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# **COVID-19 CONTROL PLAN**

**Updated: 07-01-2022**

**Habilitation Assistance Corporation** developed the following written control plan in July 2020, which outlined how the company was to comply with the mandatory safety standards for operation in the COVID-19 re-opening period. Since that time, this plan has been updated several times to reflect changes in regulations, guidance, and best practices through the COVID-19 pandemic and public health emergency.

This plan is the MASTER PLAN that includes information relating to all four of the company's program locations (Weymouth, Plymouth, Pocasset, South Yarmouth), the Administrative Office (Plymouth) and transportation services. A hard copy of this plan will be available at the Administrative Office (Director of Compliance office) and at each program location (Director's office) to be readily available as a resource in case of an inspection or outbreak. This plan will also be available on the company's website.

## **BUSINESS INFORMATION**

**Company Name:** Habilitation Assistance Corporation

**Administrative Office Address:** 434 Court Street, Plymouth, MA 02360

**Administrative Office Telephone:** 508-746-7433

**Company Owner/Contact:** Allen C. Eddy **Telephone:** 508-612-9999

**Associate Executive Director:** Patricia M. O'Mahoney **Telephone:** 774-283-5902

**Human Resource Director:** Jodie Cash **Telephone:** 508-612-9998

**Director of Compliance:** Lynda O'Brien **Telephone:** 508-317-1891

**Director of Transportation:** Mike Eddy **Telephone:** 508-612-9999

## **PROGRAM LOCATIONS AND CONTACTS**

### **Plymouth Access Center**

436 Court Street

Plymouth, MA 02360

Program Director: Meg Dorsey

Office telephone: 508-747-2176

Cellphone Number: 508-762-2054

### **Mid-Cape Access Center**

43 Long Pond Road

South Yarmouth, MA 02664

Program Director: Stephanie Butler

Office telephone: 508-760-9770

Cellphone: 774-283-5126

### **Upper Cape Access Center**

25 Barlow's Landing Road

Pocasset, MA 02559

Program Director: Caitlin Jones

Office telephone: 508-564-5101

Cellphone: 508-367-3436

### **Weymouth Access Center**

320 Libbey Industrial Parkway

Suite 100

Weymouth, MA 02189

Program Director: Diane Coffey

Office telephone: 781-848-6466

Cellphone: 774-454-8236

**IMPORTANT NOTE:** This plan will be revised and updated to adhere to all federal and state COVID-19 requirements for day habilitation and transportation services. Recommendations from state agencies such as MassHealth, Department of Developmental Services (DDS), the Department of Public Health (DOH) and Human Services Transportation (HST) will be considered in the development and/or revision of this plan.

**This plan covers the following areas:**

- General Operational Guidelines
  - For all Staff
  - For the Company
  - For All Programs
  - For Transportation
- Isolation and Quarantine Guidelines for Staff
- Isolation and Quarantine Guidelines for Members
- Health and Safety Protocols (including cleaning and sanitizing)

## OPERATIONAL GUIDELINES

The safety of our members and staff is of the highest importance. Therefore, operational guidelines have been established to protect everyone's health and safety by minimizing the potential for exposure to the coronavirus.

### General Operational Guidelines:

#### ALL STAFF...

... must self-screen for exposures or symptoms of COVID-19. This self-screening is done through the daily self-assessment text each morning at approximately 6:00 a.m. All staff who are driving or working on-site must complete the self-assessment survey prior to going to work. If showing symptoms or have been exposed to a confirmed COVID-19 infection, all staff must directly speak with their supervisor prior to reporting to work to discuss proper protocol.

...are required to report their vaccination status.

...must wear a face mask while driving, assisting passengers in/out of vehicles, and while in our programs and Administrative Office. The exceptions to this rule are 1) when a staff person is alone in an enclosed office, or 2) when a driver is alone in a vehicle.

*NOTE: N95 masks offer the greatest protection against the virus. However, well-fitted cloth masks or disposable surgical masks may be used. Cloth masks should be washed at least daily. Disposable masks should be discarded at the end of each day. Masks should be at least 2 layers thick, preferably 3 layers for greater protection. Masks should not contain any offensive and/or political statements or images that detract from the purpose of wearing the mask.*

...must complete the company's training on COVID-19 and its related protocols.

...are responsible to follow all cleaning/sanitizing protocols.

...must adhere to all of the guidelines outlined in this plan.

#### THE COMPANY:

The company maintains an adequate inventory of Personal Protective Equipment (PPE) for staff use as well as cleaning supplies to properly clean and disinfect our facilities and vehicles. PPE includes face shields, goggles, disposable face masks, disposable gowns, washable smocks, and disposable gloves. PPE is stored in a locked area at each of the programs for inventory control. Programs will maintain an adequate supply (i.e., at least one month's supply) at all times. A minimum of bi-weekly inventory checks

are completed and documented to ensure sufficient supply amounts are always maintained.

All of our programs and transportation services must use EPA-registered disinfectants and sanitizers for use against COVID-19.

Supplies of hand sanitizer containing at least 60% alcohol are readily available through the workplace.

While supply lasts, the company has COVID-19 rapid test kits available for staff and their family members in the event they need to test due to symptoms or possible exposure to person with a confirmed positive COVID-19 infection.

### **ALL PROGRAMS:**

Each program will have:

- Signage stating that prior to entering our facilities, everyone must sign in on the contact tracing log located at the front entrance. Hand sanitizer must be used prior to entry. Face masks must be worn.
- All staff and visitors must wear a mask while in our buildings even when 6-foot distancing is possible. Staff may remove masks only when alone in an enclosed office or alone in a vehicle.
- No contact deliveries whenever possible
- Limited Visitor policy. In-person meetings should be avoided except when absolutely necessary. In-person meetings should be socially distanced to the extent possible, and participants should be masked.
- Social distancing should be maintained to the extent possible throughout the day.
- Posters reminding staff of proper handwashing techniques (i.e., washing for at least 20 seconds) are displayed in the programs.
- Adequate supply of PPE and cleaning/sanitizing supplies.
- Cleaning/sanitizing schedules that ensure that materials, equipment, and the facility are cleaned and sanitized throughout the day.
- An identified area for the purpose of isolating a person who has symptoms or has been exposed to a confirmed case of COVID-19. These locations are Plymouth-Room 5, Pocasset-conference room; South Yarmouth-director's office; and Weymouth-small room across from cleaning closet and copier room.
- Prior to exiting the vehicle, a designated program staff will conduct a visual wellness check of the member and receive confirmation from the driver that a verbal attestation from the member (or residential staff/family member) has been received.

- Program staff will be responsible for escorting members into the program to limit the number of people entering the building.
- Program staff will assist members with washing or sanitizing hands upon arrival after exiting a vehicle and prior to departure before boarding a vehicle.

### **TRANSPORTATION:**

Whenever possible, vehicles will have clear, impermeable barriers between the drivers and the rest of the cabin. This barrier may include plexiglass, or flexible plastic sheeting, which are installed in accordance with manufacturer and vehicle safety guidelines.

Passengers will have assigned seating and the number of passengers will be in accordance with current HST guidelines.

Windows are kept open to help circulate air. If it is not possible nor comfortable to open windows, the ventilation system shall be set on high with no conditioned air recirculating.

If wheelchair securement is required, drivers should:

Ask passenger to turn head toward windows as the driver secures the wheelchair (avoiding any sudden sneezes)

Ask the passenger not to speak to the driver while he/she secures the wheelchair (to avoid spraying droplets while speaking)

Driver should not speak to passengers while securing the wheelchairs (to avoid spraying droplets while speaking)

In the event that a child is being transported and requires a child safety seat, the seat must be labeled with the child's name and used only by that child. No sharing of child safety seats.

All drivers will refrain from entering program sites unless approved by the supervisor and/or to use the restroom designated for use by drivers

### **Masks:**

Drivers and monitors must wear masks when transporting or assisting passengers.

*Note: Passengers must wear masks, except if unable to wear a mask due to a clinical condition or disability.*

### **Screening:**

All drivers and monitors must self-screen for exposures or symptoms of COVID-19. This self-screening is done through the daily self-assessment text each morning at approximately 6:00 a.m. All staff who are driving or working on-site must complete the self-assessment survey prior to going to work. If showing symptoms or have been exposed to a confirmed COVID-19 infection, please notify your supervisor prior to reporting to work to discuss proper protocol.

**Prior to transporting Passengers:**

Drivers should visually assess the condition of passengers prior to them boarding the vehicle. If a driver feels the passenger is ill, the driver should contact his/her supervisor immediately, who will provide further instruction/information.

**During the Ride:**

Drivers should ensure maximum air flow through the vehicle by rolling down windows if safe to do so. If not safe, the air ventilation system should be set on high with no air recirculating.

Social distancing between drivers and other staff must be maintained during pick-up and drop-offs and with passengers whenever possible and appropriate.

**After the Ride:**

After each ride, drivers and/monitors must clean and sanitize the vehicle. Surfaces touched by passengers such as seats, arm rests, doorknobs, etc. should be wiped down with disinfecting wipes/cleaner.

**Exposure or Testing Positive for COVID-19:**

All drivers and monitors who have been in close contact with a person with a confirmed case of COVID-19 or who tests positive must follow the “*COVID-19 Isolation and Quarantine Guidance*” outlined in this plan.

**Policy and Protocol on Transporting Members If They Become Sick**

If notification is received that a member who is in transit to the program has tested positive: All passengers should remain in the vehicle to be transported back to their residences since all passengers may possibly have been exposed to the coronavirus. d Contact to the residence(s) will be made to inform them that the vehicle will be returning to the residence with all passengers. If unable to confirm that staff is at the residence to accept returning member(s), the driver may transport members to the program. Upon arrival at the program, all members on that vehicle will be isolated while program staff contact residential staff/family members to arrange transportation home. The driver will

return the vehicle to its designated parking area where it will be thoroughly cleaned and sanitized. The driver must follow guidelines for testing, quarantine and isolation.

If a member becomes sick with symptoms of COVID-19 while at the program: The member will be monitored for symptoms by the program nurse while in an isolation room. If the member is experiencing shortness of breath, difficulty breathing, chest pains, or any life-threatening symptoms, 911 will be called for transport to the nearest hospital/medical facility and the residence and/or family contacted. If not an emergency situation, the residential staff or family will be notified that the member is ill and needs transport home. Whenever possible, the family or residential staff should provide transportation. The member will remain in the isolation room and monitored until transportation arrives.

### **Policy and Protocol for Cleaning and Sanitizing Vehicles**

It is the responsibility of each driver to ensure adequate supplies are available to properly clean and sanitize his/her vehicle. If supplies are not available, the driver must contact his/her supervisor to obtain the required items.

All drivers must complete training on proper techniques for cleaning and sanitizing as well as the proper use and mixing of cleaning chemicals.

The following protocol must be followed:

The interior of each vehicle must be cleaned and either swept or vacuumed thoroughly and sanitized on a regular basis. This is recorded on a Cleaning Log for the vehicle to document completion of this task.

EPA-Registered Products for Use Against Novel Coronavirus SARS-CoV-2 (the cause of COVID19) must be used to clean high-touch surfaces, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls, and stanchions.



### **Quarantine/Isolation and Testing Guidelines for Staff**

The CDC has recently updated its COVID-19 guidelines, which we are using to guide our company's protocols. These new guidelines are effective immediately and replace the guidelines currently in our COVID-19 Control Plan.

**IMPORTANT:** To properly follow the guidelines, it is important to apply the definitions below when interpreting the protocols.

**“Quarantine”:** stay away from others when you have been in close contact with someone who has COVID-19. NOTE: The date of your exposure is considered Day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19. Stay home and away from others.

**“Isolate”** when you are sick or when you have COVID-19, even if you don't have symptoms.

**“Well-fitted face mask”:** Wearing a face mask properly continues to be an essential part of minimizing the spread of this virus. Well-fitted face masks must cover the nose AND mouth and fit snugly around your face.

**“Strict Mask Wearing”** for our purposes means wearing a well-fitted mask at all times in all common areas, company vehicles, and whenever in the presence of others, regardless of the ability to social distance. Individuals who are under the “strict mask wearing” protocol should not remove their masks whenever others are present, including to eat or drink. If under the “strict mask wearing” protocol, you should isolate while eating and/or drinking.

**“Exposed”** means contact with a confirmed case of COVID-19 “in a way that increases the likelihood of getting infected with the virus”.

**“Close Contact”** means someone who was less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hr period.

**“Fully Vaccinated”** under these guidelines is defined as 1) you have been boosted, OR 2) you completed the primary series of the Pfizer or Moderna vaccine within the last 6 months, OR 3) completed the primary series of the J&J vaccine within the last 2 months.

**“Unvaccinated”** means not receiving any shots.

“**Not fully vaccinated**” means that you are NOT boosted and received your primary series of Pfizer or Moderna vaccine over 6 months ago, OR 2) completed the primary series of J&J vaccine over 2 months ago and are NOT boosted.

If you have any questions about this information, please contact your supervisor. Thank you.

**If YOU TEST POSITIVE, regardless of vaccination status you must:**

- Notify your supervisor immediately upon learning your positive test result and do not report to work.
- Isolate at home for a minimum of 5 days after positive test result.

***If after 5 days, you have no symptoms or symptoms are resolving without medication:*** You may return to work following “strict face mask wearing” for an additional 5 days.

***If after 5 days, you have a fever or any symptoms:*** Continue to isolate at home for an additional 5 days.

If you were EXPOSED to a person with a confirmed case of COVID-19, and you develop ANY symptoms of COVID-19, regardless of your vaccination status, you must:

- Notify your supervisor and do not report to work.
- Obtain a PCR test
  - If test result is negative, you may return to work
  - If test result is positive, follow guidelines above for testing positive.

If you were EXPOSED to a person with a confirmed case of COVID-19, and you are PARTIALLY VACCINATED or UNVACCINATED, and have NO SYMPTOMS, you must:

- Notify your supervisor and do not report to work
- Quarantine for at least 5 days
- Wear a well-fitted mask if you must be around others in your home
- On Day 5 following exposure, obtain a PCR test (rapid test not acceptable)
- Do not report to work until negative test results received.
  - **If result is positive**, follow guidelines above for “If You Test Positive”.
  - **If result is negative**, you may return to work and continue to monitor for symptoms until Day 10 following exposure. Must follow strict mask wearing through Day 10.

If you were EXPOSED to a person with a confirmed case of COVID-19, and you are FULLY VACCINATED, and have NO SYMPTOMS, you must:

- Notify your supervisor of your exposure
  - You may continue to work as long as you are free of symptoms.
  - Follow strict mask wearing until receiving a negative test result.
  - Get tested on Day 5 following exposure even if you do not have symptoms.
- NOTE:** If you are fully vaccinated and free of symptoms, a rapid test from a clinic or a rapid test monitored by a program supervisor/nurse will be acceptable. PCR tests are required when symptoms are present.

If you have been EXPOSED to a person with a confirmed case of COVID-19 and you have been diagnosed with COVID-19 within the past 90 days, you must:

- Monitor for symptoms and you may continue to work. Get tested if symptoms develop.
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**Guidelines for Members for Quarantines,  
Isolations, and Testing relating to COVID-19**

*Updated 1-12-2022*

**IMPORTANT:** To properly follow the guidelines, it is important to apply the definitions below when interpreting the protocols.

**“Fully Vaccinated”** under these guidelines is defined as:

1) you have been boosted,

**OR**

2) you completed the primary series of the Pfizer or Moderna vaccine within the last 6 months,

**OR**

3) completed the primary series of the J&J vaccine within the last 2 month

**“Partially Vaccinated”** means having received shot(s) but not within the timelines defined above for “fully vaccinated”.

**“Unvaccinated”** means not receiving any shots.

**Guidelines for Members for Quarantines, Isolations, and Testing relating to  
COVID-19**

*Updated 1-11-2022*

**If a member tests positive (regardless of vaccination status), he/she must:**

- Stay at home for 10 days from the date of the positive test results.
- A copy of the positive test results must be sent to the program nurse prior to returning to program.
- If symptoms persist more than 10 days, the member should remain at home until symptoms are resolving without medication and absent of a fever.

**If a member who is FULLY VACCINATED (see definition above) is in close contact with a confirmed case of COVID19, he/she must:**

- Stay home for 5 days.
- On Day 5 from exposure, he/she must obtain a PCR test.

- He/she must remain home until test results are received and are negative.
- A copy of the test results must be sent to the program nurse prior to returning to the program.
- If a person is unable to test, he/she should remain home for 10 days from date of exposure.

**If a member who is “PARTIALLY VACCINATED” or “UNVACCINATED” (see definition above) is in close contact with a confirmed case of COVID-19, he/she must:**

- Remain home for 10 days and receive a PCR test within 72 hours of returning to the program.
- A copy of the negative test results must be sent to the program nurse prior to returning to the program.

**If a member is absent from the program due to precautionary measures, he/she must:**

- Obtain a negative PCR test within 72 hours of returning to the program.
- A copy of the negative test results must be sent to the program nurse prior to returning to the program.

**ADDITIONAL HEALTH AND SAFETY GUIDELINES****Cleaning, Sanitizing, and Disinfecting**

Resources and Supplies: Below is information about what supplies must be used for cleaning, sanitizing, and disinfecting.

1. All of our programs and transportation services must use EPA-registered disinfectants and sanitizers for use against COVID-19. A list of the current EPA-registered disinfectants used against COVID-19 can be found on the EPA website: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19> . Staff using these products must follow the directions on the label, including ensuring that the disinfectant or sanitizer is approved for that type of surface (such as food-contact surfaces).
2. When EPA-approved disinfectants are not available, a bleach solution can be used at a mixture ratio of 1/3 cup of household bleach added to 1 gallon of water OR 4 teaspoons bleach per quart of water, or 70% alcohol solutions.
3. All bleach and water dilutions must be freshly mixed every 24 hours. Bleach solutions must be prepared daily to ensure their ability to safely sanitize or disinfect. When preparing sanitizing or disinfecting dilutions always add bleach to water. This helps to avoid bleach splashes caused by adding water to bleach. Use either the sanitizing or the disinfecting dilution as specified above. At the end of the day, bleach and water solution may be disposed off in a sink or toilet.
4. Many cleaning agents can be irritants and trigger acute symptoms in members and staff with asthma or other respiratory conditions. Programs must not prepare cleaning solutions in close proximity to any members or other staff.
5. Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Unexpired household bleach will be effective against COVID-19 when properly diluted. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
6. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.
7. Programs shall use safe cleaning, sanitizing, and disinfecting solutions and members should never be present when mixing solutions.
8. Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting. Sponges or cleaning towels shall not be used for sanitizing or disinfecting.

9. All sanitizing and disinfecting solutions must be labeled properly to identify the contents and date mixed, kept out of the reach of members, and stored separately from food items. Do not store sanitizing and disinfecting solutions in beverage containers.
10. Avoid aerosols, because they contain propellants that can affect breathing. Pump or trigger sprays are preferred.

Proper Usage: Proper guidelines must be followed when cleaning, sanitizing, and disinfecting.

1. All sanitizing and disinfecting solutions must be used in areas with adequate ventilation and never in close proximity to members as to not trigger acute symptoms in members with asthma or other respiratory conditions. Do not spray chemicals around members. If possible, move members to another area or have someone distract them away from the area where a chemical is being used.
2. To ensure effective cleaning and disinfecting, always clean surfaces with soap and water first, and then disinfect using a diluted bleach solution, alcohol solution with at least 70% alcohol, or an EPA- approved disinfectant for use against the virus that causes COVID-19. Cleaning first will allow the disinfecting product to work as intended to destroy germs on the surface.
3. Use all cleaning products according to the directions on the label. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
4. Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction. Careful supervision is needed to ensure that members are not able to touch the surface until it is completely dry.
5. Programs must store all chemical products in a safe and secure manner and limit access of chemical products only to those staff or members who have been trained to use them.
6. Keep chemicals in their original containers. If this is not possible, label the alternate container to prevent errors.
7. Do not mix chemicals. Doing so can produce a toxic gas.

General Guidelines for Cleaning, Sanitizing, and Disinfecting: The following general guidelines for cleaning, sanitizing, and disinfecting must be adhered to.

1. Intensify all routine cleaning, sanitizing, and disinfecting practices, paying extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms and sinks, keyboards, and banisters.
2. Clean and disinfect activity items used by members more frequently than usual

3. While cleaning and disinfecting, staff must wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required, whether or not gloves are used.

Cleaning, Sanitizing, and Disinfecting Indoor Areas: These guidelines must be followed for cleaning, sanitizing, and disinfecting indoor areas.

1. Books, or other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Books or other paper-based materials that are heavily soiled or damaged should be disposed of.
2. Items that are contaminated by body secretions or excretions must be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered sanitizer, and air-dry or clean in a mechanical dishwasher.
3. For electronics, such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present. Alcohol-based wipes or sprays containing at least 70% alcohol should be used with electronic devices (in accordance with manufacturer's directions), wait at least 1 minute before drying the surface thoroughly or to allow to air dry.

Cleaning, Sanitizing, and Disinfecting Outdoor Areas: These guidelines must be followed for cleaning, sanitizing, and disinfecting outdoor areas.

1. When visiting communal parks with our members, staff must be prepared (i.e., have all necessary supplies) to clean and disinfect high touch surfaces.
2. High touch surfaces made of plastic or metal, such as hand railings, tables and benches, must be frequently cleaned and disinfected prior to use. Note: It is not required to clean and/or disinfect wooden surfaces.

Cleaning, Sanitizing, and Disinfecting After a Potential Exposure in Day Programs: If our program(s) suspects a COVID-19 potential exposure, this cleaning and disinfecting protocol must be followed:

1. Close off areas visited by the member suspected of COVID-19. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. An alternative space within the program must be used while areas are out of use for cleaning and disinfecting.
2. Program staff will be responsible for cleaning and disinfecting all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets,

touch screens, keyboards) with the focus especially on frequently touched surfaces used by the individual presumed to have COVID-19.

Additional Considerations: The following precautions are in place to further protect the health and safety of our members and staff.

1. Staff smocks must not be worn again until after being laundered at the warmest temperature possible. Laundering of staff protective smocks will be done daily.
2. Staff will be trained on OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste and PPE (29 CFR 1910.132) and will adhere to protocols outlined in this training.
3. The following CDC infection control guidelines are designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease. Staff must adhere to the following:
  4. Disposable gloves must be used for the clean-up of blood and bodily fluids.
  5. Used gloves and any other materials containing blood or other bodily fluids shall be thrown away in a lined, covered container. Only material saturated/dripping with blood is considered medical waste and must be stored and disposed in a container labeled "Bio-hazard material". Materials such as band-aids, tissues and others with minimal blood are not considered medical waste and can be placed in regular garbage.
  6. Contaminated clothing shall be sealed in a plastic container or bag, labeled with the member's name, and returned home with the member at the end of the day.
  7. Sharps waste shall be stored and disposed of in appropriate sharps containers (located in the nurses' office) with the word "biohazard" and the universal biohazard symbol.

## Food Safety

The following policy must be followed when handling food and/or preparing food.

### **POLICY ON FOOD SAFETY – UPDATED FOR COVID-19 PANDEMIC**

Proper food handling and preparation is essential in protecting the health and safety of our members. To minimize the need to handle and/or prepare food for our members, whenever feasible, the following should be adhered to:

#### Meal planning and dining area:

- Snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
- Meals shall not be served family style.
- Cafeterias and group dining rooms should be avoided. If there are no alternatives, adequate social distancing must be maintained during meals,
- Each participant must have an individual cup to use. There should be no sharing of utensils.
- Sinks used for food preparation must not be used for any other purposes.
- Tables and chairs used for meals need to be cleaned and sanitized before and after use.
- All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before and after each use.
- Frequent cleaning of non-food contact surfaces, such as doorknobs, tabletops, and chairs will be scheduled, documented and posted.

- All dishes and utensils should be washed in a dishwasher or in warm soapy water.

IMPORTANT NOTE: When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label. If the directions for use for viruses/viricidal activity list different contact times or dilutions, use the longest contact time or most concentrated solution. Be sure to follow the label directions for FOOD CONTACT SURFACES when using the chemical near or on utensils and food contact surfaces.

The following safety guidelines must be followed by all staff whenever preparing and/or handling food.

#### When preparing food:

- Wear a face covering
- Wash surface area where food will be placed with soap and water
- Sanitize the surface area with disinfectant wipe\* and let air dry before placing food on surface. NOTE: Use only sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.\*
- Wash hands for at least 20 seconds with soap and water or use a hand sanitizer containing at least 60% alcohol
- Don a clean pair of disposable gloves

#### Mealtime:

- Staff must wash hands for a minimum of 20 seconds with soap and water or use hand sanitizer with at least 60% alcohol.
- Staff must ensure participants wash hands prior to and immediately after eating.
  - Each participant must have an individual cup to use and own utensils, when appropriate.
  - No family-style meals. Each member must have their own meal.
  - No sharing of food or beverages.
  - Staff that is assisting members with feeding must wear a face mask, protective smock or over-sized long sleeve shirt, and a clean pair of disposable gloves. Protective goggles or face shield are recommended when feeding a member with a history of coughing. The staff person may only assist one person at a time to

prevent possible cross-contamination or exposure. A new pair of gloves must be used when assisting a different member.

#### After Mealtime:

- Staff must ensure that members wash their hands after eating.
- Staff must clean and sanitize all surfaces, chairs, tables, and contact surfaces in accordance with cleaning and sanitation guidelines.
- All dishes must be washed in a dishwasher or in warm soapy water
- Any PPE that has bodily fluids must be changed in accordance with donning and doffing guidelines for PPE.

### **Participants Requiring Additional ADL Support**

To protect the health and safety of staff and members during Activities of Daily Living (ADL), the following policy has been established.

#### **POLICY ON MEMBERS WHO REQUIRE ADDITIONAL ADL SUPPORT**

Some of our members will require supports throughout the day that will make it necessary for staff to be in close contact with the member and therefore, practicing social distancing is not possible. These included assisting members with ADLs such as personal care and hygiene, feeding, toileting, and changing of clothes. Staff must be prepared to provide hands-on assistance to members who require this additional support.

Staff must complete trainings on COVID-19, Bloodborne Pathogens, and Proper Use of Personal Protective Equipment (PPE) before being able to assist our members with ADLS.

**Additionally, to protect the health and safety of themselves and our members, staff MUST do the following:**

- Wear a face covering. Cloth face coverings may be used if surgical facemasks are not available.
- Wash hands for at least 20 seconds with soap and water or use hand sanitizer with at least 60% alcohol prior to assisting a member with ADLs
- wear a long-sleeved, button down, oversized shirt or smock over their clothing

- wear long hair up or tied back during all activities requiring direct contact with a member
- if member has a history of sneezing and/or coughing, don goggles or face shield
- change outer clothing if body fluids from the member get on it
- change the member's clothing if body fluids get on it
- place soiled clothing in a plastic bag until it can be sent home with the member to be washed.

Some members will also require supports with health care needs such as administration of medications, tube feedings, blood sugar checks, and monitoring of diets. Health care needs will be completed by the program nurse.

Wearing a face covering may not be appropriate for some members due to intellectual, behavioral, sensory, or health issues. To minimize the risk of infection for members who are unable to wear a face covering, social distancing must be maintained whenever possible and staff must wear a face covering at all times, including when working with a member who is unable to wear a face covering. Programs serving members who are deaf or hard of hearing are encouraged to consider the use of transparent face coverings to facilitate the reading of lips and facial expression.