



The Lighthouse Voc-Ed Center Inc.

Reopening Plan for Day and Employment Services

Based upon guidance from the Department of Developmental Services, Centers of Disease Control, and the State of Connecticut Reopening Team, The Light House has developed a comprehensive Reopening Plan to phase in programming for both the Day Service Option (DSO) and Transition Service (TSD) in the coming months. The plan was created to be reviewed by families, staff, providers and participants to ensure understanding and shared commitment to the health and safety of all LH community members. Corresponding companion documents included in the plan, outline specific policy and protocol to be followed by staff and participants but may be subject to change as situations evolve.

A key component of the plan is participant (and family) choice in how services are delivered, allowing for flexibility based on concerns for those with pre-existing conditions and overall risk tolerance. After reviewing the plans, participants and their families will be able to make informed decisions as to how they wish to proceed with services. The COVID-19 [Risk] Assessment (Appendix A) will be used to help the guide team in decision making. DDS expects that participants and their teams will meet to discuss individual plans of service between June 29 and July 15, 2020.

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I. Overview of Phases

The below phases will identify timelines and include various safety measures and capacity restrictions to be employed in day and employment settings.

Phase 1) July 15, 2020

Services: Participants and their *Parents/Caregivers will be given the choice of either A or B.*

- A. Participant will attend day program in-person (8-2*, M-F)
- B. Participant will continue with daily virtual services coupled with optional at-home supports (at least one hour of combined service, 3 day/week)

*The Light House does not expect to provide respite services during the first phase of reopening (2-4:30)

In-Person Service Requirements:

- Max Occupancy (125 Shaw St): 30 Participants, 30 Staff
- Inclusive of “graduates” and “age outs” depending on demand, current participants will be prioritized
- Parent/Caregiver must receive a copy of the Reopening Plan and sign a COVID-19 Risk Acknowledgment before returning to day program (Appendix B)
- Community outings are restricted to small group, low contact activities
- Visitors restricted to nursing supports and related service providers only
- Staff are required to wear LH provided PPE (cloth masks, and visors/gloves when necessary)
- Participants will be expected to maintain physical distance or wear PPE with staff assistance/prompting. Alternative spacing and programmatic arrangements will be used to intervene as necessary.

Phase 2) September 1, 2020

Services: Participants and their *Parents/Caregivers will be given the choice of either A or B.*

- A. Participant will attend day program in-person (8-2/4:30, M-F)- start of extended day respite
- B. Participant will continue with daily virtual services coupled with optional at-home supports (at least two hours of combined service, 3 day/week).

In-Person Service Requirements:

- Max Occupancy (125 Shaw St): 40 Participants, 30 Staff
- All requirements from Phase 1 are expected to continue
- LH will evaluate lessening restrictions on community outings

Phase 3) October 1, 2020 - Full reopening.

Services: Participants are expected to attend day program in-person (8-2/4:30, M-F). Virtual services and optional at-home supports will continue to be offered to those with extenuating circumstances but must be made in a team decision with the family, agency, and case manager.

In-Person Service Requirements:

- Max Occupancy (125 Shaw St): 45 Participants, 40 Staff
- All requirements from Phase 1 are expected to continue
- LH will evaluate lessening restrictions on community outings and site visitors

II. Capacity Restrictions, Physical Distancing, and PPE

The Light House has adequate space to safely accommodate anticipated in-person program demand in all phases. A physical distancing calculator was used to determine the max occupancy of each room throughout the building, with clear signs posted at each entry to ensure adherence. Hallway traffic will be restricted with the installation of additional signage as necessary to control the flow of traffic. Alternate rooms and dining times will be used to maintain physical distancing standards during meal time.

Physical Distancing

Staff and participants will be expected to adhere to physical distancing guidelines (>6 ft) when possible. Staff will be trained to work with individuals to assist or intervene as necessary, providing alternative spacing or programming arrangements when needed. Group sizes will be limited to a maximum of 8 people (inclusive of staff and participants).

PPE

Personal Protective Equipment (PPE) will be provided to all staff members and participants, including the provision of two cloth masks. N95 and surgical grade mask and visors, gloves and gowns are also on site in situations that require them.

- **Staff** are required to wear face masks or face shields at all times while indoors and when in close proximity to others.
- **Participants** will be encouraged to wear face masks or face shields while at program. If they are unable or unwilling, alternative spacing or programming arrangements will be used. Staff will work on desensitization and instruction to increase use and tolerance.
Participants will only be required to wear face masks or face shields in LH transportation and when being assisted in the restroom.

Staff will insure that enhanced PPE requirements are followed (i.e. masks, visors and gloves) during personal care, dining and when in close contact with bodily fluids. Enhanced PPE will also be used when physical distancing and/or face covering requirements cannot be met by individuals they are working with.

III. Enhanced Cleaning, Hygiene, and Sanitization Procedures

Hygiene

All staff and participants will be required to regularly wash or sanitize their hands throughout the day and upon entry to the building. “Sanitation Stations” will be placed at all point of entries to include hand sanitizer, wipes, and gloves for easy access. Staff will promote healthy hygiene habits by modeling and teaching correct hand washing techniques and prompting individual’s to cover when coughing or sneezing. Regular handwashing includes:

1. Before coming in contact with participants;
2. Before and after eating;
3. After sneezing, coughing or nose blowing;
4. After using the rest room;
5. Before handling food;
6. After touching or cleaning surfaces that may be contaminated; and
7. After using any shared equipment like toys, computer keyboards, mouse.

Cleaning and Disinfecting

Intensified cleaning and disinfecting protocols will be implemented at the end of the day by staff. Staff will also be required to do spot cleaning and disinfecting regularly for all touch surfaces, in accordance with the Staff Cleaning Expectation Policy (Appendix C). Disposable wipes will be made available at all shared facilities and equipment in the building.

Dining Requirements

Participants and staff will not share dishes, drinking glasses, cups, or eating utensils. The Light House will use disposable food services items when possible. Non-disposable food service items used will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Staff and participants will be required to handle all food and food service items with gloves when not for personal consumption.

IV. Transportation

The Light House will continue to provide AM and PM transportation services with the following protocols for PPE, cleaning, and capacity standards for individuals and staff.

PPE

In order to safely transport, *all staff and participants will be required to wear a face covering (masks or face shields) while in the vehicles.* Safe physical distancing is not always possible in vehicles and, therefore, the CDC recommends all individuals (including the driver) wear face coverings.

Routine Cleaning and Disinfecting

All vehicles will be cleaned after each use and deep cleaned at least once per week. Staff will be instructed to use disinfectant wipes to wipe down all touch surfaces, including but not limited to: seat belts, steering wheel, shifter, radio, door handles both inside and outside, as well as door consoles (while wearing necessary PPE). Window ventilation will be used when practical.

Capacity

In order to maintain acceptable physical distance, Grand Caravan's will be limited to 5 people and Ford Transits limited to 7. During Phase 2 reopening, staggered runs may be necessary to provide 100% of transportation. Ample notice will be provided to family/caregivers and providers.

V. Health Screenings for Staff, Participants, and Visitors

All staff, participants, and visitors are required to be screened for any observable illness such as cough, shortness of breath and any two of the following: fever, chills, repeating shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and to confirm temperature is below 100.4 degrees Fahrenheit. Anyone with a temperature over 100.4 degrees Fahrenheit or displaying symptoms of COVID-19 will not be permitted to come to program or admitted into the facility.

The Light House will use the “Temperature and Symptom Monitoring Form” (appendix D) to screen as follows:

Participants

- **Upon Pick Up (LH transportation):** The Light House transportation staff will conduct a symptom and temperature screening in collaboration with the individual and family home/group home upon pickup. If the individual fails to meet the health screening standards they will not be permitted to attend program. In order to prevent congestion at program drop off, participants may be picked up later than usual times. *Participants with LH Transportation will be expected to arrive at program for an 8:30am start time.*
- **Upon Drop Off (family or group home transportation):** A supervisor or trained designee will be charged with screening individuals when they are dropped off. All participants being dropped off should plan to arrive 10 minutes early for screening. Participants, providers and staff will be asked to wait in vehicles to be screened by staff.

Staff

- All non-transportation staff are to arrive at 7:45 AM to be screened and have their temperature taken by a supervisor or trained designee.
- Transportation staff will be trained to self-check upon arrival.

Visitor Policy

All non-essential visitors, guests and volunteers are not allowed to enter the building. All essential visitors, nurses, and service providers who do enter are to follow the above screening practices. All essential visitors are also required to follow all PPE requirements in the building, hand washing policy and physical distancing policy.

Travel

It is recommended that staff and participants restrict their travel. If staff or participants have traveled to any of states with high-infection rates, as defined under Executive Order 7BB, they will not be allowed to return to program until they have met the mandated 14 day self-quarantine is met.

Initial Employee Testing

All employees will be required to receive a SARS-CoV2 test prior returning to program. Verification will need to be submitted on or before July 13th. Due to the 2-4 day delay in test results, employees will need to schedule their test between June 26th through July 7th. Further testing will be performed according to plans for suspected/confirmed case exposure.

VI. Responding to COVID-19 Symptoms and Cases

The following section identifies policies for handling suspected and confirmed cases of COVID-19, post-exposure protocols for confirmed cases, and the requirements for returning to work/program.

Definitions:

Confirmed COVID-19 Case: A confirmed case follows a positive result from a COVID-19 testing site.

Suspected case of COVID-19: A suspected case is when symptoms of COVID-19 are seen in the employee or participant. Symptoms of COVID-19 are fever (above 100.4 Fahrenheit), respiratory distress and/or the following: cough, chills, repeating shaking with chills, muscle pain, headache, sore throat, gastroenteritis, new loss of taste or smell. This combination of symptoms will be used by our staff to determine if a participant or staff is showing signs of COVID-19.

Test-Based Strategy: Individuals who are symptomatic can return following resolution of fever without the use of fever-reducing medications, improvement in respiratory symptoms, and negative results from an authorized COVID-19 testing site. Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected 24 hours apart. For individuals who are not symptomatic, only the two consecutive nasopharyngeal swab specimens collected 24 hours apart, which yield negative results, is necessary. This is the only way for a staff member to return to work and one of two ways to determine if a participant may return to program a suspected case of COVID-19.

Time-Based Strategy: At least 72 hours have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms, as well as 10 days having passed since symptoms first appeared. This is the other way of determining if a participant may return to work following a suspected case of COVID-19. The Light House only allows participants to use the time-based strategy for returning to program.

Close Contact: The CDC defines close contact with somebody who is COVID-19 positive, as being within 6 feet for a prolonged period of time (15 minutes) or having direct contact with infectious secretions (being coughed on) from an individual who is COVID-19 positive.

Expectations of Supervisors and Managers

All supervisors and managers are expected to be familiar with this plan and be ready to answer questions from employees, parents, guardians and care-givers. Familiarizing themselves with

the symptoms of COVID-19, exposure risks, proper hygiene and work safety practices are paramount to reducing the spread of COVID-19 and keeping a safe workplace.

Screening and Suspected Cases

Staff, upon arrival, will be screened according to procedure. In the event a staff member is showing symptoms of COVID-19 during their shift, that staff member will immediately inform their supervisor and self-isolate. Management will then consult with HR and the agency nurse to make a determination. Any staff member who is sent home with ailments, but is not considered a *suspected* case, will follow our normal sick policy. If, due to the nature of their symptoms, they *are* consider *suspected* of having COVID-19 symptoms, they are required to follow a *test-based strategy* before returning to work. Staff members will be instructed to call their healthcare provider and follow their instructions as well.

Currently, all COVID-19 testing is free, however The Light House will pay for tests in the future if it is required. In the event the test returns with a positive result, the staff member will follow the guidance of their healthcare provider and the Department of Health. The Light House, while being as confidential with personal information as possible, will inform other staff, parents, guardians, and care-givers of a positive case of COVID-19. All Light House staff who were in *close contact* with that staff member will be required to be tested, per the *test-based strategy*, before returning to program. Participants who were in *close contact* with that staff member will be required to be tested or follow the *time-based strategy*. At a minimum, the site will be closed for 24-28 hours for deep cleaning and disinfection but may be extended by the Director.

Participants, either upon arrival or when picked up, will be screened according to procedure. In the event a participant displays symptoms of COVID-19, that participant will be isolated in a designated room until picked up. The agency's nurse will then be called to examine the individual. The Light House will not transport a participant displaying symptoms of COVID-19. Any participant who is sent home with *suspected* COVID-19 symptoms is required to follow either the *test-based* or *time-based strategy* before returning to program. This is for the safety of all other participants and staff. Any participant who is sent home with ailments, but is not considered a *suspected* case, will follow our normal sick policy.

If a participant tests positive for COVID-19, that individual is to follow the guidelines of their healthcare provider and the Department of Health. If a participant is unable or unwilling to be tested for COVID-19, that individual is to follow the *time-based strategy* as outlined above, before returning to program. During this, while maintaining confidentiality to the participant's personal information, all Light House staff, parents, guardians and care-givers will be notified of a positive COVID-19 case.

All Light House staff who were in *close contact* with that participant will be required to be tested, per the *test-based strategy*, before returning to program. Participants who were in *close contact* with that participant will be required to be tested or follow the *time-based strategy*. At

a minimum the site will be closed for 24-48 hours for deep cleaning and disinfection but may be extended by the Director.

In the event an employee or participant has close contact with a COVID-19 positive individual, they are to inform their supervisor or the program itself, respectively. An employee is to follow the guidance of their healthcare provider and when returning to work, follow the steps listed below as well as the instructions of HR.

Post-Exposure to Confirmed Cases of COVID-19

As outlined above, The Light House will follow CDC guidelines for returning to work or program. The *test-based strategy* is our preferred measure for participants and employees returning to program. In the event a participant cannot be tested, The Light House will use the *time-based strategy* but only for participants; it is required that employees follow the test-based strategy before returning to work/program.

An employee returning to work must be cleared by their healthcare provider and meet CDC required guidelines, which include resolution of fever, improvement in respiratory symptoms and two consecutive negative results from an authorized COVID-19 testing site. For a list of testing site's, please visit the following website (<https://portal.ct.gov/Coronavirus/Priority-Populations>) and enter your zip code. These sites are required to have 48 hour turn around time on results. When an employee does return to work, they are to be restricted from contact with severely immunocompromised participants for at least two weeks since onset of symptoms, wear an N-95 mask, and be screened multiple times throughout the day for a fever and COVID-19 symptoms. In the event an employee shows symptoms of COVID-19 but tests negative twice, they are to follow The Light House's sick policy and inform HR.

A participant is not allowed to return to in-person program until 10 days have passed, following a positive COVID-19 case, and approval of their healthcare provider. In the event a participant cannot return to program remote services will be offered.

Contact Tracing

Following a confirmed case of COVID-19, as stated above, all Light House employees, parents, guardians, caregivers, related service providers and nurses will be notified as well as Ledge Light Health District, Department of Disability Services, and State of CT Department of Health. All contact tracing protocols, as outlined by the CDC, will be followed including the following...

- Case Investigation: LH management, in consultation with the agency nurse and public health staff (Ledge Light), will cross reference attendance records, employee time clocks, and daily screening logs to determine contacts for notification.

- For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

Employee Leave Assistance

Under the Families First Coronavirus Response Act (FFCRA) as well as Emergency Paid Sick Leave Act (EPSLA), employees can receive up to two weeks of paid leave if they meet certain criteria. If an employee has been isolated due to federal, state or local mandate related to COVID-19. If their healthcare provider has advised them to self-quarantine, either through exposure at work, or close contact with an individual who is positive for COVID-19. When they are seeking diagnosis after showing symptoms of COVID-19, as defined above. In the event they have to care for an individual who is subject to quarantine, such as a child or spouse. If they have to stay home for childcare, in the event of a school closure or childcare provider, due to COVID-19. Employees should speak to Human Resources for questions related to paid leave vs non-paid leave, length of time off and rate of pay.

VII. Staff Training

All staff will undergo training in accordance with CDC guidelines that covers proper PPE usage, physical distancing strategies, cleaning and disinfecting procedures, hygiene, and LH screening and symptom identification. Staff will also be retrained on each individual's health and safety guidelines in the context of enhanced safety protocols. All managers and designees required to conduct health will receive additional training on symptom screening, identification, and suspected case protocol.

All signage is posted in compliance with both the State of CT and CDC. This includes correct hand washing measures at every sink, symptoms of COVID-19 at every entrance, correct ways to put on and take off masks, contact tracing, and social distancing practices throughout the building. More detailed signage is also posted in the employee break area.

Appendix A)

COVID-19 Assessment

Individual Name: _____ Date Completed: _____
 Date(s) of **Positive** COVID Test(s): _____
 Date(s) of **Negative** COVID Test(s): _____
 Post COVID+ Determination Date: _____

Is there an antibody test on file? ☐ Yes ☐ No If Yes: ☐ Positive ☐ Negative

Is the individual currently displaying any symptoms of COVID 19 (i.e. fever above 100.4 without fever reducing medication, cough, difficulty breathing or swallowing, vomiting, diarrhea)? ☐ Yes ☐ No

All Guardians/Individuals collective consent to visitors entering their home? ☐ Yes ☐ No

All Guardians/Individuals collective consent to visits outside of the home? ☐ Yes ☐ No

Is the individual competitively employed in the community? ☐ Yes ☐ No

General Risk Areas	High Risk	Medium Risk	Low/No Risk
Age: _____	<input type="checkbox"/> 65+	<input type="checkbox"/> 35-64	<input type="checkbox"/> 34 and younger
Has practiced and can tolerate wearing a mask	<input type="checkbox"/> No	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes
Has practiced social distancing	<input type="checkbox"/> No	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes
Has tested negative immediately prior to returning <i>**Only answer this question if the individual is returning to the CRS/CLA/ICF**</i>	<input type="checkbox"/> No		<input type="checkbox"/> Yes
Requires physical assistance in ADLs and/or hands on behavior interventions.	<input type="checkbox"/> Yes	<input type="checkbox"/> Sometimes	<input type="checkbox"/> No
Medical Conditions (per CDC)	High Risk	Medium Risk	Low/No Risk
Diabetes	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Immunocompromised (including cancer and treatment, i.e., chemo and radiation, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Chronic lung disease or moderate to severe asthma	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Serious Heart Condition	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Severe Obesity (BMI of 40 or higher)	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Chronic kidney disease undergoing dialysis	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Liver Disease	<input type="checkbox"/> Yes		<input type="checkbox"/> No

Total Number of Responses
of High Risk: _____
of Medium Risk: _____
of Low/No Risk: _____

Completed By/Title: _____ Signature: _____

6-4-20



The Light House Voc-Education Center
COVID-19 Acknowledgement of Risk & Acceptance of Services

The purpose of this document is to review and acknowledge that the parent or guardian of the individual receiving services by The Lighthouse Voc-Education Center Inc. understands the risks associated with in-person service delivery related to COVID-19 (novel coronavirus).

COVID-19 has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact.

In accordance with guidance issued from the State of Connecticut Department of Developmental Services, The Lighthouse Voc-Education Center Inc. has put in place preventative measures to reduce the spread of COVID-19 and will continue to follow all safety protocols issued by DDS, Centers for Disease Control Prevention, and the CT Reopening Team.

It is important to understand, that even with these measures in place, the agency **cannot guarantee** that individuals will not become exposed or infected with COVID-19 during the course of the service delivery.

Expectations of parents/caregivers and providers include but are not limited to the following:

- ☐ Performing a self-health check prior to coming and canceling services if I am exhibiting symptoms of COVID-19, have a temperature over 100 degrees Fahrenheit or have been in contact with someone who has tested positive or presented symptoms such as fever, cough, congestion.
- ☐ Following The Light House Voc-Education Center's policies for personal protection, social distancing and disinfecting including wearing face covering upon arrival and throughout activities.

.....

By signing this notification agreement, I acknowledge that I have been made aware of the COVID-19 exposure and infection risks associated with the service delivery options presented by The Lighthouse Voc-ED Center Inc.. I agree to follow the aforementioned policies and hold harmless all individuals associated with my services at The Light House Voc-Education Center.

Participant Name: _____. Date: _____

Signature of Participant/Parent/Caregiver : _____



Staff Cleaning Expectations

In an effort to follow State of CT and CDC guidelines for reopening, all staff will be expected to assist in the cleaning and disinfecting process throughout the day. In addition to the cleaning and disinfecting procedures outlined below, staff will be required to regularly wash their hands with soap and water. This should be done upon arrival to the facility, before coming into contact with any child or participant, before and after eating, after sneezing/coughing/blowing one's nose, after using the bathroom, before handling food, after touch or cleaning surfaces that maybe contaminated and after using any shared equipment. Staff are encouraged to maintain their own provided supplies and equipment whenever possible, this includes but is not limited to, electronics such as walkies, art supplies and participants iPads.

Throughout the day, staff will be required to clean the following:

- ☐ All touch surfaces they come into contact with, including but not limited to, door knobs and handles, tables, chairs and railings.
- ☐ Any and all shared equipment and office supplies. In an effort to reduce sharing of equipment, all staff will be assigned their own radio when applicable, and each child or participant will have their own designated iPad.
- ☐ Whenever using the bathroom or whenever the staff's participant or child uses the bathrooms. This includes the sink, toilet seat and soap and paper towel dispensers. Bathrooms should be sanitized at least twice a day.
- ☐ Any and all used appliances in the kitchen whenever used are to be cleaned.
- ☐ Staff are also to make sure all of the participants are washing their hands throughout the day at the same frequency.
- ☐ When out in community, all staff are to follow the guidelines of the location they are at when it comes to PPE use and disinfecting.
- ☐ If staff have to use Light House vehicles they are responsible for disinfecting after each use.
- ☐ If staff are using the barn located at Horses Healing Humans, please follow their cleaning guidelines that are posted.

In addition to staff cleaning throughout the day, a deep clean will be done at each used Light House facility at the end of the day. These disinfectant practices will be in accordance with CDC guidelines and the State of CT.

Appendix D)

Appendix D)



Day Program Staff/Participant Temperature and Symptom Monitoring Form

Location/Vehicle: _____

Date: _____

Person Screened	Time	Temperature	Screener's Name	Cough	S.O.B.*	Other (N/V/D)**	Traveled out of CT in last 14 days***	Sick (Non-Covid-19)	Suspected Case Y/N (Follow Protocol)

*Shortness of Breath

**Nausea/Vomiting/Diarrhea

Other: New on-set loss of smell

*** <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>

For temperature greater than 100.4F and/or other symptoms as identified on this form, call your supervisor and follow the protocol for responding to COVID-19 symptoms. DO NOT transport symptomatic individuals or allow in program.

Created by JO