



Day Services Reopening Safety and Health Guidance

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MAINTAINING HEALTHY ENVIRONMENTS

Cleaning and Disinfection

- Clean and disinfect frequently touched surfaces within the program at least daily or between uses as much as possible.
- If vans are used by the program, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). All vans will be cleaned and disinfected after each use.
 - All vans will have a supply of masks for any member served who may be sent into program without a mask, or if one gets solid and ripped.
- The Charles River Center will ensure safe and correct use and storage of cleaning and disinfecting products.
- Cleaning products should not be used near persons served, and staff should ensure that there is adequate ventilation when using these products to prevent persons served or themselves from inhaling toxic fumes.

Social Distancing

- Staff must work at all times to remain at least 6 feet apart – even while wearing masks.
- A sign will be placed at each Charles River Center location detailing the social distancing requirement.
- Staff are expected to assist program participants in maintaining six foot distancing at all times.
- In programs where proximity to individuals or other staff makes the distancing requirement impractical or unobtainable, staff must use logic and common sense in duty assignments and managing distances while working.

PPE (Personal Protective Equipment)

- The Charles River Center will provide PPE to staff and persons served.
- Staff are required to wear surgical masks at all times.
- All staff are required to wear gloves during the following activities:
 - Assistance with Activities of Daily Living
 - Food preparation; and
 - Any activity requiring contact with participants and others.
 - Staff should wash hands or use an alcohol-based hand sanitizer before and after donning and doffing gloves for these procedures as is always required.
- When possible, persons served must wear face masks or cloth coverings if they can safely and appropriately wear, remove, and handle masks.
 - All persons served must be supervised when wearing a facemask or covering.

Screening and Monitoring of Participants and Staff

- *Daily Self-Screening:* All staff, caregivers/guardians, members served, and any individual seeking entry into the program space must be directed to self-screen at home, prior to coming to the program for the day.
 - Self-screening should include checking for the following symptoms and/or if you had any close contact with someone who is known to be infected with COVID-19:
 - Temperature check (temperature of 100.0F or above is considered a fever)
 - Cough

- Sore Throat
- Difficulty Breathing
- Runny nose or congestion
- Abdominal Pain
- Unexplained Rash
- Fatigue
- Headache
- New loss of smell/ taste
- New muscle aches
- Nausea or vomiting
- Diarrhea
- Daily screening will also be conducted at the program site.
 - See building entrance and exit protocols for more information.
- Regular monitoring of COVID-19 symptoms should be done throughout the day.
 - Staff should actively monitor themselves and members served throughout the day for any signs and symptoms of COVID-19.

Group Rooms and Materials

- Hand sanitizer and disinfecting spray, paper towels and disinfecting wipes will be stored in each group room.
- Staff will strongly discourage sharing of items that are difficult to clean or disinfect.
- Keep each person's belongings separated from others' and in individually labeled containers, cubbies, or closets. Person's backpack with lunch will remain in the group room.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each person their own art supplies, equipment) or limit use of supplies and equipment by one group or one a person at a time and clean and disinfect between use.
- Avoid sharing electronic devices, materials, activities, books, and other games or learning aids.
- Staff will clean and disinfect all tables and chairs at the start of the day and then hourly throughout the remainder of the day.
- At the start and end of the day, all areas of the group room and materials will be sanitized and disinfected.
 - These areas and materials will also be sanitized before and after use by members served throughout the course of the day.
- Computer keyboards and IPADS will be enclosed in plastic wrap or Ziplock bags to allow for frequent disinfecting without damage to the equipment.

Common Areas

- All common areas will be wiped down every hour. A cleaning schedule will be in place. Clean and disinfect tables, doorknobs, computer keyboards, chair arms, door keypads, crash bars on doors, telephone buttons, walkie talkies, light switches, handles, handrails, and reception area.

Laundry

- Clean and disinfect the outside of the washing machine and dryer including all the knobs after every use.
- Personal items for persons served will be washed separately from others.

Kitchens

- All shared kitchens are closed for food preparation and storage for staff and persons served.
- Group rooms will have microwaves and food processor/blenders available as needed.
- All lunch and snack times will occur in the group rooms.
- All counters will be wiped down before and after use.
- Paper plates and plastic utensils will be in use when able.
 - For persons served who previously utilized adaptive dining equipment OT & SLP will be consulted to determine if paper plates and plastic utensils can be safely utilized.
 - If adaptive equipment is determined to be the safest means for eating/feeding, then this equipment will be hand washed by staff immediately following mealtime and stored in a storage container, labeled with person's served name, within the group room area.

Lunches (and other meals)

- Persons served should bring their lunches into day program in an insulated lunch bag with an ice packs included within.
- Lunch bags will be kept with persons served in their group rooms
- Lunches should come prepared with the correct diet texture needed for the persons served.
- Lunches should be cold lunches, which do not need to be heated up, whenever possible.
- Lunch will be held within the group room space
 - Lunch preparation within group room:
 - Prior to lunch time all programming materials will be removed from tabletop areas that persons served are sitting at.
 - Tabletops will be wiped down with a disinfecting product.
 - Placemats should not be placed onto the tabletop surface.
 - Lunch contents should be reviewed by staff prior to mealtime so staff can ensure they are providing appropriate diet textured food/liquid consistency and assist as needed.
 - If lunches need to be prepared or heated up, one staff will be designated to prepare one person's lunch at a time. Gloves should be worn by staff when preparing food.
- Lunch Clean-up within group room:
 - All lunch materials will be put away.
 - For persons served with adaptive equipment, equipment should be washed and secured in a storage box labeled with person's served name.
 - Tabletops will be wiped down with a disinfecting product.

Bathrooms

- Group rooms will have a designated bathroom schedule.
- Ideally, only 1 staff and two persons served will be allowed in the bathroom with multiple stalls at any given time. Single stalls and changing rooms may be utilized for individuals requiring full assistance of one or two staff people.
- All areas of the bathroom will be wiped down after each use. Clean and disinfect all toilets, sinks, faucets, showers, grab bars, toilet paper holders, paper towel holders, and shower chairs.
- If someone needs to use the bathroom outside of scheduled bathroom times – a program specific plan will be in place for emergency bathroom use.

In addition to adherence with the cleaning checklist posted in all bathrooms, The Day Program will complete the following steps to ensure all bathrooms are safely maintained and utilized properly. The purpose of this protocol is to limit overcrowding in bathroom facilities.

Staff must always be present when any person served is using the bathroom or remain outside the door. Staff must assist or monitor every person with handwashing with soap and water for 20 seconds following bathroom use.

1. Each group room will be assigned a specific bathroom for use during the day. If the bathroom is unavailable, when needed, an alternate bathroom will be identified.
2. Each group room will be equipped with a walkie-talkie. The walkie-talkie battery is to be checked each morning prior to the arrival of program participants. If battery is at a 1 or lower, battery is to be replaced.
3. Each group room will be assigned specific times during the day to use the bathroom. Please note: A bathroom will always be available outside of assigned times.
4. Assigning specific times allows staff the opportunity to clean the bathroom prior to bringing participants into the area.
5. If a bathroom is needed outside of assigned times, staff will communicate with the walkie-talkie about need and availability. This will help to avoid overcrowding and waiting in the hallways.

If the bathroom is used by a participant displaying symptoms of illness or with recent exposure to COVID-19, the groups will use the alternate bathroom as identified until the primary bathroom is cleaned, disinfected and sanitized per CDC guidelines.

If people need to wait outside of the bathroom for availability, the hallways will have six-foot markers affixed to the floor indicating appropriate social distancing. No one will wait inside the bathroom for availability. Persons served assigned to the isolation area will be assigned their own dedicated bathroom until they leave the program. It will be cleaned and disinfected after use.

Cleaning and Sanitizing Bathrooms:

Each bathroom would contain a checklist and disinfecting checklist clipboard that staff must check-off, sign, date and write the time of cleaning.

Staff are to use the disinfectant product kept in the bathroom closets and paper towels. After each use, spray the cleaner on all identified areas, wait one minute then wipe each surface with a clean paper towel.

Cleaning and Disinfecting Checklist: Staff complete the checklist after each use of the bathroom. Keep the checklist hanging in the designated location.

Be sure to wear a fresh pair of gloves while cleaning and remove them once done. Sample of checklist is below.

Date and Time	Staff	Counter tops	Sinks and faucets	Urinal handles	Stall door handles and grab bars	Toilet seats	Bathroom door handles (both sides)	Paper towel holders or push buttons
Sample: 8/4 10 am	JS	✓	✓	✓	✓	✓	✓	✓

****All programs will be professionally cleaned twice weekly****

Handwashing

- Staff and persons served must wash their hands or use hand sanitizer often, throughout the course of the day, making sure to wash all surfaces of their hands (front and back, wrists, between fingers). Staff and persons served are required to engage in hand washing at these specified times:
 - Upon entry into and exit from program space;
 - When coming into program space from outside activities;
 - Before and after eating;
 - After sneezing, coughing or nose blowing;
 - After toileting;
 - Before handling food;
 - After touching or cleaning surfaces that may be contaminated;
 - After using any shared equipment;
 - Before entering and after exiting vehicles used for transportation of members served;
 - After contact with facemasks or cloth face coverings;
 - Before and after changing gloves

Participants Requiring Additional ADL Support

- Some participants will require unique supports in the program that may make it less possible to practice social distancing and will require ample staff support to carry out the necessary hygiene practices.
 - Staff must be prepared to provide hands-on assistance to members served who require additional support with ADLs (ex: routine care activities, feeding, toileting, changing of clothes, etc.).
 - When staff provide hand over hand or full physical assist they must:
 - Wear a procedure mask and face shield/goggles.
 - Tie up long hair for duration of all activities requiring direct contact with member served.
 - Staff and members served must change clothing if body fluids from member served gets onto them.
- Soiled clothing must be placed in a plastic bag until it can be sent home with staff and/or participants to be washed.

Medication Administration and Treatments

- When possible, medications with the exception of nebulizer treatments, will be administered in group rooms. Staff will wear a mask and gloves during pouring and/or administration of medication, using proper hand hygiene before and after administration.
- Medical treatments that require privacy will be performed in the nurse's office. The nurse will escort each person served to and from the nurse's office.
- If individual requires cup of water to help swallow medications, cup will immediately be disposed of in closed container and removed from building daily.
- Medications may be administered following the guidelines below;
 - All medications administered are documented on the participant's Medication and Treatment Chart. Health care provider's orders, including standing orders, are valid for one year.
 - Controlled substances need to be renewed every six months.
 - No medication is administered without a current physician's order as prescribed.
 - Proper medication orders contain the following information: Participant's full name, name of medication, dosage (including strength or concentration), frequency, instructions for use, including route of administration, a valid medication order date, specific directions for administration, and signature of prescriber.
 - Pre-pouring medications is not allowed.
 - All medications must be in properly labeled medication containers.
 - In the event of a change of medication, a physician's order must accompany the medication change. Label change should also be requested by pharmacy. A Direction Change Alert should be attached to the label until new label is available.

Nebulizer Treatment

Participants who have symptoms of COVID-19 should not attend Charles River Center. Symptoms of asthma and COVID-19 may overlap, including cough and shortness of breath. Therefore, participants experiencing acute asthma attacks should not be attending the Charles River Center without approval by a healthcare provider; if an asthma attack starts at the Charles River Center, a participant may need a bronchodilator treatment before being sent home or before an ambulance arrives. The American Lung Association's Model recommends using inhalers with disposable spacers/mouthpieces and nebulizers with disposable tubing with mask/mouthpieces. Inhalers and nebulizers should be used and cleaned according to the manufacturer's instructions.

During this COVID-19 pandemic, asthma treatments using inhalers with spacers (with or without mask, according to each participant individualized treatment plan) are preferred over nebulizer treatments whenever possible.

During this COVID-19 pandemic, nebulizer treatments at the Charles River Center should be reserved participants who cannot use or do not have access to an inhaler (with or without spacer or face mask). Nebulizer use will only occur in an outdoor area or room separate from all other participants that has a door that can close. The nurse who is assisting with the nebulizer treatment must don appropriate personal protective equipment (PPE), including mask, gloves, and eye protection.

During this COVID-19 pandemic, if a nebulizer treatment or use of peak flow meter is necessary at the Charles River Center for a participant, the number of people present in the room should be limited to the participant and the nurse administering the treatment or peak flow meter. After the nebulizer treatment or use of peak flow meter, this room should undergo routine cleaning and disinfection. This includes leaving

the room empty with the door close and if possible, opening a window for at least 30 minutes prior to thoroughly cleaning, as the use of a nebulizer can increase risk of the virus being aerosolized.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schoolsfaq.html>

Modified Layouts for Group Rooms

- Space seating/desks at least 6 feet apart. The floor will have markers indicating proper placement of chairs and tables.
- Whenever possible, people should sit facing in the same direction (rather than facing each other), or have persons served sit at the furthest point away from each other at a table.
- Staff are to constantly monitor and encourage six-foot distancing of persons served throughout the day.

Communal Spaces

- PT rooms, Art rooms, and Music rooms will not be used as shared spaces. Small groups may be assigned to use that room as their group room, based on individual preferences.
- If exercise equipment is used, staff must ensure that it is disinfected before and after each use.
- Hallways and corridors will have signage to mark the traffic flow in one direction, when possible.

Water Systems

- All water systems and features (e.g., sink faucets and drinking fountains) will not be permitted for use. Members served and staff will be required to bring in single serving bottles of water.
 - A back up of single serving water will be kept on site in case extra hydration is needed for members served.

Visitors, and Community Trips

- Only staff and persons served will be allowed in the program space. There will be a designated pick up and drop off area. We will have staff at that site. All pick up and drops off will be staggered. Please call the program if you need assistance.
- We are encouraging virtual activities and events in lieu of community trips.
- Outdoor activities such as van rides and walks will be permitted as long as social distancing and wearing masks is present. Vehicles must allow for the adherence to guidelines for social distancing while riding in the vehicle. No one is permitted to sit in the front passenger seat. Riders and driver must wear a mask during the ride; passengers will sit in every other bench seat in a serpentine pattern allowing for social distancing,

Identifying Small Groups and Keeping Them Together (Cohorting)

- The Charles River Center staff will ensure that persons served and staff groupings are as static as possible by having the same group of persons served stay with the same staff.
- Limit mixing between groups if possible. Individuals who live together will be assigned to the same small group.

Drop Off and Pick Up

- Only authorized individuals and staffed based on the daily census will be allowed in the program. Family members, staff and transportation providers will be required to drop off and remain outside of the building. Procedures for drop off will be communicated to all transportation providers and non-providers.

Arrival

Persons served will arrive with paper screening checklist. The vehicle driver will be in possession of this document. **No person served will disembark the vehicle without this screening checklist.**

A minimum of two staff will be assigned to cab duty each day for both drop off and pick up routines.

A single point of entry has been identified for participant drop off and pick up at each location:

- Day Hab-circle main entrance (closest to group 1)
- Strathmore Road-main entrance (front door)
- Grugan Center-ramp entrance nearest the case management office
- Paul Merritt Center- administrative and Family support employees will enter/exit through the main entrance

One vehicle will be unloaded at a time. Persons served must remain in the vehicle until Charles River staff assist them with departing the vehicle.

Upon arrival, drivers and monitors will remain in the vehicle with persons served.

- Staff will review cab duty checklist and document the name and time of arrival.
- Staff will greet persons served and guide them to the screening station.
- Nursing staff or designee will perform screening process.
- Staff use a walkie talkie to announce that the member has arrived.
- Only persons assigned to cab duty will be announcing vehicle arrival and departure.
- One of the cab duty staff will accompany participant to their assigned group room. Group room staff will assist the person served in storing their personal belongings and sitting is a location that is at least six feet away from another person served.

Departure

Two staff members will be assigned to cab duty each day for departure.

Persons served will remain in their group rooms until their vehicle arrives.

Staff will use a walkie talkie to announce the arrival of a vehicle. One person at a time will be escorted to their vehicle and to ensure safe distancing within the building and the vehicle.

Designated COVID-19 Point of Contact

- The program nurse or program director will be responsible for responding to COVID-19 concerns. Programs that do not have nursing as part of their staffing composition, will consult with the agency's Director of Healthcare Services.

Communication Systems

- All information will be shared with care givers, families and transportation providers via phone call or email.
- Charles River is committed to timely and transparent communication.
- If we learn of a COVID-19 positive exposure we will inform the caregivers, funding source, transportation providers and guardians of the persons served as well as the exposed staff on the same day that we obtain the information.
- The Day Program will inform the Health Care Supervisor, who will direct the team regarding communication.
- Day Programs are obligated to inform the Board of Health in the town in which they are located as well as the Board of Health in the town in which the COVID positive person resides. Nurses will communicate with the BOH's once all the facts are known.

Training

- **Staff Training:**
 - Staff will be oriented on all COVID-19 safety protocols prior to the opening of the day programs.
 - Training will occur around the following specified topics:
 - Sanitizing and disinfecting
 - PPE
 - Entrance and exit procedures (staff and persons served)
 - Bathroom use and schedule
 - Traffic flow
 - Kitchen and communal area usage
 - Group room and materials: sanitizing
 - Gym, computer, media use
 - Activities outside of building
 - Nursing – signs and symptoms, what to do if suspected case, what's next.
 - Infection control
 - Communication
 - Providing ADL support
 - Change of clothing
- **Persons Served:**
 - Persons served will receive training, guidance, and encouragement to wear masks throughout the day.
 - Education and hygiene protocols will be provided and incorporated into group learning activities and morning meetings.
 - Handwashing will be emphasized during the day and wipes and hand sanitizer will be available in every group room.
 - Remote learning services will continue to be offered to those who are not yet able to return to the physical site.

BUILDING ENTRANCE AND EXIT PROTOCOLS

All building egresses will be locked for the entirety of the day with the exception of arrival and

departure times (where only one door per location will be unlocked for a set period of time).

- One identified door (see below for program specific information) will be unlocked during the period of arrival time and will be relocked after the last individual is dropped off. While this door is unlocked a staff will be stationed at the door to ensure no unauthorized people enter the buildings.

Staff Entrance

- All staff must arrive wearing a mask. Program staff must wear a surgical mask to work in the program.
 - No staff will be permitted on the premises without a mask properly secured.
- Upon entrance to the building staff must immediately apply hand sanitizer (will be located right at entrance doors) or they should immediately go wash their hands with soap and water for 20 secs.
- All staff will have their temperature taken when reporting on shift.
 - Temperature will be logged on a sign in sheet
 - If any staff have a temperature higher than 100 F they will not be permitted on site and will be sent home.
 - Staff will also be expected to do a daily symptom screening and log that they are not experiencing any of the following symptoms:
 - Cough
 - Sore Throat
 - Difficulty Breathing
 - Abdominal Pain
 - Unexplained Rash
 - Fatigue
 - Headache
 - New loss of smell/taste
 - New muscle aches
 - Nausea or vomiting
 - Diarrhea
 - Congestion/Runny Nose
 - If a staff member is showing symptoms of illness, reports having one of the above symptoms, has a fever, or generally is not feeling well, they will not be permitted into the program and will be sent home:
 - If a member served (or staff) needs to be sent home due to showing symptoms of an illness, they should exit the program through a separate exit than the designated entrance and exit egress listed below.

Program Specific Entrance/ Exit Door	
Day Habilitation Program	Double doors in the circle
Grugan Center	Ramp Door to the right of the Visitor Entrance
Strathmore Road	Back exit in storage room

- Once screened, staff should then report to their assigned group room or office
- There will be no congregating allowed in common spaces
- Staff should clock-in (and out) via the Kronos website on their computer. Staff should avoid using shared computers unless they are cleaned between uses.

Person Served Entrance Policy

- All individuals must enter through one assigned entrance door (see below for program specific entrance door information).
- Individuals should arrive wearing masks (as tolerated and to the best of their ability)
- Individual drop off will occur one-by-one
 - All individuals should remain in their vehicles until staff alert the driver to pull up to drop off area and notify the driver and individual it is their time to unload.
 - The driver will be possession of the Screening Checklist
 - The driver will be asked to remain on site until after the nurse/staff assesses each individual.
- Screeners will be stationed at the designated entrance door.
 - The screener will take the temperatures of all person served as they arrive.
 - Temperature will be logged on a sign in sheet
 - If any individual has a temperature higher than 100 F they will not be permitted into the group room areas:
 - If individual was driven in by family/caregiver, they will not be permitted on site and will be sent home.
 - If individual was driven in by residential provider, they will not be permitted on site and will be sent home.
 - If individual was driven in by a transportation company/public transit, they will be escorted by staff to an identified room, isolated from the rest of the individuals. The individual's caretaker (family and/or residential provider) will be contacted immediately and the individual will need to be picked up.
 - Nursing/staff will also screen for the following symptoms:
 - Cough
 - Sore Throat
 - Difficulty Breathing
 - Abdominal Pain
 - Unexplained Rash
 - Fatigue
 - Headache
 - New loss of smell/taste?
 - New muscle aches
 - Nausea or vomiting
 - Diarrhea
 - Congestion/Runny Nose
 - If an individual is showing symptoms of an illness, or reports that they are not feeling well they will not be permitted into the group room areas and will follow the procedure outlined above.
 - If a member served needs to be sent home due to showing symptoms of illness, they should exit the program through a separate exit other than the designated entrance and exit egress listed below.
 - COVID symptom exits doors are as follows:

Program Specific COVID Symptom Exit Door	
Day Habilitation Program	The double door next to the PT room
Grugan Center	Side egress
Strathmore Road	The back exit in the storage room

- **Once cleared through screening**, staff will assist the individual with applying hand sanitizer.
- Individuals will be escorted by staff to their assigned group room
 - There will be no congregating or accessing common areas
 - Masks will need to be worn for the walk from the drop off point to the group room and all other transitions throughout the day (any time an individual is outside of their group room).
- Lunches and all personal belongings will remain with the individual
- Once all individuals have arrived the entrance door will be locked
- Group rooms will rotate (based on a predetermined schedule) to the bathroom for individuals to wash their hands, and void if needed, to start the day.
 - The schedule is utilized to ensure no two group room groups will be in the hallway at the same time.
- If there are any medical and/or behavioral occurrences that occur during arrival – the entrances will be locked down and arrival process temporarily paused until the situation has been resolved.

Person Served Dismissal Protocol

- Individuals will be called using initials (over walkies talkies) for transportation one at a time.
- The individual will not be called until their pick up vehicle has arrived on site
Staff will assist individuals will applying hand sanitizer prior to exiting the group room.
- Staff will assist individuals will securing their mask prior to exiting the group room.
- Staff will escort the individual to the dismissal/van pickup area

WEARING AND USE OF MASKS AND PPE PROTOCOL

PURPOSE: TO ENSURE THE HEALTH AND SAFETY OF THE CHARLES RIVER CENTER DAY SERVICES' EMPLOYEES AND PERSONS SERVED, THE FOLLOWING PROTOCOLS WILL BE IN EFFECT. THESE PROTOCOLS WILL BE REVIEWED AND UPDATED BASED ON STATE REQUIREMENTS DURING THE FOUR PHASE REOPENING PROCESS.

1. Masks must be worn by all The Charles River Center employees while at work. If a staff member is alone in their office, a mask does not need to be worn, but once an office area is left, a mask must be worn.
2. Staff working with persons served must wear surgical masks at all times. These will be

provided by the Charles River Center. The surgical mask is to last for at least one entire shift, unless it becomes soiled.

3. The Day Services Program Director or Nursing Staff is responsible to ensure that all staff have a mask. Additional supply is available at programs should masks become soiled, torn, etc. Contact your Program Director if additional supply is needed.
4. A step by step training guide on proper PPE care, maintenance and disposal is available on Relias Learning as a PowerPoint presentation.
5. Massachusetts is requiring masks while in the community. If you are in the community on The Charles River Center business, please make sure you wear a mask.
6. Persons served must also be wearing masks when out in the community. If they cannot tolerate a mask, then they should remain on CRC property, either inside out outside.
7. Any person served traveling in a vehicle should be wearing a mask, as tolerated.

PROTOCOLS IF A PERSON SERVED TESTS POSITIVE

First Onset of Flu-Like Symptoms

When a person served first presents with flu like illness or COVID-19 symptoms, the staff immediately notifies the nurse and manager on duty. The person served who is experiencing symptoms must be taken to the isolation area to await pick up. One staff person will be assigned to monitor the person and wait with them. Program staff should be using gowns, masks, face shield or goggles and gloves when caring for the person who is ill until they are picked up. This gear is only necessary in potentially exposed individuals and will be used until any potential or actual risk of exposure has passed.

Program Specific Isolation Room	
Day Habilitation Program	Program Director's Office
Grugan Center	Program Director's Office
Strathmore Road	Computer room (next to copy room)

The program director or nurse documents the onset of symptoms in the illness tracking document.

The nurse or program director will contact the primary caregiver of the person served to have them picked up and evaluated by PCP. Program staff will be notified of the results of the

medical assessment.

If the PCP orders a COVID-19 test, the person served should stay home and follow medical advice. Once a test is ordered by the PCP, the program director or nurse completes the tracking form.

Positive Test Confirmed for a Person Served

1. Day program staff will notify the Health Care Supervisor and it will be reported to both Board of Health and DDS offices in the day program town and the town in which the person served lives.
2. A look back of 4 days prior the positive test result will be the guide used when informing all staff who worked in the impacted group room and program.
3. All families, guardians and care givers of impacted persons and their housemates will be informed of a positive test result by the Program Director or nurse and obtain further instruction from their primary care physician.
4. Staff from the group room where the positive test occurred will not be allowed to work in any other group room or program during this period of time.
5. Staff must keep their manager informed of any potential exposure, symptoms or illness they may experience during this time.

Tentative Daily Schedule:

9am	Arrival	Arrival	Arrival	Arrival
9:30 AM	Handwashing/ Bathroom	Morning Meeting	Morning Meeting	Morning Meeting
10am	Walking Group	Handwashing/ Bathroom	Work on Objective	Group Time
10:30am	Meal Prep (staff only)	Walking Group	Handwashing/ Bathroom	Group Time
11am	Handwashing/ Bathroom	Meal Prep (staff only)	Walking Group	Handwashing/ Bathroom
11:30am	Lunch	Handwashing/ Bathroom	Meal Prep (staff only)	Walking Group
12pm	Work on Objectives	Lunch	Handwashing/ Bathroom	Meal Prep (staff only)
12:30pm	Work on Objectives	Work on Objectives	Lunch	Handwashing/ Bathroom
1pm	Group Time	Handwashing/ Bathroom	Group Time	Lunch
1:30pm	Group Time	Group Time	Group Time	Handwashing/ Bathroom
2pm	Daily Wrap Up	Group Time	Handwashing/ Bathroom	Work on Objectives
2:30pm	Handwashing/ Bathroom	Daily Wrap Up	Daily Wrap Up	Daily Wrap Up
3pm	Departure	Departure	Departure	Departure