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New Jersey Department of Human Services
Division of Developmental Disabilities

Facility Readiness Tool

As part of the strategy to slow/stop the spread of COVID-19, the Department of Human Services' Division of Developmental Disabilities (Division) closed all Division funded congregate day programs on March 17, 2020. In preparation for the re-opening of these programs, each program must develop a plan to resume services with appropriate precautions in place to ensure the safety of individual participants and staff.

The total number of individuals served at one time at a Division funded congregate day program will be 25% of the established Certificate of Occupancy for a location **or** the number of individuals who can be served while maintaining social distancing, whichever is less.

For individuals for whom congregate services are not appropriate or desired during the pandemic, providers should provide in-home support where possible to individuals/families in need of relief of care and develop and offer remote services to support individual served.

Providers shall initiate a planning process in order to safely re-open their programs and services, understanding that many individuals who they serve are highly vulnerable as it relates to contracting COVID-19 and its complications.

This readiness tool has been developed in order to provide a guide for Division providers to initiate a conversation and process about plans for re-opening. The State is experiencing wide variability related to the impact of COVID-19. This readiness tool is intended to facilitate discussion and planning based on individuals' safety and needs as related to each provider location and circumstances that complies with the Division's [Congregate Day Program Reopening Requirements](#).

One facility readiness tool shall be completed in advance of each congregate day services facility that is re-opening. It shall be kept on site at the facility and available for review by staff from the Department of Human Services at any time. This document is for the following location:

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Provider Supply Requirements:

- Sufficient supply of Personal Protective Equipment (PPE), including items to address personal care needs of individuals;
- Sufficient supply of face coverings for all staff and individuals (for individuals, face coverings are used as they are tolerated/medically advisable for the individual but are not required for return considering all other factors);
- Sufficient supply of hand sanitizer that is at least 60 percent alcohol;
- Vehicle sanitizing supplies and safeguards;
- Availability and use of social distancing program markers/stickers;
- Disposable utensils, additional furniture, materials for activities, etc. to support cohorts of individuals.

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HEALTH & SAFETY/SCREENING and ADMITTANCE

Follow CDC/DDD Requirements

- Occupancy for location shall be the lower of 25% of the current Certificate of Occupancy for the site **OR** the number of individuals who can be served while maintain social distancing.
- Screening of Individuals, Visitors and Staff.
 1. Visitors and staff pass COVID-19 screening before entering the building;
 2. If being transported by provider, the individual passes COVID-19 screening before getting on agency transportation; **Or**
 3. If not being transported by provider, the individual passes COVID-19 screening before entering facility.
- A method for recording screenings has been established/incorporated into operational procedures.
- Hand washing/sanitizing stations are designated upon arrival.
- Face coverings are required for all staff who have direct contact with individuals and other staff in day programs and compliance is monitored regularly.
- Individuals are strongly encouraged to wear face coverings whenever feasible and not medically contraindicated.
- Meetings with external participants or that do not accommodate social distancing and PPE are completed virtually.
- Follow CDC Guidance on how to protect from COVID-19:
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
- Regulations for modified/abbreviated programming due to COVID-19 level increase:
 - a. Expand and incorporate COVID-19 plan of action into Communicable Disease Policy and Procedures.
 - b. Plan must include requirement to contact/communicate action plan to those impacted.

Results of Assessment

- Requirements have been met.

- Areas still need to be addressed:
Please indicate plan to address requirements not currently met:

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- c. Plan must include stipulation that there can be no return to the program unless:
1. A person who tested positive for COVID-19 in the past has met the criteria for lifting transmission based precautions and home isolation¹, displays no symptoms of COVID-19 **and** has been cleared to end isolation by a healthcare professional. The facility shall require a doctor's note before re-admission/return to work.

Containing Illness

- Require a process for self-reporting of household exposure for individuals and staff.
- Require a process for returning to program/work after illness for individuals and staff.
- Restrict and limit staff and individual mobility/rotation in order to reduce exposure.
- Determine a designated area to quarantine staff/individuals who become ill or symptomatic while in the facility.
- Response procedures for any confirmed or suspected exposure to COVID-19 have been established and incorporated into operational procedures.
- A procedure is in place to respond to individuals and staff who fail to pass the intake screening and need to return home without exposing other individuals or staff.
 - The individual/caretaker or staff person shall be advised to contact a healthcare professional be evaluated for COVID-19. If a fever of over 100.4 and other symptoms were present, the facility will require a negative test for COVID-19 and doctor's note before their return. Advise them to inform the facility immediately if the person tests positive for COVID-19.

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¹ www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf

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FACILITY

Physical modifications or updates:

- HVAC systems are maintained and filters changed regularly according to manufacturer guidelines.
- If feasible, install and use touch free bathroom and kitchen faucets and dispensers.
- Eating areas have been established that limit contact, maintain charts in designated areas and disposable eating materials are in place.
- Individuals are encouraged to bring their own food. Those who do not bring their own food will be provided a pre-packaged meal by the program.
- Utilize onsite laundry services if available; designate area for soiled clothing/linens.
- Hand sanitizer with at least 60 percent alcohol is readily available for use throughout the day and safeguarded from improper use, including accidental ingestion.
- Hand sanitization stations are available throughout the facility.

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Operational layout and supplies

- Restrict on-site visitors as outlined in [Congregate Day Program Re-Opening Requirements](#).
- Markers/stickers have been used in program space to re-enforce social distancing requirements (Ex. Stickers on floor indicating six feet of separation)
- Hang signage and informational bulletins throughout building.
- Consider process to mitigate risks if a face covering cannot be used including social distancing, frequent hand washing, and cleaning and disinfecting frequently touched surfaces. See www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html for more information.
- Ensure evacuation sites support social distancing requirements.
- Utilize space not typically used for programming to optimize activity space and social distancing.
- Assess need for additional tables, or space dividers.
- If not a safety issue for individuals served, such as settings that support individuals with elopement behavior, doors and windows should be propped open to reduce door-handle touching and aid in ventilation.
- Provide an indoor or outdoor screening station that is separate from the program area of the facility.
- Provide some form of barrier for receptionist area, if applicable.
- Ample activity supplies are available to decrease the need for sharing items.

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Cleaning and Sanitizing

- Protocols are in place to clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains) within the facility and in any shared transportation vehicles between uses and as much as possible during the day, as well as at the end of each program day. Use of shared objects shall be limited when possible, or cleaned between uses.
- Clean restrooms frequently (at least 2 times per day).
- Deep cleaning after a confirmed positive case.

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TRANSPORTATION

- Commonly touched surfaces in the vehicle shall be cleaned and disinfected at the end of each run and thoroughly cleaned after each round of pick up and drop off, especially after the last use of the day.
- Encourage caregivers (e.g., family, group-home, etc.) to provide transportation to and from programs and optimize universal precautions.
- The number of individuals within the vehicle shall be limited in order to maintain social distancing (e.g. one rider per seat in every other row).
- Drivers and any other staff in the vehicles must wear face coverings at all times.

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PROGRAMMING/LOGISTICS

<p><u>Conduct Risk/Benefit assessment for all individuals prior to opening</u></p> <ul style="list-style-type: none"> • Group Sizes and Social Distancing <ul style="list-style-type: none"> ○ Group sizing has been established with 15 or less individuals and consistent staff. ○ Group location within the facility has been established and designated. ○ Protocols for maintaining individual and staff cohorts during outdoor activities and community outings are established and incorporated into operational procedures. • Consideration made to adapting how program will operate during COVID-19 pandemic to promote health/safety: <ul style="list-style-type: none"> ○ Assessing the number of people that may return. ○ Smaller groups and individualizing program supplies where possible. ○ Staggering program times and/or shortening program days to accommodate more people. ○ Alternating days (M, W, F and T, Th groups) or AM/PM groups. ○ Further discussions that may be needed with the planning team to determine safe engagement. 	<p><u>Results of Assessment</u></p> <p><input type="checkbox"/> Requirements have been met.</p> <p><input type="checkbox"/> Areas still need to be addressed: Please indicate plan to address requirements not currently met:</p>
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If returning to program is not recommended, offering non-facility based day program services

- Virtual:
 - Ensuring safe access to virtual technology while maintaining HIPAA compliance.
 - Consideration of access to resources and technology for individual.
 - Services must be habilitative in nature.
 - May include phone sessions, group and individual video sessions, instructional videos, virtual tours, games, music, dance, exercise.
 - Providing staff with the appropriate resources to maintain professional boundaries and comply with HIPAA if using personal devices.
- Community Based
 - Services must be habilitative in nature
 - May include staff (with appropriate PPE) working with an individual in the community, providing transportation to and from work, assisting with shopping needs, volunteering in the community, taking walks and exercising.
- In Home:
 - Services must be habilitative in nature.
 - May include staff (with appropriate PPE) working in an individual's home to provide personal care, assistance with tasks around the house, personal interests, medical appointments, etc.

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TRAINING/EDUCATION

Staff Training – MUST BE DOCUMENTED AND RETAINED BY PROVIDER

- Education and training on policies/protocols for staff at all levels.
- COVID-19 (e.g., symptoms, how it is transmitted, observation of individuals for symptoms).
- Adherence to the Division’s reporting requirements and procedures for suspected or positive cases of COVID-19.
- Sick leave policies and importance of not reporting or remaining at work when ill.
- Return of staff/individuals to a facility post recovery from COVID-19.
- Adherence to recommended infection, prevention, and control (IPC) practices including:
 - Hand hygiene.
 - Donning and doffing of PPE.
 - Storage of equipment.
 - Social distancing.
- Adherence to recommended guidance for cleaning and disinfection of the following:
 - Hard (non-porous) surfaces.
 - Electronics.
 - Soft (porous) surfaces.
 - Linens, clothing, and other items that can be laundered.
- Any changes to usual policies/procedures in response to PPE or staffing shortages.

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Individual/Caregiver Education

Agency has a plan to educate individuals and caregivers about the following:

- COVID-19 (e.g., symptoms, how it is transmitted).
- Importance of staff immediately informing management if they feel feverish or ill.
- Actions they can take to protect themselves (e.g., hand hygiene, covering their cough, maintaining social distancing, wearing face coverings).
- Actions the agency is taking to keep individuals safe (e.g., visitor restrictions, use of PPE, policies on social distancing, following OSHA guidelines).
- Agency has a process to assist individuals to acquire the skills needed in order to maintain their personal safety and safety of other community members from COVID-19 as local communities re-open.

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CEO or Designee (Print): _____

Signature: _____

Date: _____

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RESOURCES

www.osha.gov/Publications/OSHA3990.pdf

www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=49

www.osha.gov/Publications/OSHA3990.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html

www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html

www.cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html

www.nj.gov/humanservices/ddd/documents/covid19-universal-masking-policy.pdf

www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

For access to emotional/mental health support:

Text NJHOPE to 51684 or call 866-202-HELP (4357)

To report suspected abuse, neglect or exploitation call:

1-800-832-9173, then press 1

COVID-19 questions can be directed to:

DDD.COVID-19@dhs.nj.gov

General questions can be directed to:

DDD.FeeForService@dhs.nj.gov