

Considerations for Reopening Day Programming in Iowa

The purpose of this document is to help day service providers in Iowa begin conversations that will guide the reopening process. When planning for reopening day services, take into consideration state and local COVID-19 guidelines.

Key Areas Addressed in this Guidance:

- I. Communication
- II. Transportation
- III. Symptom checks/health assessments
- IV. Managing those with positive symptoms or confirmed COVID-19 diagnoses
- V. Masks and social distancing
- VI. Environmental cleaning and disinfecting
- VII. Staffing and staff information

I. Communication

Clear lines of communication will be vital during this time to avoid confusion, ensure the safety for all involved, and to manage expectations as services reopen.

- Communicate with all key stakeholders (persons served, their guardians/families, other service providers, MCOs, community-based case managers, etc) when services will reopen. (The reopening process can begin once the Governor's proclamation is lifted and an organizational decision has been reached)
- Questions to consider:
 - Will there be a ramp-up period for restarting services?
 - Will all services continue to be offered?
 - Will there be schedule changes?
 - Will the numbers of persons served be limited?
 - How can the family ensure the safety of the person served when taking them out of the facility?

II. Transportation

Transportation is a key component for day program participants. Coordination and clear expectations will help to allow for smooth and safe transit.

- Questions to consider
 - Will there be a ramp-up period for restarting services?
 - Will transportation services resume to normal or will schedules and capacity be limited?
 - What will social distancing requirements be while transporting (will masks be required)?
 - Will access to hand sanitizer and/or handwashing be available before, during and after transit?
 - Will staff, agency or public vehicles be utilized?
 - How will vehicles be sanitized and how often?
- Transit authorities will be a key partner in ensuring transportation is done safely.
 - What are their protocols?

III. Symptoms Checks/Health Assessments

Documenting daily symptom checks for all persons served and staff and ensuring that everyone is aware of their role in the process will be critical in mitigating the spread of COVID-19.

- Symptom check should include the following (See IACP COVID-19 Daily Checklist for more details):
 - Is the person's temperature greater than 100.4°F?
 - Does the person have a cough unrelated to allergies?
 - Does the person have shortness of breath?
 - Does the person have a general feeling of illness?
- Questions to consider:
 - Will the residential provider perform and document symptom checks before the person served leaves their residential site?
 - Will day service providers be checking temperatures and symptoms when individuals arrive at the facility?
 - How will temperatures be checked?

IV. Managing those with positive symptoms or confirmed COVID-19 diagnoses

- Questions to consider if you suspect a person served to be ill or has a confirmed positive COVID-19 test:
 - What is the organization's communications plan? Who needs to be notified (guardians/families, other service providers, MCOs, community-based case managers, etc)?
 - Who is the main point of contact within the organization?
 - Is there an agreement that an individual will be picked up if they are displaying positive symptoms or has a confirmed diagnosis? In what time frame will this occur?
 - Is there a quarantine area onsite for ill individuals to utilize before leaving?
 - What are the reporting requirements that you need to be aware of after someone tests positive (see programmatic licensing requirements and IACP COVID-19 Daily Checklist)?

V. Masks and Social Distancing

- Questions to consider:
 - What are your guidelines for staff and participants regarding using masks?
 - How will individuals who cannot or will not wear masks be managed?
 - How will social distancing requirements be satisfied?
 - Are there necessary environmental modifications? How will these be managed between persons served?

VI. Environmental cleaning and disinfecting

- Questions to consider:
 - How will congregate environments be cleaned and sanitized daily?
 - What will be done to disinfect a site if there is a confirmed case?
 - Have you contacted possible vendors who specialize in sanitizing?

VII. Staffing and Staff information

- Check in of staff's availability status (during the interim they may have been working shifts for other providers or in other areas of the organization).
- Questions to consider:
 - What program-specific information needs to be shared with the staff?
 - Who will answer questions?
 - Are staff aware of organizational policies and procedures regarding leave? What is the procedure if they need to stay home sick?
 - Will all staff come back immediately, or will it be staggered? How will the process be decided and communicated?
 - What will happen the staff is experiencing issues with childcare?
 - Does each site have the necessary FCCRA post hanging in a common area or break room?



