

ODP / Administrative Entity (AE) Facility Based Community Participation Supports Readiness Tool for COVID-19

As part of the mitigation strategy to stop the spread of COVID-19, the Office of Developmental Programs at the direction of the Governor closed licensed Adult Training Facilities, Older Adult Day Facilities, and Prevocational Facilities on March 17, 2020. In geographic areas deemed to be in the “Green Phase” under Governor Wolf’s Re-Opening Pennsylvania plan, facility-based Community Based Support (CPS) services are permitted to resume with appropriate precautions in place to ensure participant and staff safety.

For individuals who reside in counties that are in the Red or Yellow Phase or for whom facility-based service is not appropriate or desired during the pandemic, CPS providers should (1) provide support in private homes where families need relief of care and (2) develop and provide alternative remote options to support individuals who are authorized to receive services. CPS providers should comply with this guidance until the commonwealth provides additional guidance.

Providers should initiate a planning process in order to safely re-open their programs and services, understanding that many individuals that they serve are highly vulnerable related to COVID-19 contraction and complications from infection.

This readiness tool has been developed in order to provide a guide for Administrative Entities and CPS providers to initiate a conversation and process about plans for re-opening facilities. The commonwealth 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 circumstance.

Which of the following situations apply to the community where the agency is located? (Select all that apply)

- No cases of COVID-19 currently reported in the communities served by their facility(ies)
- Cases reported in the community in which their facility(ies) are located
- Cases reported in the community where the people they serve reside
- Sustained transmission reported in the communities served

How many days supply does the agency have of the following:

- Personal Protective Equipment (PPE)
- Masks (for all staff and participants)
- Gloves for staff:
- Alcohol-based hand sanitizer:

| General Preparedness | | | |
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| Elements to be assessed | Assessment | Notes / Areas for Improvement | Resources |
| <p>For each facility, agency has assessed how staff is deployed across multiple workstations/program areas within the facility. This practice should be limited in order to limit exposure to the virus. Has the agency considered fixed cohorts based station/activity assignments and scheduling?</p> | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=49 |
| <p>For each facility, agency has requested employees volunteer information on employment at multiple provider agencies in order to understand opportunities for the employee to have been exposed to the virus and, where possible, limit transmission of the virus.</p> | | | |
| <p>Agency is aware of newly developed resources in order to assist individuals and employees with maintaining mental and physical health, such as AID in PA, PA Support and Referral Helpline (1-855-284-2494), behavior supports</p> | | | <ul style="list-style-type: none"> • https://aidinpa.org/ • ODP Announcement 20-051: Available Behavioral Specialists • Available Behavioral Specialists List |
| <p>Agency has a strategy to work with individuals and families, supports coordinators (SCs), and residential providers to address concerns related to infection control, safety measures and an individualized re-integration strategy.</p> | | | |

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| <p>Has the agency developed alternative remote supports for individuals during this time, Please note the number of people served and the type of remote supports that is being delivered.</p> | | | |
| <p>Has the agency developed alternative in-home supports for individuals during this time? Please note the number of people served.</p> | | | |
| <p>Agency is evaluating community opportunities that are available to individuals with a focus on social distancing and other elements that minimize risk.</p> | | | |
| <p>Agency has contingency plans to continue to support individuals should the county where the facility is located revert back to either Yellow or Red.</p> | | | |
| <p>For each facility, agency has been working with Individual Support Teams for anyone who will be returning to the facility to ensure that they can implement any changes in services and support needs based on use of the Individual Transition Guide.</p> | | | |
| <p>Agency has been working with each Individual Support Plan (ISP) team to address any identified needs and wellness supports related to potential</p> | | | |

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| trauma related to the pandemic, isolation, anxiety, disruption of routines, etc. | | | |
| Agency has adequate staffing available in order to support the needs of the individuals served. | | | |
| Agency has resources available for staff related to trauma that staff may be experiencing. | | | |
| For each facility, agency has communicated with residential and transportation providers and SCs to develop a plan for transportation that minimizes contacts (potential exposures) for individuals. | | | |
| Social Distancing | | | |
| Elements to be assessed | Assessment | Notes/Areas for Improvement | Resources |
| <p>For each facility, agency has evaluated space considerations, participant and staff numbers, work flow and developed a plan to support social distancing for individuals and staff at all times when the facility is open.</p> <p>Given physical plant limitations, measures in the plan may include:</p> <ul style="list-style-type: none"> • Alternating days/shifts for participants • Reduced numbers of participants • Plexiglass screen barriers | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html |

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| <ul style="list-style-type: none"> • Re-arranging of workspace (minimum 6 feet apart, no one facing each other at workstations) • Erecting barriers or tape/other visual indicators to support social distancing measures | | | |
| <p>For each facility, agency has plans regarding the need for social distancing, arrivals and departures, bathrooms, lunch, and activities space. Given physical plant limitations these measures may include:</p> <ul style="list-style-type: none"> • Alternating arrival/departure times • Alternating days/shifts for participants • Reduced numbers of participants • Plexiglass screening • Erecting barriers or tape/other visual indicators to support social distancing measures | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html |
| <p>For each facility, agency has assessed and planned for flow of people during different activities and times including considering single entrance and separate exit from building.</p> | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html |
| <p>For each facility, agency has assessed and identified any other considerations unique to the space or program activities that create likelihood of individuals gathering in groups or fewer than 6 feet</p> | | | |

| <p>apart and has a plan to address such situations.</p> | | | |
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| Education, Infection Control, and Training | | | |
| Elements to be assessed | Assessment | Notes/Areas for Improvement | Resources |
| <p>Agency has provided education and training for staff at all levels about the following:</p> <ul style="list-style-type: none"> • COVID-19 (e.g., symptoms, how it is transmitted, observation of individuals for symptoms) • Sick leave policies and importance of not reporting or remaining at work when ill • Adherence to recommended infection, prevention, and control (IPC) practices including: <ul style="list-style-type: none"> – Hand hygiene, – Selection and use including donning and doffing PPE, – Cleaning and disinfecting environmental surfaces • Adherence to recommended guidance for cleaning and disinfection of the following: <ul style="list-style-type: none"> – Hard (non-porous) surfaces – Electronics – Soft (porous) surfaces | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html • https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html • https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html • https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html • https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html |

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| <ul style="list-style-type: none"> – Linens, clothing, and other items that can be laundered • Any changes to usual policies/procedures in response to PPE or staffing shortages | | | |
| <p>Agency has a plan for regular assessment and reinforcement of infection prevention and control protocols.</p> | | | |
| <p>Agency has a plan to educate individuals about the following:</p> <ul style="list-style-type: none"> • COVID-19 (e.g., symptoms, how it is transmitted) • Importance of immediately informing staff if they feel feverish or ill • Actions they can take to protect themselves (e.g., hand hygiene, covering their cough, maintaining social distancing wearing masks when appropriate.) • Actions the agency is taking to keep individuals safe (e.g., visitor restrictions, use of PPE, policies on social distancing, following OSHA guidelines) | | | |
| <p>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</p> | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf |

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| <p>as local communities begin to establish a re-opening process.</p> | | | <ul style="list-style-type: none"> • https://paautism.org/resource/wearing-mask-social-story/ • https://paautism.org/resource/desensitization-mask/ • https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html • https://www.cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html |
| <p>Agency has a process to mitigate risks related to individuals who cannot wear masks for medical reasons.</p> | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf |
| <p>Agency has a process to provide education for families regarding COVID-19.</p> | | | <ul style="list-style-type: none"> • https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html • http://www.aidinpa.org • https://paautism.org/resource/coronavirus-resources/ |
| <p>Agency has a process to train staff regarding mask use and storage.</p> | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html |

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| | | | ncov/community/guidance-business-response.html <ul style="list-style-type: none"> • https://paautism.org/resource/desensitization-mask/ • https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html |
| Monitoring and screening | | | |
| Elements to be assessed | Assessment | Notes/Areas for Improvement | Resources |
| <p><i>For each facility</i> prior to re-opening, agency must ensure the ability to implement a protocol for screening all individuals and staff for the symptoms or exposure to COVID-19 prior to service provision:</p> <ul style="list-style-type: none"> • Include temperature checks • Include screening questions • Consider single entry to facility to ensure 100% compliance with screening protocol • Identify an area for screening the health of participants and staff members which is separate from program areas (flexibility in determining what type of screening area. For example, a facility could determine that participants and staff could be screened in their cars prior to entering the building, | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html |

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| <p>in which case the screening area would be the parking lot.)</p> | | | |
| <p>Agency has procedures for the following situations:</p> <ul style="list-style-type: none"> • Positive screens for both individuals and staff • Someone who becomes symptomatic during service provision • Return of staff and individuals to a facility post recovery from COVID-19 | | | <ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html |
| <p>Agency procedure adheres to recommendations for facilities with suspected/confirmed COVID-19 exposure including:</p> <ul style="list-style-type: none"> • Close off areas visited by the ill persons. 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. • Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by | | | <ul style="list-style-type: none"> • https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html |

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| the ill persons, focusing especially on frequently touched surfaces. | | | |
| Agency maintains a list of symptomatic employees. | | | |
| Agency is familiar with ODP's reporting requirements and procedures for reporting suspected or positive cases of COVID-19. | | | |