staff.**

4 hour re-screen Time: _____

Screener name: _____

Temperature: _____

Pulse oximetry: _____

Do you have a:	Yes	No	Comments:
Fever (>99.9)			
New or worsening cough			
Shortness of breath			
Sore throat			
Chills or shaking with chills			
Muscle pain			
Headache (new or unusual onset)			
New loss of taste or smell			

Risk Benefit Assessment Matrix

**Will be completed once all responses have been received.*

<u>Location</u>	<u>Total Capacity</u>	<u>Number Attending</u>	<u>Number Not Attending</u>	<u>% Attending</u>	<u>% Not Attending</u>
Workshop	110				
Choice	35				
ADT	54				

Community Day Services Daily Cleaning Procedure

Community Day Services Daily Cleaning Procedure

In an effort to reduce the spread of germs and illness at Community Day Services, the Direct Support Professionals and Janitorial Staff will adhere to the following cleaning schedule.

Direct Support Professional Cleaning Schedule:

- Prior to morning bus call
- After lunch
- After afternoon bus call

The following items will be cleaned and sanitized:

- All table tops/workstations
- Sides of Chairs
- Chair backs
- Chair arms
- Door knobs
- Wheelchairs and other mobility devices

Janitorial Staff Cleaning Schedule:

These tasks will be completed throughout the day and after program participants have left the building for the program day.

- Restrooms-sinks, faucets, toilet handles and stalls, door knobs, push plates, dispensers
- Check and refill-hand soap, hand sanitizer, and paper products
- Remove all garbage
- Disinfect frequently touched surfaces in common areas-Doors, doorknobs, tables, chairs, light switches, handles, food preparation equipment such as coffee makers, microwaves, refrigerators, garbage cans, countertops

All high-touch areas and surfaces must be cleaned every 2 hours.

All EPA, CDC and other government-approved guidelines, recommendations, and directions for cleaning products, procedures, dwell times and protocols will be followed for proper sanitation.

Community Day Services Deep Cleaning Procedure

Deep Cleaning Procedure

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered disinfectants should be effective. We will utilize Morning Mist Neutral Disinfectant with a dilution rate of 1:64. We will follow the manufacturer's instructions for all cleaning and disinfection products (e.g., Concentration, application method and contact time, etc.)
- **If EPA-registered disinfectants are not available**, diluted household bleach solutions (at least 1000ppm sodium hypochlorite or concentration of 5%–6%.) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
 - 4 teaspoons bleach per quart of room temperature water

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

Electronics

- For electronics such as tablets, touch screens, keyboards, and remote controls remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipe able covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

[Consent and Expectations for In-Person Community Day Services](#)

Participants, Guardians and families will be asked to sign off on a Consent and Expectations form outlining the risks and responsibilities of all persons attending Community Day Services programs. This form must be signed off on before resuming day program services.

Consent and Expectations for IN-PERSON COMMUNITY DAY SERVICES

This consent contains important information about our decision to provide Community Day Services (CDS) to an individual or small group, in light of the COVID-19 public health crisis. Please read this carefully and let us know if you have any questions. When you sign this document, it will be an official agreement between you and Park Lawn.

Decision to Meet Face-to-Face for CDS Services

We have agreed to meet in person at Park Lawn day program locations. If there is a resurgence of the pandemic or if other health concerns arise, Park Lawn may discontinue in-person options and encourage your attendance during virtual activities. If you have concerns, we will talk about them to address any issues. You understand that if Park Lawn believes it is necessary, we may return to virtual services for everyone's well-being.

If you decide at any time that you would feel safer staying with, or returning to, virtual services, Park Lawn will respect that decision. Please note your decision will not impact your ability to return for in person services at CDS when you are more comfortable.

Risks of In-Person Services

You understand that COVID-19 is extremely contagious and is spread by person-to-person contact, mainly through respiratory droplets when an infected person coughs, sneezes, or talks and is more likely to occur when people are in close contact with one another (within about 6 feet). There is a risk of exposure to the coronavirus by receiving in-person services. This risk may increase by traveling via public transportation or being in large crowds.

Your Responsibility to Minimize Your Exposure

You agree to take certain precautions which will help keep everyone (participants, families and staff) safer from exposure and sickness. If you do not adhere to the current local, state, or federal orders or guidelines of public health departments, it will result in suspension of face to face services.

You and/or your loved one agree to the following:

1. You will not send your loved to Park Lawn if they are sick or showing the following symptoms- has a temperature over 99.9, sore throat, body aches, chills, coughing, shortness of breath, fatigue, diarrhea, nausea or vomiting, congestion or runny nose.
2. You will pick up your loved one promptly if they begin to show the above symptoms while attending CDS.
3. You will not send your loved one to CDS if they have been exposed to someone positive of COVID-19.
4. You agree for your loved to have their temperature and oxygen saturation taken upon arrival to Park Lawn and if over 99.9, they will promptly be returned home.
5. Your loved will wear/bring their own face mask to CDS and failure to wear during programming, will result in being set home.
6. Your loved one will social distance at least 6 feet and follow all directional signs and markings throughout the building.
7. Your loved one will wash hands frequently either with soap/water or use alcohol-based hand sanitizer.

Park Lawn may change the above precautions if additional local, state, or federal orders or guidelines are published. If that happens, we will talk about any necessary changes.

Park Lawn’s Commitment to Minimize Exposure

Park Lawn has taken steps to reduce the risk of spreading the coronavirus within our program locations. We have posted our efforts on our website. Please let Park Lawn staff know if you have questions about these efforts.

Your Confidentiality in the Case of Infection

If you have tested positive for the coronavirus, Park Lawn may be required to notify local or state health authorities. This disclosure may be necessary for contact tracing or other data collection needs. If we report this, we will only provide the minimum information necessary for their data collection.

Informed Consent

Your signature below acknowledges that you agree to these terms and conditions of having in-person CDS services during the COVID-19 pandemic, understand the health risks of COVID-19, and have had the opportunity to discuss and ask any questions of Park Lawn staff.

Individual

Date

Parent/Guardian

Date

Park Lawn Staff

Date

Community Day Services Daily Attendance Log

The following log will be used to track participant attendance and proximity to other individuals throughout the programming day.

Staff Name: _____ Date: _____

<u>Participant Name</u>	<u>Present</u>	<u>Absent</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Staff Signature: _____