

COVID-19

Health and Safety Guidance for Adult Day Health Care Facilities



Kentucky Association
of Adult Day Centers



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Health and Safety Guidance

Employee and Patient Screening

- Instruct all employees that they should not report to work if they are having any symptoms of COVID-19.
- Conduct a disease screening each time an employee reports to work or a patient enters the facility. Use the following verbal screening, in appropriate language(s), for all persons:
 - Have you had any of the following symptoms since your last day at work or the last time you were here? Please answer “Yes” or “No” to each question:
 - ▶ A new fever (100.4° F or higher), or feeling feverish
 - ▶ A new cough
 - ▶ Shortness of breath
 - ▶ A new sore throat
 - ▶ New muscle aches
 - ▶ Any gastrointestinal symptoms (i.e. diarrhea, vomiting, etc.)
 - Is there anyone in your household who is ill or has been diagnosed with COVID-19?
 - Have you been in contact with anyone who is ill or has been diagnosed with COVID-19?
- Conduct temperature screening upon each employee's arrival to the facility. This should be done with proper social distancing and hygiene. If it cannot be done with proper social distancing and hygiene, consider alternative strategies such as employee self-temperature checks on-site.
 - If an employee answers “Yes” to any of the screening questions or has a temperature above 100.4° confirmed with oral or aural thermometer, the employee should not be allowed to work. These employees should be evaluated further by the designated infection control nurse, who may make recommendations that the employee consult with his/her primary care provider or a medical provider/facility for direction regarding recovery at home or the need for healthcare provider assessment. These employees should be provided information on the

facility's return-to-work policies and procedures. Human resources and the employee's supervisor should be notified in order to remove him/her from the schedule during illness.

Transportation Procedure

- Non-Emergency Medical Transportation
 - Participants will access non-emergency medical transportation in reduced numbers to ensure social distancing of 6 feet.
- Health checks and COVID-exposure screenings
 - Adult Day Health Care facilities that offer transportation will follow the procedures below. Transportation brokers will adhere to their state-approved/mandated policies.
 - COVID-19 exposure and symptoms screenings will be conducted for each participant prior to boarding transportation vehicles.
- Temperature scans will be obtained daily for each participant prior to boarding transportation vehicles.
- Should participants answer “Yes” to any of the screening questions or have a temperature above 100.4° confirmed, they will not be permitted to board the transportation vehicle. These participants will be directed to consult with their primary care provider or a medical provider/facility for direction regarding recovery at home or the need for healthcare provider assessment. Emergency medical services, or 9-1-1, may be contacted as warranted. Each facility will follow its internal policies for participant education, evaluation, follow-up, and reporting.
- Adult Day Health Care facilities will ensure that health checks and COVID-exposure screenings will be conducted, and approved face coverings/masks will be dispensed to each participant prior to boarding.



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- Frequently touched surfaces in the vehicles will be disinfected between trips with Environmental Protection Agency (EPA) registered disinfectants.

Private Auto Transportation

- Health checks and COVID-exposure screenings
 - COVID-19 exposure and symptoms screenings will be conducted daily for each participant and staff member at facility entries.
 - Temperature scans will be obtained daily for each participant at facility entries for both staff and participants.
 - Should participants answer "Yes" to any of the screening questions in the "Employee and Patient Screening on Page 1" or has a temperature above 100.4°, they will not be permitted to board the transportation vehicle. These participants will be directed to consult with their primary care provider or a medical provider/facility for direction regarding recovery at home or the need for healthcare provider assessment. Emergency medical services, or 9-1-1, may be contacted as warranted. Each facility will follow its internal policies for participant education, evaluation, follow-up, and reporting.
 - Approved face coverings or masks will be dispensed to each participant prior to entering the facility.

Center Procedure Guidelines

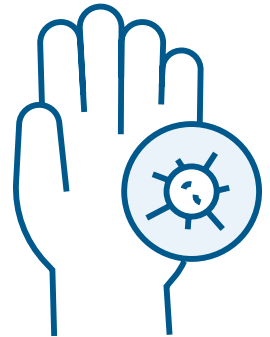
Center Specifics

- Centers will operate under the following prerequisites to be Healthy at Work, decrease opportunities for infection to spread to others and reduce the need to send participants home. Center will abide by State specific requirements for social distancing and will remain in place until mandated by the State to phase out or end.
- Center will adhere to the maximum number of participants allowed according to State mandate. A phased plan for return to the center will be developed.
- Hours will be adjusted as needed for cleaning, staff preparation of center and/or according to State mandate.
- Heightened infection-control measures are put into place and become routine. This includes cleaning protocols.

- Center will have designated hand-washing sites. Additionally, hand sanitizer will be made available for employees and participants.
- Personal protective equipment supplies will be given to all staff and essential visitors.
- Infection control and best practice posters (CDC) will be posted in high volume areas.
- Strict adherence to documentation of staff, participant and visitor screenings.
- Reporting of positive COVID-19 cases to local or State health departments as needed for staff, members, or visitors.
- The Center Director will serve as the Safety Officer.
- A copy of the Safety Officer position description and duties will be kept with the emergency management plan and infection control policy.
- Centers will conduct or coordinate COVID-19 testing as mandated by the State.
- Non-essential personnel are not to enter the center.
- No common area or waiting area will be allowed at this time.

Visitors

- Only essential visitors will be allowed to visit the center while the Governor's visitation restrictions are in place. Health-care professionals, such as case managers, will be contained in separate areas.
- When absolutely necessary (e.g. OIG, CHFS, State or Federal Regulators), prior to their arrival on site, should confirm that they have had no travel to destinations with widespread COVID-19 transmission within the past 14 days.
- Visitors will be required to comply with center infection control procedures and clinical best practices.
- Visitors must wear a mask while in the center.
- Visitors will be screened for temperature as well as signs and symptoms of illness.
- Facilities will follow CDC risk-assessment guidance, which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html/>.



Participant/Caregiver Communication

- A letter from the Center Director will inform participants/caregivers about new policies, protocols and procedures regarding COVID-19.

Staff Best Practice and Standards

- Staff will limit face-to-face meetings and group meetings.
- Staff will require additional training for infection control.
- Masks must be worn by all staff at all times.
- Staff are strongly encouraged to bring additional clothes to change into before leaving for home.
- Daytime/work clothing should be bagged and washed immediately after returning home. Small plastic trash bags from the center may be used.

Staff will be provided with guidelines regarding the frequency of handwashing per CDC guidelines and individual center needs.

- ALL staff must have temperature taken and symptom screening prior to entering the center.
- Anyone with temperature of 100.4°F or higher will be sent home.
- Anyone with signs or symptoms of illness will be sent home.

Participant Best Practice and Standards

- As facilities reopen, each participant's return will be based on the following:
 - Interdisciplinary team meeting
 - Caregiver and participant needs
 - Participant health risk factors
 - Ability to follow social distancing guidelines

- **ALL** participants must have temperature taken before entering center. Participants attending the facility shall be assessed for signs and symptoms of COVID -19 prior to their initial return of re-opening by the RN or LPN.
 - Anyone with temperature of 100.4°F or higher will be sent home.
 - Participants may return:
 - ▶ When they have been without a fever for 72 hours.
 - ▶ Have a physician's note stating they can return.
 - If a participant develops a fever during the day:
 - ▶ The participant will be isolated from other participants.
 - ▶ Staff will ensure the participant wears a mask/face covering.
 - ▶ The caregiver will be notified to coordinate care and transportation for the participant to return home.
 - Provide education for families regarding screening for signs and symptoms of illness before participant comes to the center.
- Participants will be required to social distance according to State-mandated guidelines.
- Participants will wear masks/face coverings while in attendance at the center as long as mandated by the state.
- Personal items must be labeled with participant's name.
- Participant hands must be washed after toileting. Hands must either be washed or sanitized before and after meals, and/or when changing any activity.
- Participants will be discouraged from bringing any non-essential personal items into the facility.



Daily Activities

- Seating will be configured to allow for social distancing and state requirements.
 - Limit face-to-face group activities.
 - Activities must comply with social distancing State-mandated guidelines.
 - Supplies used in an activity must be disinfected immediately after use.
 - All supplies used during the day must be disinfected by the end of each day.
- Outings
 - Outings will not be permitted during the emergency period until further notice.
- Meal service
 - Meals will be scheduled to allow social distancing so masks/face coverings can be removed while participants are eating and drinking.
 - Each table and frequently touched surfaces must be disinfected before and after each meal.
 - Tables also must be disinfected each day before participants arrive and after leaving:
 - ▶ Disinfect tables and frequently touched surfaces with Environmental Protection Agency (EPA) registered disinfectants.
 - ▶ Use only disposable plates and utensils except for adaptable equipment as needed for participants.
- Kitchen areas
 - Only staff will be allowed into kitchen areas.
 - Kitchen area will be disinfected twice daily.
- Personal care
 - Staff must wash hands following approved guidelines before personal care process begins and afterward.
 - Given the close proximity required to provide personal care, consider limiting the number of staff participating in assistance with personal care.
 - Universal precautions will be followed at all times, and PPE will be determined based on specific participant needs.



- All waste from each personal care process must be immediately disposed of after care.
- Laundry Services (for those centers with this service)
 - All laundry must be cleaned with the washer on a sanitize/hot cycle.
 - Temperature should be as hot as possible for the type of fabric being washed.

Educate and Train Workers on Reducing the Spread of COVID-19

- Supplement workers' normal and required job training with additional training and information about COVID-19, including recognizing signs and symptoms of infection, and ways to prevent exposure to the virus.
- All communication and training should be easy to understand and should:
 - Be provided in the preferred languages spoken or read by the employees.
 - Written at the appropriate literacy level.
 - Consider incorporating the use of a trusted cultural or ethnic employee leader to help disseminate information to groups of employees who are non-English speakers.
 - Include accurate and timely information about:
 - ▶ Signs and symptoms of COVID-19, how it spreads, risk of workplace exposures, and how employees can protect themselves.
 - ▶ Proper handwashing practices and use of hand sanitizer stations.
 - ▶ Cough and sneeze etiquette.
 - ▶ Other infection control precautions (i.e. putting on or taking off masks and social distancing measures).
- Employers should place simple posters in all of the preferred languages and placed in common areas (i.e. break rooms, locker rooms, carpool waiting areas, etc.) to encourage staying home when sick, cough and sneeze etiquette, and proper hand hygiene practices.
 - Centers for Disease Control and Prevention (CDC) has developed several free posters available to download, in a variety of languages available here: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>



Managing Sick Workers

- If an employee appears to have, or reports, symptoms (i.e. fever, cough, or shortness of breath, muscle aches, gastrointestinal, etc.) upon arriving to the facility, or during his/her shift, he/she should be separated and immediately referred to his/her primary care provider or a medical provider/facility for direction regarding recovery at home or the need for healthcare provider assessment.
- If an employee becomes ill at work, his/her work area must be cleaned and disinfected immediately before employees may be assigned to that work area.
- If an employee becomes a laboratory-confirmed case of COVID-19, employers should inform anyone he/she has come into contact with at the facility of possible exposure but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employers should provide guidance to their employees based on the section: "Recommendations for Employees who are Contacts to Laboratory-Confirmed Cases" on page 6 of this document.

Cleaning and Disinfecting

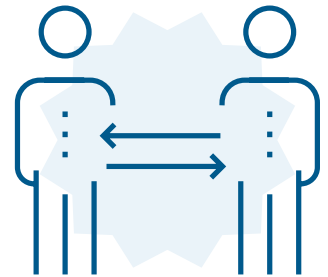
- Fully clean and disinfect work area equipment and common areas at least daily, and at every shift change. Use Environmental Protection Agency (EPA) registered disinfectants to sanitize surfaces.
- If an employee becomes ill at work, his/her work area must be cleaned and disinfected immediately before another employee may be assigned to that work area.
- Check that staff members are following label directions and observing contact times to ensure cleaning and disinfection is effective.
- Pay special attention to high touch areas such as stair railings, tools, guards, doorknobs, computers, etc.
- Assess the workplace environment for any hazards that can be eliminated to reduce the amount of shared areas that are touched by employees (i.e. prop open doors to avoid touch door handles).
- The Centers for Disease Control and Prevention (CDC) has issued the following guidance, "Cleaning and Disinfecting Your Facility," that guidance can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - Increase staffing for cleaning and disinfecting necessary to increase frequency of cleaning and

disinfection throughout the facility including break areas, lunchrooms, and bathrooms, only if it can be done with proper social distancing and hygiene.

- Ensure that cleaning staff are following proper guidelines outlined in this guidance (i.e. wearing gloves, frequent handwashing, etc.).
- Ensure the facility is adequately ventilated and use air filters in systems where this is feasible.

Distancing

- Implement strict personal distancing guidelines in the facility.
- Implement operational changes that allow for employees' physical distancing of at least 6 feet required by CDC guidelines and to effectively use personal protective equipment, including cloth masks.
- The following distancing measures are recommended as long as they do not interfere with current control interventions in place for routine work safety and health at the facility:
 - Designate one-way entrances and exits in and out of the facility to support 6-foot physical distancing for employees.
 - Designate an area for isolating employees who show symptoms of COVID-19 infection, such as a wellness area, isolated first aid station or other area where access can be restricted.
 - Mark out 6-foot distances or circles for employees to stand in while they conduct health assessments, perform handwashing, wait for transportation, and in other areas where employees would normally congregate.
- Space out lockers to ensure 6-foot distances between employees in locker room areas.
- Mark out a 6-foot line in front of desks used by staff.
- Whenever possible, provide an option to call in to meetings from isolated areas (i.e. offices, cubical, or from home).
- For all in-person meetings, ensure 6-foot distances between chairs and people and implement the wearing of cloth masks to control spread of pathogens through talking and breathing.



- Designate staff to monitor and instruct employees about compliance with distancing protocols and hygiene requirements.
- Routinely inspect, maintain, clean and disinfect separation barriers and other safeguards.

Personal Protective Equipment (PPE) and Facial Coverings

- Require that all employees routinely wear surgical or procedural masks along with the standard PPE that is needed for routine work.
- Limit the use of filtering face piece respirators such as N95s by following other COVID-19 exposure control strategies and use of other facial coverings.
- Required PPE, along with training, is to be provided and paid for by the employer (i.e. personal thermometers, facemasks, etc.).

Personal Hygiene

- Require and allow employees sufficient time to wash their hands frequently, including arrival and departure from the workplace, before and after using the restroom, before eating and drinking, and after touching surfaces that may be contaminated.
- Have handwashing facilities easily available that can be accessed without employees congregating in groups.
- Maintain ample supplies of soap and hand towels for handwashing.
- Provide additional (portable) handwashing stations, where needed.
- Provide work areas with hand sanitizer and sanitizer wipes.
- Require cough and sneeze etiquette.



Communication

- Communicate with employees about actions being taken to prevent COVID-19 exposure through routine meetings/calls, postings, including electronic postings, the company website and start-of-day reminders.
- Institute a process for employees to report COVID-19 symptoms and other hazards in the workplace.
- Remind employees not to come to work if they are having symptoms of COVID-19 and fully inform and allow employees to use sick leave and other benefits if they are ill.
- Provide information in languages understood by employees and prominently post instructions and reminders about illness symptoms, handwashing, and hygiene etiquette, and to report if they are feeling ill.
- Encourage incorporation into disease transmission prevention planning of known, trusted and natural leaders in cultural sub-groups within the workplace and use them as champions to relay guidance and messaging within their cultural groups.

Orientation of COVID-19 Healthy-at-Work Plan

- Provide an orientation for employees about the company's COVID-19 Healthy-at-Work plan and the measures taken to minimize exposure to COVID-19, including changes to operations of the facility, maintenance, human resources, and employee safety.
- Include information about COVID-19, such as illness symptoms, methods of transmission, proper hand hygiene, respiratory etiquette, and other safeguards to prevent exposure.
- Managers and supervisors will monitor the effectiveness of the COVID-19 Healthy-at-Work plan.
- It is recommended that workplaces promote a zero tolerance policy for noncompliance among employees who are not following the COVID-19 business plan.

Employment and Human Resources Items

Employment Status/Work Available

- Clarify employment status and work available with employees during the COVID-19 pandemic, including alternative work shifts, working from home if feasible, and any changes in pay rates/regular duties that may apply.
- Clarify that discrimination against employees, for any reason, including COVID-19-related issues, will not be tolerated and must be reported.

Absence for Sickness/Exposure

- Designate a person, preferably a nursing staff member, responsible for infection control practices at the facility, to track absences related to COVID-19 symptoms/quarantine/testing. This person will be responsible for tracking when an employee may return to work.
- Clearly communicate that employees will not face adverse consequences for staying home when they are sick.
- Relax attendance policies during the COVID-19 pandemic and relax policies requiring provider's note for absences related to illness when possible.

Medical Assistance

- Make sure all employees are aware of the symptoms of COVID-19 and understand that they should not report to work while they are symptomatic or have a fever.
- Assist employees who are symptomatic or would like to be tested with finding a provider in their area who can perform testing.
- When possible, waive co-pays on medical appointments for COVID-19 testing.
- Have nursing staff available by phone during normal hours to assist employees with questions related to COVID-19 exposure.

Isolation/Quarantine

- Employees showing symptoms of COVID-19 must be isolated/quarantined from other employees and directed to seek medical treatment or return home.
- The designated person who is tracking absences for sickness will be responsible for making sure these persons do not report back to work while symptomatic or still required to be in quarantine.

Other Support Services

- Offer employee assistance services to deal with added stresses and financial impacts associated with the COVID-19 pandemic.
- Assist employees who are absent from work due to isolation/quarantine policies with all applicable options for payment, which may include sick leave, paid time off, unemployment benefits, etc.

What can you expect if an employee is laboratory-confirmed with COVID-19?

- The person designated to track employee absences/testing/quarantine will be made aware.
- For all laboratory-confirmed cases of COVID-19, the local health department who serves the patient's county of residence will contact the ill employee to interview him/her.
- Public health officials may make recommendations about high-risk contacts of the infected person to stay at home (self-quarantine) for 14 days. The designated person will work closely with the local health department to follow all advice recommended in conjunction with current CDC guidance.

When Can an Employee Symptomatic with Suspected COVID-19 or Confirmed COVID-19 Return to Work?

- All ill employees should be excluded from work and/or remain in quarantine until the current CDC guidelines for returning to work are met.
 - At least 3 days (72 hours) have passed since being recovered, defined as resolution of fever without the use of fever-reducing medications; AND,
 - Improvement in respiratory and other symptoms (i.e. cough, shortness of breath, diarrhea); AND,
 - At least 10 days have passed since symptoms first appeared.
 - If an employee is tested for COVID-19, proof of negative testing or physician/provider's release stating return to work will be required.
 - Approval from designated person tracking exposures/symptomatic/positive employees to return to work.
 - All returning employees will continue to follow company guidelines for masking, handwashing/hygiene, and use of appropriate PPE.
 - All returning employees will continue to self-monitor for re-emergence of symptoms and report any symptoms.

Recommendations for Employees Who are Contacts to Laboratory-Confirmed Cases

- All employees with contacts to laboratory confirmed cases will follow the current CDC guidelines for returning to work.
 - They can continue to work if they are not symptomatic if they wear a face covering at all times and adhere to recommended handwashing/hygiene practices.
 - They self-monitor for symptoms and seek evaluation if they become symptomatic, alerting their employer immediately.
 - The designated person will track exposures and remain in periodic contact with employees to make sure self-monitoring/masking practices are followed.

Additional Assistance During the Emergency

There are 112 Adult Day Health Care providers across the Commonwealth and many of those are in rural areas. We understand the vulnerability of our participant population and the ability of our skilled nursing staff and support staff. We would like to help where needed to temporarily decrease the density of other facilities serving the same population if you find that would be helpful to participants and their families.

Additional Resources

- OSHA Guidance on Preparing Workplaces for COVID-19 can be found here: <https://www.osha.gov/Publications/OSHA3990.pdf>
- CDC General COVID-19 Resources for Businesses and Employers can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>



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