PARK LAWN
COVID-19 PREPAREDNESS PLAN
Community Day Services

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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 and/or influenza
- 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](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

Should any individual test positive for COVID-19, the families, participants and staff of that location will be notified.
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.
- The CDS Emergency Preparedness Team will review current guidelines to assess the census, attendance levels and staffing needs by the 15th of each month.

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](https://dph.illinois.gov/covid19)  
- Park Lawn will utilize resources from Centers for Disease Control and Prevention (CDC)  

**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. Per guidance from the DHS and the CDC, if vaccination status can be determined for staff and individuals, providers may group fully vaccinated staff and individuals together and do not need to maintain 6 feet of physical distancing between staff and/or individuals. Individuals and staff who are not vaccinated must maintain a social distance of at least 6 feet. 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 allowing for proper social distance. Staff will monitor restroom use to ensure proper social distancing is being followed. 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, plates 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.

Once participants are vaccinated, documentation of their vaccination record will be requested as a part of the medical section of the individual’s chart at Park Lawn. Participants who have not been vaccinated will continue to remain 6 feet apart from other participants and staff.

**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.
A majority of participants have proven that they can tolerate and safely wear a face mask. Staff working with participants who are unable to wear a face mask or shield due to a medical contraindication should wear approved and appropriate PPE based on job-specific duties and risks and maintain social distancing as much as possible. Other participants should also remain socially distant from individuals who are unable to wear a face mask or face shield due to a medical contraindication. Individuals who have a condition or medical contraindication that prevents them from wearing a face mask are required to provide documentation from the individual’s health care provider. These persons may wear a face shield in lieu of a face mask: however social distancing must be strictly enforced. Measures to reduce risk of exposure for these persons will be implemented where possible.

**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, all staff, participants, and visitors will be screened by a staff member with a touchless thermometer before being admitted to the building. Families will complete a screening form prior to arrival at CDS each day with the date, individual’s name and guardian/individual’s signature. If anyone answers yes to the following symptoms, they will not be allowed entry to the building:

- Fever (>99.9)
- New or worsening cough
- Shortness of breath or difficulty breathing
- Sore throat
- Muscle pain or body aches
- Headache (new or unusual onset; not related to caffeine, hunger, tension, allergies)
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea, vomiting or diarrhea
- Have you had close contact with someone with COVID-19 infection within the last 14 days?
- Have you been tested recently due to an exposure or close contact to a person with COVID-19?
- Have you been diagnosed with COVID-19 in the prior 10 days?

Screeners will make the final determination about whether a staff member or participant can enter the building 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. Per updated guidance from the IDPH and the CDC, capacity limits for in-person programming and associated activities (in classrooms, gyms, cafeterias, and multipurpose rooms) are now determined by the space’s ability to accommodate social distancing -- not a set capacity limit number or percentage. Per guidance from the DHS and the CDC, if vaccination status can be determined for staff and individuals, providers may group fully vaccinated staff and individuals together and do not need to maintain 6 feet of physical distancing between staff and/or individuals. Individuals and staff who are not vaccinated must maintain a social distance of at least 6 feet.

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:

• 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 COVID positive at a CDS location, that specific location will close until deep cleaning has occurred by a professional cleaning service.

**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.

- If vaccinated, Staff and Participants may return once symptoms resolve.
- If unvaccinated, 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 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.

**Quarantine/Isolation Timelines**

In the event a participant or employee experience symptoms, tests positive for COVID-19, or comes into close contact with an infected person, the following quarantine/isolation steps must be taken. When a staff member or participant tests positive for COVID-19, the manager at the respective location will complete a contact tracing analysis to determine the risk of close contact within the defined cohort. If no risk has been found, the program area and bathrooms will be deep cleaned and sanitized. If close contact is found for one or more individuals, those individuals will need to quarantine per the timeframe listed below.

**Definitions:**
- **Quarantine:** keeps someone who might have been exposed to the virus away from others.
- **Isolation:** keeps someone who is infected with the virus away from others, even in their home.
- **Close Contact:** Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

<table>
<thead>
<tr>
<th>Nature of Situation</th>
<th>Quarantine/Isolation Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccinated Employee/Participant Exhibits Symptoms</td>
<td>Can return once symptoms resolve</td>
</tr>
<tr>
<td>Unvaccinated Employee/Participant Exhibits Symptoms</td>
<td>24 hours symptom free without meds + 10 days (even if COVID negative)</td>
</tr>
<tr>
<td>Employee/Participant Tests Positive</td>
<td>10 days from onset of symptoms, 14 days if symptoms are severe 10 days from test date for asymptomatic individuals</td>
</tr>
<tr>
<td>Employee/Participant has close contact with infected person. Will not be in contact with them again.</td>
<td>14 days from last contact with infected person. (*waived for fully vaccinated employees/participants)</td>
</tr>
<tr>
<td>Employee/Participant lives with infected person, but can avoid future contact.</td>
<td>14 days from when infected person began home isolation. (*waived for fully vaccinated employees/participants)</td>
</tr>
<tr>
<td>While under quarantine, employee/participant comes in close contact with an infected person.</td>
<td>Restart 14 days from date last in contact with infected person.</td>
</tr>
<tr>
<td>Employee/Participant lives with infected person, but cannot avoid additional contact.</td>
<td>14 days after infected person ends home isolation. (*waived for fully vaccinated employees/participants)</td>
</tr>
<tr>
<td>Employee/Participant lives with person who was in close contact with an infected person (secondary contact).</td>
<td>14 days (*waived for fully vaccinated employees/participants)</td>
</tr>
</tbody>
</table>

*Per guidance from the IDPH dated March 19th, 2021, the definition for fully vaccinated people is as follows: The vaccination status of a person who is ≥two weeks following receipt of the second dose in a valid two-dose series, or ≥two weeks following receipt of one dose of a single-dose vaccine.

**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 Continental United States:**
Per guidance from the IDPH and the CDC, Park Lawn no longer mandates a quarantine period for individuals who travel outside of Illinois. Should positivity rates rise to an unacceptable level, Park Lawn may issue mandatory quarantine guidelines post travel outside of Illinois.


**Person Centered Planning**

**Virtual Day Services:**
Park Lawn has developed a virtual day services platform for CDS participants at home. Classes can be found on the Park Lawn website to allow folks to choose the activities they wish to participate in. The classes are facilitated through Zoom. Each month new classes are listed and the link to register is sent out via the Remind App. We currently offer classes spanning a variety of interests. These classes help to alleviate the social isolation some participants may feel while some CDS programs remain closed. The classes are being administered by the Community Day Services QIDPs.

Park Lawn has continued to provide virtual classes after the re-opening of the CDS. Families may choose this option and pay for these services privately or through approved waiver funding.

*With the opening of Illinois to Phase 5, Park Lawn will be suspending all Virtual Classes as of July 1st, 2021.*

**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 planned in the schedule 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.

**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 with 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 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 (new or unusual onset)
  - Cough
  - Sore throat
Fever
- Fatigue (new or unusual onset)
- 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.
To: Participants, Parents, Guardians, and Families

From: Kelly Ewing, Jim Tabor, Program Managers

Date: 3/29/2021

Re: Community Day Services Updated Guidance

It’s difficult to believe that it’s been over a year since we had to abruptly shut down our Community Day Services. What we initially thought would be a 2-3 week shutdown ended up being far longer and far more impactful than anybody could have predicted. While we have had to restart our programs at a fraction of the capacity, we are pleased to announce that we recently received updated guidance from the Illinois Department of Public Health (IDPH), the Centers for Disease Control and Prevention (CDC) and the Department of Human Services (DHS). While we have been limited to group sizes of 10 and 50% capacity of buildings, recent guidance has changed to allow building capacity to be measured by maintaining 6 feet of social distance and no maximum limit on group sizes. This updated guidance is less restrictive, allowing us to safely serve more people in a calculated, phased approach. Please read below and consult our updated Community Day Services COVID-19 Emergency Preparedness Plan located on the Park Lawn website.

**Phase 1:** Effective April 1st, we will have the capacity to accept home-bound participants at either Choice Crestwood or Choice Oak Lawn (previously Workshop) while maintaining 6 feet of social distance and masking throughout the program day. We will maintain a part time schedule (2 & 3 days per week) as we have done so since reopening in September 2020.
Phase 2: Once a majority of homebound participants who attend in-person day program services are vaccinated, we will be able to reduce the social distance requirement for vaccinated participants from 6 feet to 3 feet while maintaining masking guidelines. Participants and staff who remain unvaccinated will need to maintain 6 feet of social distancing and continued masking. This will also allow us to reopen our programs to 5 day a week attendance with the program hours remaining 8:30am-2:30pm. It is important for families to understand that we will need some lead time to bring additional staff on board in order to accommodate a greater number of individuals per day. We appreciate in advance your patience during that time while we adequately staff our programs.

Phase 3: As conditions continue to improve, Park Lawn will be able to further reduce social distancing for vaccinated participants. This will allow for increased options for group programming activities as well as community outings via agency vehicles to various locations within our service area. A return to route transportation service is anticipated, but will be dependent upon increased vaccination rates, reduction of social distancing requirements, and rehiring of drivers.

Vaccinations: We are requiring a copy of the completed vaccination card for each participant that has completed the vaccination process. Please send this to your family members’ QIDP. For families who have found it difficult to obtain vaccination appointments online, the IDPH has created a Vaccine Appointment Call Center to assist with making appointments for people who do not have the ability to do so on the internet. Currently, the call center is open seven days a week from 6 am to midnight. There are approximately 500 agents answering calls with the ability to expand during peak periods. The call center has English and Spanish speaking call agents with the availability for translation into other languages.

The number is: 833-621-1284

We understand that some people will opt out of the vaccination. In Phase 2, those individuals will continue to remain 6 feet socially distanced and masked throughout the programming day while their vaccinated peers will reduce their social distance to 3 feet. Participants who remain unvaccinated may be at higher risk of exposure, especially during community outings when 6 feet of social distance cannot be maintained such as when transporting in an agency vehicle.

Travel Guidance: Per guidance from the IDPH and the CDC, Park Lawn no longer mandates a quarantine period for individuals who travel outside of Illinois. Should positivity rates rise to an unacceptable level, Park Lawn may issue mandatory quarantine guidelines post travel outside of Illinois. The CDC currently requires testing of all international travelers before they enter the United States. In regards to returning to the US, the CDC recommends that travelers:

- Get tested three to five days after travel AND stay home for seven days after travel.
- Even with a negative test, travelers should stay home for the full seven days.
- If you don’t get tested, it’s safest to stay home for 10 days after travel.

We applaud the efforts and diligence of our QIDPs and direct programming staff for their creativity and dedication during this very trying time. We also thank all of our families who have respected our guidelines for the safety and well-being of the participants we serve. And last but not least, we have been endlessly impressed and pleasantly surprised with the response from the participants who have returned so far. They have taken the masking and social distancing requirements very seriously and
continue to remain engaged in our daily programming. They have been the real heroes in these times. Their optimism and perseverance inspire us as we continue to move forward toward better times ahead.

Thank you and remain healthy and well

Universal Masking Memo:

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.
  o This is one more tool that is being used to protect each other from respiratory droplets when we cough, sneeze or talk.
  o 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 with 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
  o 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 Choice Oak Lawn or the lunch room at Choice Crestwood. 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?

Per guidance from the DHS and the CDC, if vaccination status can be determined for staff and individuals, providers may group fully vaccinated staff and individuals together and do not need to maintain 6 feet of physical distancing between staff and/or individuals. Individuals and staff who are not vaccinated must maintain a social distance of at least 6 feet. 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 allowed to use the restroom allowing for proper social distance. 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 Choice Oak Lawn and through the North door at Choice Crestwood. 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 and maintain social distance at this time, we will not be able to visit the community using vehicles. Staff will be taking small groups to local businesses and locations within walking distance for community outings. We will reassess our ability to visit the community with vehicles as we receive further guidance from the CDC, IDPH and DHS DDD.

Will all participants come back at the same time?

Per updated guidance from the IDPH and the CDC, capacity limits for in-person programming and associated activities (in classrooms, gyms, cafeterias, and multipurpose rooms) are now determined by the space’s ability to accommodate social distancing -- not a set capacity limit number or percentage. Staff are currently working to accommodate all participants on a full return to day services.

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

Upon arrival, all staff, participants, and visitors will be screened by a staff member with a touchless thermometer before being admitted to the building. Participants will no longer be required to be tested with a pulse oximeter, but they will continue to have their temperature taken with a touchless thermometer. Families will complete a screening form prior to arrival at CDS each day with the date, individual’s name and guardian/individual’s signature. If anyone answers yes to the following symptoms, they will not be allowed entry to the building:

- Fever (>99.9)
- New or worsening cough
- Shortness of breath or difficulty breathing
- Sore throat
- Muscle pain or body aches
- Headache (new or unusual onset; not related to caffeine, hunger, tension, allergies)
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea, vomiting or diarrhea
- Have you had close contact with someone with COVID-19 infection within the last 14 days?
- Have you been tested recently due to an exposure or close contact to a person with COVID-19?
- Have you been diagnosed with COVID-19 in the prior 10 days?

Screeners will make the final determination about whether a staff member or participant can enter the building 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 or participant should be sent home until symptoms resolved.*

- **Vaccinated Staff and Participants may return once symptoms resolve**
- **Unvaccinated 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 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, a face shield can be offered as another option. If a participant refuses to wear a mask or a face shield, 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, the families, participants and staff will be contacted for that cohort or location. The program will close until deep cleaning is completed. 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 Choice Oak Lawn 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.

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 Choice Oak Lawn and the coat room at Choice Crestwood will not be utilized until further notice.

A note about travel outside of the Continental United States:

Per guidance from the IDPH and the CDC, Park Lawn no longer mandates a quarantine period for individuals who travel outside of Illinois. Should positivity rates rise to an unacceptable level, Park Lawn may issue mandatory quarantine guidelines post travel outside of Illinois.

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.

Upon Arrival, all staff, participants, and visitors will be screened by a staff member with a touchless thermometer before being admitted to the building. If anyone answers yes to the following symptoms, they will not be allowed entry to the building:

- Fever (>99.9)
- New or worsening cough
- Shortness of breath or difficulty breathing
- Sore throat
- Muscle pain or body aches
- Headache (new or unusual onset; not related to caffeine, hunger, tension, allergies)
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea, vomiting or diarrhea
- Have you had close contact with someone with COVID-19 infection within the last 14 days?
- Have you been tested recently due to an exposure or close contact to a person with COVID-19?
- Have you been diagnosed with COVID-19 in the prior 10 days?

Screeners will make the final determination about whether a staff member can enter the building or remain at day program based on the screening criteria.

- 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.
- 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 be scheduled and screened upon arrival.
- 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

**The Arrival and Dismissal Procedure:**

**Participant Drop Off:**

- Arrival is between 8:30am-9am
- Families will drop off participants on the West side of Choice Oak Lawn, North door at Choice Crestwood. Vehicles are to form a line at the side entrance (sliding glass doors) at Choice Oak Lawn 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 by collecting the completed screening form from the family/individual and taking the participant’s temperature.
  - if the temperature reads 99.9 °F degrees or more the participant will not be permitted into the building
  - if the participant has any of the symptoms on the screening form 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:**

- Dismissal is between 2pm-2:30pm
- Families will form a line remaining in their vehicles to pick up participants on the West side of Choice Oak Lawn, the North door at Choice Crestwood.
- 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:

PARK LAWN COMMUNITY DAY SERVICES PROGRAM

DATE OF ATTENDANCE: _____________________

By signing this form, I certify that this individual is safe to attend program and does NOT have any of the following COVID-19 symptoms NOR has had close contact or potential exposure:

- Fever (>99.9)
- New or worsening cough or sore throat
- Shortness of breath or difficulty breathing
- Muscle pain or body aches
- Headache (new or unusual onset; not related to caffeine, hunger, tension, allergies)
- New loss of taste or smell
- Fatigue (of unknown cause)
- Congestion or runny nose
- Nausea, vomiting or diarrhea (unknown cause)

Close contact/Potential Exposure

- Had close contact with someone with COVID-19 infection within the last 14 days?
- Tested recently due to an exposure or close contact to a person with COVID-19?
- Diagnosed with COVID-19 in the prior 10 days?

PARTICIPANT NAME: __________________________________________________________________

GUARDIAN/INDIVIDUAL SIGNATURE: _____________________________________________________

Risk Benefit Assessment Matrix:

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<th>Number Not Attending</th>
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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 one 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.

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
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Staff Signature: _____________________________________________