



COVID-19 (Coronavirus) Information Roadmap for Reopening Service

Created May 8, 2020

We are focused on providing a data driven *Roadmap for Reopening* Peak Community Services, Inc.'s Day Service Program, ensuring the health and safety of the individuals we serve. We have worked in collaboration with and have used guidance from the following sources while developing our phased reopening strategy:

- Guidelines & recommendations provided by [State of Indiana](#) & [Indiana State Department of Health \(ISDH\)](#)
- Guidelines & recommendations provided by [Centers for Disease Control and Prevention](#)
- Guidelines & recommendations provided by [Family and Social Services Administration \(FSSA\)](#) & [Bureau of Developmental Disabilities Services \(BDDS\)](#)
- Guidelines & recommendations provided by [Cass County Health Department](#)
- Guidelines & recommendations provided by [Pulaski County Health Department](#)
- Guidance from [Indiana Association of Rehabilitation Facilities, Inc. \(INARF\)](#)
- The needs of the individuals we serve
- The availability of resources to our agency for PPE; staffing; training; and social distancing

Timeline

Our agency will start opening our Winamac Habilitation Services Program and our Logansport Pre-Vocational Workshop Program (PCS Industries) May 18th, 2020. Our Logansport Habilitation Services programming & Community Habilitation Programming will begin opening June 1st, 2020. Employment Services and Pre-Employment Transition Services will continue to operate based on circumstances in the community which services are being provided in and based on the individual receiving services specific needs. Pre-Employment Transition Services will re-open in-person class activities parallel with each specific school district.

All Supported Group Living programs will remain in Shelter-In-Place until approved by Indiana State Department of Health (ISDH).

With the health and safety of the individuals we serve as being our number one priority, Peak Community Services will continue to monitor the COVID-19 pandemic for changes that might heighten the risk of exposure to Coronavirus. These provided dates are subject to change.

General Operating Policies

- **Visitors:** Peak Community Services will continue restricting visitation of ALL non-essential visitors until further notice. Those visitors who are permitted will be:
 - Instructed before entry to the facility of the need to be screened for temperature and symptoms;
 - Limited to a specific location
 - Required to wear protective face facemask, and follow appropriate social distancing.
- **Preventative Screening:** All staff and individuals participating in Day Services will continue to be screened for symptoms, including temperature checks, upon arrival each day. Any staff or individual served with symptoms will be sent home and instructed to contact their health care provider. Any staff who becomes symptomatic during operating hours will remain in a designated isolation area until they can go home. Each day, staff will complete a pro-active symptom tracking form for all programming and for each participant. Any participant who develops symptoms while at Peak Community Services Day Services programming will be isolated until transportation arrives to take the individual home. Symptoms may include:
 - Fever
 - Coughing
 - Respirator issues
 - Shortness of breath
 - Diarrhea

If an individual receiving services is sent home for a fever, they will not be allowed to return until 72 hours fever free without fever reducing medication. If a staff is sent home for a fever, they will not be allowed to return until 72 hours fever free without fever reducing medication. Staff exhibiting symptoms of COVID-19 will be required to contact their healthcare provider for further evaluation.

- **Practice safe hygiene:** staff and clients practicing safe hygiene will cover coughs and sneezes with a tissue and then discard, wash hands frequently, sanitize surfaces frequently, stay at home if you are sick, do not shake hands or high-five.
- **Facemasks:** All staff and individuals served will utilize facemasks until further notice. Each staff and individual served will be provided a (*one*) mask. It is the responsibility of staff and individuals served and their supports to maintain or replace facemasks.

- **Meetings:** Meetings should be virtual when possible and if in-person is required they will be held in a room that can adequately space out individuals to be compliant with social distancing standards. All non-essential services/meetings will be postponed (music therapy, client meetings, etc.).

Day Service Operating Policies

- **Day Services Hours:** Hours of Day Service Operations will run from 8 am to 3:00 pm in Logansport and from 8:30 am to 3:45 pm in Winamac. *(Not including arrival/exit time)*
- **High Risk Individuals:** Peak Community Services may recommend that individuals who are high-risk or live in a high-risk home continue to self-quarantine or shelter in place. Individuals who are at a higher risk may include persons who are 60 or older or have chronic medical conditions. Each individual will be considered on a case-by-case basis.
- **Social Distancing:** Social distancing will continue, with a 6 foot spacing, when all possible, especially in Pre-Vocational Services. Work areas will be marked out at 6 feet on the floor in practical/high traffic areas. Habilitation Services will limit class sizes to no more than 8 attendance, including staff, until further notice. Tables and floors will be marked to encourage Social Distancing.
- **Disinfectant:** All classrooms/areas will be disinfected before and after operating hours. High traffic & high touch surface areas will be disinfected every 2 hours throughout the day in accordance with our disinfecting protocols.
- **Community Habilitation:** Community-based outings remain suspended until June 1st, 2020 for Habilitation Services (subject to date change as needed).
- **Staff Arrival:** Upon arrival, all staff will go through a required temperature check and facemask compliance check by their Program Manager or Department Director. Staff's Program Manager/Department Director are responsible for recording the results of screening; temperature will be logged by employee ID number (last 4 digits of SSN). Staff are required to have masks on upon entering the building. Any staff who has a temperature of 100°F or higher will not be allowed into their work area. All staff are required to wash their hands before starting their shift responsibilities & frequently throughout their shift.
- **Individuals Participating in Services Arrival:** Staff are responsible for meeting individuals served at the front door of the building (door directly in front of reception, entering from Woodlawn Avenue). A list of clients in HIPPA approved format will be provided to the individual taking temperatures to record temperature. Family/natural supports and staff from other agencies will not be permitted to enter the building with individuals enrolled in Day Services. Peak residential staff will not be permitted to enter the building without approval from a Director. Each individual entering the building will be required to have their

temperature taken and have on a facemask. Facemasks must remain on throughout the entire day, with the exception of meal time (while consuming food). Temperature logs will stay in place until further notice.

- **PCS Industries Specific Sanitation (Pre-Vocational Services):**
 - It is a requirement that all Training Supervisors sanitize all surfaces at the start of the shift, breaks, lunch and prior to departing
 - All equipment should be sanitized between uses.
 - Remove all unnecessary items from the tops of desks (pictures, plants, décor, etc.)
 - Remove all crayons from work area and make sure that there are enough writing utensils that they are not shared.
 - Towels should be changed out daily at a minimum
 - Encourage handwashing and explain the importance of more frequent handwashing to those in service.
 - Mark seats in work areas to encourage social distancing
 - Cleaning checklists will be provided to all Training Supervisors to utilize in their work areas.
 - Department Director and Program Managers will provide training on the cleaning checklists and procedures for clients who become ill or state that they are not feeling well.
- **Lunch Breaks:** Staff and individuals served will be allowed to eat within their classroom/work area; all staff break rooms will be closed until further notice. Staff and individuals served are required to wash their hands before each meal.
- **Smoke Breaks:** No more than four (4) individuals (staff and individuals in services) are permitted to be in the designated smoking area at a time. This includes staff and individuals served. All Policies and Administrative Circulars remain in effect, with no exceptions. Staff and individuals served are required to wash their hands after taking a smoke break.
- **Isolation Area for Day Services:** At Logansport Day Services, the isolation room will be the Meeting Room in the QDDP hallway (Kenny Finks Conference Room). At Winamac Day Services, the isolation room will be the previous conference room, located in front of the Habilitation “Funk” room. Once the individual has left the building; we will immediately sanitize the room with disinfectant and notify the custodial crew to deep clean the room. Signage will be used on the door to indicate that the room is occupied and when it is closed for disinfecting.
- **Staff Specific Procedures:** Staff are required to report any travel out of state or to high-impacted areas to their supervisor. Staff are required to report any potential exposure to COVID-19 to their supervisor. Supervisors are required to report information regarding travel and exposure to the Senior Director of Human Resources and to their Department Head.
- **Client Specific Procedures:** Client are required to wear masks and maintain

social distancing while in Day Services. Clients that will not comply maybe asked to leave Day Service Programing. Staff are required to document all noncompliance on each client. Documentation of noncompliance will be recorded in the behavior tracking form. All Guardians of clients or clients must sign and agree to the COVID – 19 Waiver/Release document prior to retuning to any Peak Community Services programming.

- **Training:** Staff & Individuals in Services are required to take part in training on the following topics: social distancing; universal precautions; donning/removing PPE; isolation areas; cleaning routines; arrival/dismissal procedures; handwashing; and visitor restrictions.
 - **Staff Only:** staff will additionally be required to receive training on approved/appropriate ratios and symptom tracking.
 - **Staff Only:** Staff will be required to take a written test on each listed training.

Resources:

- American Association for Health and Disability YouTube videos on COVID-19 and disability and social distancing, and precautions for people in wheelchairs: <https://www.youtube.com/playlist?list=PLw8fXs3gMADVpv6pWI45kmPPY9kQhtAkq>
- SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE): <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>
- Cleaning and Disinfection for Households: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
- When and How to Wash Your Hands: <https://www.cdc.gov/handwashing/when-how-handwashing.html>