OPPORTUNITIES for INCLUSION

A New Name and a Bright Future

Formerly GWArc

Day Services Re-Opening

Health and Safety Guidance

August, 2020

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Maintaining Healthy Environments

- Follow all directions given on cleaning and disinfection agents. **Do not mix cleaning and disinfection products with anything else unless the instructions say to do so**.
- If vans are used by the program, staff should practice all safety actions and protocols as indicated for other staff (e.g. hand hygiene, wear masks). Vans will be cleaned and disinfected after each use. Vans will have a supply of masks in case a person served does not have one or the mask they do have becomes unusable.
- Opportunities for Inclusion will ensure the safe and correct use and storage of cleaning and disinfecting products.
- Cleaning products should not be used near persons served whenever possible. Staff should ensure that there is adequate ventilation when using these products to prevent persons served and themselves from inhaling toxic fumes.
- Leave windows open whenever possible to encourage airflow. Air purifiers will be installed in each room and in common areas.

Social Distancing

- Staff must work at all times to keep themselves and persons served at least 6 feet apart – even while wearing masks.
- Signs will be placed at both the Chestnut Street and Woodland Road locations detailing the social distancing requirements.
- At times when the social distancing requirement becomes impractical or unavoidable, staff must use their judgement to manage distances while working.

PPE (Personal Protective Equipment)

- Opportunities for Inclusion will provide PPE to staff and persons served. Staff and persons served are also encouraged to use their own PPE.
- All staff are required to wear masks at all times.
- All staff are required to wear gloves at all times during the following activities:
  - Assistance with Activities of Daily Living
  - Food preparation, and
  - Any activity requiring contact with participants and others.
    - Staff are required to wash hands or use an alcohol-based hand sanitizer before and after donning and doffing gloves for these procedures.
- Persons served must wear face masks or cloth coverings as long as they can safely and appropriately wear, remove and handle masks.

- All participants must be supervised at all times when wearing a facemask or face covering.

Screening and Monitoring of Participants and Staff

- Daily Self-Screening: All Staff, caregivers/guardians, people served and any individual seeking entry into the program space must be directed to self-screen at home prior to coming to the program that day.
- A daily attestation that they have self-screened prior to coming to the program, from all staff and participants, will be required to be completed daily.
  - Self-screening should include checking for the following symptoms and/or if you had any close contact with someone who is known to be infected with COVID-19: (COVID-19 symptoms will refer to this list throughout this document)

○ Fatigue?	○ Fever (temp of 100.0°F or above), felt feverish or had chills?
○ Cough?	○ Headache?
○ Sore throat?	○ New loss of smell/taste?
○ Difficulty breathing?	○ New muscle aches?
○ Abdominal pain?	○ Nausea or vomiting?
○ Unexplained rash?	○ Diarrhea?

  - If a staff member becomes ill during the course of the day they are encouraged to go home. If a staff member is suspected to have contracted COVID-19 they will be supplied appropriate PPE (if not already wearing) and asked to leave the premises until such time we are confident they are no longer contagious.
  - All staff who suspects they have COVID-19 are encouraged to contact their primary healthcare provider, be tested and/or self-quarantine for 14 days. If staff suspects they have been exposed to COVID-19 but remain asymptomatic and/or tests negative for COVID-19 they may continue working in accordance with the DPH Occupational Exposure & Return to Work Guidance.
  - A participant should not attend their day program if they are ill. Participants who arrive ill will be asked to return home upon arrival, or their caregivers will be contacted for immediate pick up.
  - If a participant becomes symptomatic of the COVID-19 virus, nearby staff will place appropriate PPE on the participant and escort them to the isolated area to await screening from the nurse. Staff should wear appropriate PPE when performing this step (e.g. facemask, mouth covering, face shield, gloves) per the PPE and Hand Hygiene Guidance document.
  - An ill participant should never be left alone for any reason. In the event that a participant is experiencing new, sudden shortness of breath or extreme difficulty breathing call 911 immediately and report you are dealing with a possible COVID-19 exposure and the presenting symptoms.
  - A nurse, wearing appropriate PPE, will come and evaluate the participant. If the participant qualifies for illness the residence/family will be contacted for pick up. If the participant is showing signs of rapid deterioration emergency medical services will be contacted first, followed by the person's guardian/family and residential services, if applicable. **In any case where a participant is being sent home with suspected COVID-19 infection, the primary care physician listed on the participant's**

emergency fact sheet and the Waltham Department of Health will be notified. The participant will be sent home with instructions that they should contact their primary healthcare provider, how and where they can obtain testing, and proper self-quarantining and self-isolating procedures.

- If there is the potential for exposure, those affected will be sent home with a notice that someone went home with *possible* symptoms of COVID-19, what common symptoms are, and how to proceed if the subject is concerned regarding the potential exposure (e.g. contact primary healthcare provider, etc.)
- If there is confirmed exposure Opportunities for Inclusion will follow the guidelines for exposure set forth in the Massachusetts Day Program Reopen Approach Minimum Requirements for Health and Safety for COVID – 19 section 4.
- Regular monitoring of COVID-19 symptoms should be done throughout the day. Staff should actively monitor themselves and persons served throughout the day for any signs or symptoms of COVID-19.

Classrooms and Materials

- Hand sanitizer and disinfecting materials will be stored in each classroom.
- Staff will strongly discourage sharing of items that are difficult to clean or disinfect.
- Keep participant belongings in their designated bins, and limit access to these bins whenever possible. A person's lunch with cold pack will be stored in their bin. Do not let bins touch whenever possible. A person's bin should be labeled with his or her name.
- Persons served are encouraged to bring in only what they will need for the day and necessary items, such as a change of clothes or adaptive equipment.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g. assigning each person their own art supplies, equipment) or limit use of supplies and equipment to one person at a time and clean and disinfect between use.
- Avoid sharing electronic devices, materials, activities, books, and other games or learning aids.
- Staff will wipe down all tables and chairs at the start of the day and then hourly throughout the remainder of the day.
- At the start and at the end of the day, all areas of the classroom and materials will be sanitized and disinfected.
- Anyone entering a classroom must sign in and out including the date and time with their name.

Common Areas

- All common areas will be wiped down every hour. A cleaning schedule will be in place. Clean and disinfect tables, door knobs, light switches, handles, handrails and commonly touched or occupied areas.

Laundry

- Clean and disinfect the outside of the washing machine and dryer including all the knobs after every use.
- Use gloves to place any laundry into the washer. Wear a mask when handling dirty laundry.

- All used laundry should be placed in a lined hamper. The liner should be sealed when transporting the laundry to the washer whenever possible (e.g. If in a plastic bag the bag should be tied off). If the liner is washable it should be placed in the washing machine after emptying the contents.
- Laundry should be washed at the highest temperature tolerated.

Kitchen Use

- Kitchen use will be limited to 1 staff and 2 participants during scheduled use times ONLY. The kitchen should NOT be used as a break room for staff.
- All counters will be wiped down after each use daily.
- Frequently used surfaces, such as microwave buttons and refrigerator handles, should be disinfected often. Disinfect these surfaces in the morning prior to participant arrival and after participant departure for the day, as well as throughout the day as needed.
- Refrigerator shelves and interiors should be wiped out at the end of the day.
- Paper plates and plastic utensils will be in use when able.
  - For persons served who previously used adaptive equipment OT & SLP will be consulted to determine if paper plates and plastic utensils can be safely utilized.
    - If adaptive equipment is determined to be the safest means for feeding then this equipment will be hand washed by staff at once following meal time and stored in the bin assigned to the person served in the classroom area.

Lunches & Snacks

- Persons served should bring in their lunches and their own snacks into the day programs in an insulated lunch bag with ice packs included within.
- Lunch bags will be kept in the individual's designated belongings area (bin) or kept with the person served in their classrooms.
- Lunches and snacks should be pre-prepared to the correct diet texture need to the person served.
- Lunches should be cold lunches that do not need to be hearted up whenever possible.
- If the person arrives with their lunch in containers (rather than something that can be thrown away) those containers must be wiped off with a damp paper towel prior to opening the containers and serving the lunch. That paper towel should be at once disposed of in a garbage receptacle with a lid.
- Lunches will be held within the classroom space.
  - Lunch preparation within classrooms:
    - Prior to lunchtime all programming materials will be removed from table top areas that persons served are sitting at.
    - Table tops will be wiped down with a disinfecting wipe.
    - Placemats should not be placed onto the table top surface – but should be reviewed by staff prior to meal time so staff can ensure they are supplying proper diet texture food/liquid and assist as needed.
    - If any person's lunches need to be prepared or heated up – staff will only take one person's lunch at a time to the kitchen space to prepare the lunch.
  - Lunch cleanup within classrooms:
    - All lunch materials will be put away.

    - For persons served with adaptive equipment, this should be washed and secured in a storage box (bin) and labeled with the person's name.
    - Tabletops will be wiped down with a disinfecting wipe.
- No outside food and/or drinks will be accepted other than what the participants bring in their lunch bags for their own personal use.
- No communal or group meals will be provided. Participants must bring in their own snacks and drinks.

Bathrooms

- Classrooms will have a designated bathroom schedule.
- Only 1 staff and 2 individuals will be allowed in the bathroom at any given time. If a person served requires more than one person assist then only those two staff and the person served will be allowed in the bathroom. The maximum bathroom occupancy is 3 persons.
- Persons served should only use the bathrooms during scheduled times. If there is an emergency need for the bathroom, staff should communicate with other affected classrooms to ensure adequate spacing of persons.
- Windows should remain open whenever possible to encourage air flow. Remember to close windows at the end of the day, after all participants have left.

****All programs will be professionally cleaned daily****

Handwashing

- Staff and participants must wash their hands or use hand sanitizer often throughout the day.
- Staff and participants should make sure to wash all surfaces of their hands and wrists including the front and back and between fingers.
- Staff and members are required to engage in hand hygiene at these specific times:
    - Upon entry into and exit from program space;
    - When coming into program space from outside activities;
    - Before and after eating;
    - After sneezing, coughing, or nose blowing;
    - After toileting;
    - Before handling food and between handling individual lunches and snacks;
    - After touching or cleaning surfaces;
    - After using any shared equipment;
    - Before entering and after exiting vehicles used for transportation of people served;
    - After contact with facemasks or cloth face coverings;
    - Before and after wearing gloves.

Participants requiring Additional ADL Support

- Some participants will require unique supports while attending the program that may make it improbable or impossible to practice social distancing and will require staff support to perform the necessary hygiene practices.
    - Staff must be prepared to provide hands-on assistance to participants served who require added support with activities of daily living (e.g. feeding, toileting, changing of clothes, etc.).
    - When staff provide hand over hand or full physical assist staff must:

    - Wear a gown, poncho, oversized long-sleeved long length shirt over their clothing
    - Tie up long hair during the duration of activities. You may also wear a head covering.
    - Staff and participants must change clothing if body fluids from a person served gets on them.
- Participants and staff must have a second full set of clothing at the program to attend.
- Soiled clothing must be placed in a plastic bag and tied off until it can be sent home with staff and/or participants to be washed. *Staff will not wash participant clothing on site.*

Modified Layouts for Classrooms

- Seating has been spaced to allow for a minimum 6 feet in between individual participants. Do not rearrange furniture without approval of management staff.
- Traffic flow is marked within the classroom and common areas. Please adhere to these traffic flow patterns as much as possible.

Communal Spaces

- Gym use will be available for use during designated times *only*. No more than 2 persons served and 1 staff will be allowed in the gym at any time. If 2 staff are needed to assist a participant, then only those two staff and that participant will be allowed at one time. The limit will always be three people.
- Gym equipment will be wiped before and after each use.
- If the gym or the kitchen are being used as an alternate classroom all scheduled visits to those rooms are cancelled for the rest of the day or until further notice.
- Hallways and corridors will have signage to mark the traffic flow in one direction when possible.
- Communal water fountains will not be allowed for use. Participants and staff must bring in single serving bottles of water.
    - A back up supply of single serving water will be kept on site in case extra hydration is needed for people served.

Visitors and Field Trips

- Only staff and persons served will be allowed in the program space.
- There will be a designated pick up and drop off location. Staff will man the site. Drop offs and pick-ups will be staggered. Please contact the program if you need assistance.
- We are encouraging virtual activities and events in lieu of fields trips.
- Outdoor activities, such as walks, will be allowed as long as social distancing and mask wearing is present.

Identifying Small groups and Keeping them Together (Cohorting)

- Opportunities for Inclusion will ensure that participant and staff groupings remain as static as possible by having the same group of persons served by the same staff. We will limit the mixing of groupings as much as possible.

Staggered Scheduling of Drop Off and Pick Up

- Only authorized individuals and staff will be allowed in the program. Any family members, providers or non-Opportunities staff will be required to remain outside of the building.
- Procedures for drop off and pick up will be communicated to all transportation providers, including family.
- Participants must remain in the vehicle until retrieved by a staff member and screened by the program nurse or another designated staff member. The transportation provider must remain on site until the screening process is complete. If the person has a temperature or is showing signs or symptoms of COVID-19 they will be asked to be returned home and contact their primary care provider.
- The screening process includes a temperature check and a written attestation the participant was symptom-free at the time of departure for the program.
- All pick up and drop off time will be staggered. The entrance for persons served will be the loading dock area. The nurse or designated staff member will be on site to take temperatures and accept attestations for all persons prior to entrance into the building.
- Once the participant is cleared to enter the building they will be escorted with their belongings to their designated classroom and seat. All belongings are to be kept in the classroom in a designated bin with their name on it.
- One staff will be present in the area to supervise pick up and drop off.
- At the time of pick up, the staff in the drop off area will use the walkie talkies to call out each individual one at a time. At no time are 2 participants allowed in the pick-up area at the same time. Once a participant is safely secure in their vehicle the next participant can be called.

Designated COVID-19 Point of Contact

- The program nurse will handle responding and acting upon COVID-19 related issues and developments. Please contact the program nurse or program director with concerns.

Communication Systems

- All applicable information will be shared with families and caregivers via phone call, email or written letter.
- Any concerns or questions can be addressed by contacting the day programs.

Training

- Staff training will be oriented on all COVID-19 health and safety concerns and protocols prior to the opening of the programs.
- Specifically, training will include (but not be limited to) the following topics:
  - Cleaning and disinfecting
  - Use of Personalized Protective Equipment (PPE)
  - Entrance and exit procedures (staff and persons served)
  - Bathroom use and schedule
  - Traffic flow
  - Kitchen, Gym and communal area usage
  - Cleaning and sanitizing of classroom materials
  - Activities outside of the building
  - Nursing – signs and symptoms, identifying and acting upon potential COVID-19 cases, what to do next, etc.
  - Infection control

    - Communication
    - Providing ADL support
    - Change of clothing
- Participants will receive training, guidance and encouragement to wear masks throughout the day.
- Education and hygiene protocols will be provided and incorporated into group learning and morning meetings.
- Handwashing will be emphasized during the day and wipes and sanitizer will be available in every classroom.
- The Virtual Day Program and remote learning system will continue to be offered to those who are not yet able to return to the physical program site.

Building Entrance and Exit Protocols

All building entrances and exits will be locked for the entirety of the day save for staff and participant entrance and exit times.

- One identified door (according to program specific information) will be unlocked from 8:00am – 8:15am and 8:45am - 9:00am for staff to enter the building for their shift.
- One identified door (according to program specific information) will be unlocked during the period of individual arrival and will be re-locked after the last individual has entered the building. This door will be monitored by staff to ensure no unauthorized persons enter the building(s).

Staff Entrance Policy

- All staff must arrive wearing a mask
    - No staff will be permitted into the building or around other staff or individuals served without a properly secured mask.
- Upon entrance to the building everyone must perform hand hygiene by either applying hand sanitizer or hand washing. Hand sanitizer will be located near the staff entrance.
- All staff must provide a daily attestation that they have no symptoms of COVID-19 nor have had known exposure to COVID-19 *prior* to entering the building.
    - If staff were unable to submit a daily attestation they must remain outside and notify administrators on duty that they will need to be screened prior to entering the building. Upon passing the screening they will need to sign an attestation to indicate passing.
    - If any staff have a temperature >100° Fahrenheit they will not be permitted on site and will be sent home.
    - It is the expectation that staff are also taking their temperature.
    - The daily attestation will be a daily symptom screening and log that they are not experiencing any of the COVID-19 symptoms (see list on page 3)
    - If a staff member is showing symptoms of illness, reports having any of the above symptoms or has a fever they will not be permitted into the program and will be sent home:
        - If a member served or staff needs to be sent home due to showing symptoms of an illness, they should exit the program and the exit used should be closed off and disinfected.

- In the event that a person or staff is showing symptoms of COVID-19 they will be removed to either the wellness room or asked to leave the program. The remainder of persons in the room will be relocated to another alternate space while the original room is aired and disinfected.
    - Individual belonging bins will be wiped down around the outsides and brought out of the affected room.
    - Staff and individuals served must NOT re-enter the room for any reason until it has been cleared to be returned to by management.
    - This plan to subject to adjustment or change if the individual circumstance warrants adjustment. Adjustments will only be made if it allows for the greater good and least amount of exposure overall.

Individual Entrance Policy

- All individuals must enter through one assigned entrance door (see program specific entrance door information).
- Individuals should arrive wearing masks (as tolerated and to be the best of their ability).
- Individual drop off will occur **one by one**
    - All individuals should remain in their vehicles until staff alert the driver to pull up to the drop off area and notify the driver and participant that it is time to unload.
    - Participants will be unloaded individually with one staff member and brought to the screening area **one by one**.
    - The driver will be asked to remain on site until nursing assesses each individual for symptoms.
- Nursing (or designated screener) will be stationed at the individual entrance door.
    - Nursing will take the temperatures of all individuals.
    - Temperatures will be logged on a sign in sheet.
    - Daily attestations from the residences will be collected at this time.
    - If any individual has a temperature >100° Fahrenheit they will not be permitted into the classroom areas:
        - If the individual was driven in by family/caregiver, they will not be permitted on site and will be sent home.
        - If the individual was driven in by a residential provider, they will not be permitted on site and will be sent home.
        - If the individual was driven in by a transportation company/public transit, they will be escorted by staff to an outdoor area (weather permitting) or to an identified wellness room and isolated from the rest of the individuals. The individual's caretaker (family and/or residential provider) will be contacted immediately and the individual will need to be picked up. The individual will be sent home with instructions to contact their primary care provider.
    - Nursing (or designated screener) will be screening for the COVID-19 symptoms (see list on page 5)
- Following nursing approval, staff will assist the individual with applying hand sanitizer.
- Individuals will be escorted by staff to their assigned classroom.
    - There will be no congregating or accessing common areas

    - Masks will need to be worn for the walk from the drop off point to the classroom and during all other transitions throughout the day (any time an individual is outside of their classroom).
- Lunches and all personal belongings will remain with the individual or in the individual's designated bin.
- Once all individuals have arrived the entrance door will be locked.
- Classrooms will rotate (based on a pre-determined schedule) to the bathroom for individuals to wash their hands and void, if needed, to start the day.
    - The schedule is utilized to ensure no two classroom groups will be in the hallway at the same time.
- If there are any medical and/or behavioral occurrences during arrival the entrance will be locked down and the arrival process temporarily paused until the situation is resolved.

Individual Dismissal Protocol

- Individuals will be called using initials (over walkies, intercom or physically) for transportation **one at a time**.
    - The individual will not be called until their vehicle has arrived.
    - Individuals returning to the same residence, in the same vehicle and who are in the same classroom may depart together at the same time. This is DEPARTURE ONLY and can only be performed if this can be done safely with a maximum of 2 staff from the SAME classroom.
- Staff will assist individuals with applying hand sanitizer and secure their mask prior to exiting the classroom.
- Staff will escort the individual to the pick-up area.

Transportation Plan

In the event that Opportunities for Inclusion needs to transport individuals to and from the program or into the community the following guidelines will be in use:

- All drivers and persons transported will need to wear a mask
- All drivers and persons transported will need to perform hand hygiene before boarding the van
- All persons transported will need to have proof of attestation they are not ill nor have been exposed to a person with COVID-19 before boarding the van
- All persons transported and drivers will be spaced in the van according to social distancing guidelines
- All vehicles will be cleaned and disinfected prior to and after use
- Hand sanitizer, gloves and extra masks will be stored in each van

Health Guidance for Day Program Attendance

Opportunities for Inclusion reserves the right to refuse to admit any person who could pose a health or safety risk to themselves or to others in day services. Persons served will be sent home, or we will ask that they be kept home if they present with any condition that affects their baseline functioning or that nursing suspects could pose a risk to others.

It is essential to keep an optimally healthy environment for everyone that comes through Opportunities for Inclusion's doors, including participants and employees. While everyone may be susceptible to another's illness, some are more vulnerable than others. Some signs and symptoms are more easily detectable than others, and should be addressed immediately, such as a cough, difficulty breathing, diarrhea, vomiting, an elevated temperature, conjunctivitis or a visible rash. Any additional health complaints relayed by a participant should be brought to the attention of the Opportunities for Inclusion nurse immediately. Upon assessment, the nurse will determine the next course of action. If a participant presents with any of the above-mentioned signs and symptoms, their residence will be called immediately for early pick-up.

- **Antibiotic Therapy:** Participants receiving antibiotics for active infections should not attend until a minimum of 24 hours on the therapy have passed.
- **Elevated Temperature:** Participants experiencing temperatures 100°F or above within the previous 24 hours should not attend unless there is an MD order and staff agree it is an exceptional case. A person served must remain fever free for a minimum of 24 hours without using fever reducing medications or without additional symptoms prior to return to the day program (see COVID-19 below). If fever persists for more than 48 hours medical clearance to return to day programming will be required.
- **Vomiting/Diarrhea:** Participants experiencing two or more incidents of vomiting and/or diarrhea within the previous 24 should not attend.
- **Recovery from Sedation:** Participants who have received sedation within the previous 24 hours and/or remain lethargic should not attend.
- **Recovery from Surgery:** Participants recovering from surgery who continue to be uncomfortable or lethargic due to a surgical procedure or participants receiving narcotic pain medications during recovery should not attend.
- **General Signs and Symptoms of Illness:** Participants experiencing symptoms of respiratory infection (e.g. Nasal discharge, congestion, cough, sore throat, muscle aches, unusual lethargy, or agitation among others) should not attend until they have been symptom free for at least 24 hours.
- **Rashes or Skin Lesions:** Participants experiencing symptoms of a communicable skin or eye disease (open sores, reddened or draining eyes, intense itching, unusual rashes and symptoms indicating ringworm, lice, scabies, etc.) should not attend until evaluated by a physician. If an infectious state is present the person served must be on antibiotic therapy for at least 24 hours prior to rejoining the day program.
- **Infectious Diseases:** Participants diagnosed with infectious respiratory or gastrointestinal diseases should not attend the program until follow-up testing/evaluation has shown resolution of the disease (Covid-19, Influenza, Tuberculosis, Salmonella, C. Difficile, Giardia, MRSA, etc.)
- **COVID-19/Coronavirus:** Persons served who are sent home with suspicion of COVID-19 or test positive for COVID-19 must stay home for at least 14 days or longer, dependent on symptoms present. To return to day program attendance the participant will be required to provide 2 negative test results taken at least 24 hours apart and a clearance to return to work by a healthcare provider.

We at Opportunities for Inclusion are doing our best to keep you, our individuals, and your families and friends as safe and healthy as possible.

Use and Application of Masks and PPE Protocol

PURPOSE: To ensure the health and safety of all Opportunities for Inclusion employees and individuals served, the following protocols will be in effect. These protocols will be reviewed and updated based on state requirements during the reopening process and conditions related to COVID-19.

1. Masks must be worn by all Opportunities for Inclusion employees while at work. If a staff member is alone in their office a mask does not need to be worn, but once an office area is left a mask must be worn.
2. Whenever possible, communication methods alternate to face to face encounters (e.g. telephone calls) should be used.
3. Homemade or fabric style masks are acceptable, but disposable masks are preferable. Opportunities for Inclusion has a reservoir of masks available as needed. Contact your program director or program nurse if additional masks are needed.
4. Masks should be stored properly at the end of each shift. Surgical and paper masks should be able to last 1 week if stored properly and not visibly soiled. Cloth masks should be washed daily. Mask care videos are available for viewing on the Opportunities for Inclusion website.
5. Additional PPE such as gowns, face shields, or goggles shall be provided to employees by the Program Manager, Management or Nursing. THESE ARE NOT REQUIRED IN COVID-19-FREE SETTING, BUT EMPLOYEES SHOULD WEAR FACE SHEILDS/GOGGLES AND GOWNS WHEN ENCOUNTERING POTENTIAL SPLASHING OF BODY FLUIDS. At all times the PPE worn by staff must be sufficient to achieve safety based on and in accordance with CDC guidelines. Nursing will provide training to staff on the correct sequence of donning/doffing PPE.
6. Massachusetts is requiring masks while in the community. If you are in the community on Opportunities for Inclusion business, please make sure you wear your mask.

PROTOCOLS WHEN A PERSON SERVED TESTS POSITIVE

First Onset of Flu-like Symptoms

1. When a person served first presents with flu-like symptoms staff will immediately don appropriate PPE first, then apply PPE to the symptomatic person (a mask). Staff will notify the nurse and program director and then escort the affected person to the nearby wellness room.
2. Program staff should be using gowns, masks and gloves when caring for the person who is ill until they are picked up from the program. This gear is only necessary in potentially exposed individuals and will be used until any potential or actual risk of exposure is passed.
3. The nurse or designated staff will document the onset of symptoms in the illness tracking document.
4. The nurse or designated staff will contact the care giver/agency/family of the person served to have them retrieved and evaluated by their primary healthcare provider. The PCP will be notified of the dismissal of the person served and the instructions given to contact the PCP for follow up.
5. Participants in the classroom will go home with a notice of possible exposure to COVID-19 and be advised to remain home and contact the HCP if any symptoms arise.

6. If the PCP orders a COVID-19 test the person should stay home. Once a test is ordered by the PCP the Program director or Nurse files an incident report.

Positive Test Confirmed for a Person Served

1. A look back of 14 days from the positive test results received and will be the guide used when informing all staff who worked in the impacted classroom.
2. All parties related to the impacted person will be informed of a positive test result by the program manager or nurse, including the Waltham Department of Public Health. Directions given by the Waltham DPH will determine how the program as a whole will continue to operate during the reopening phases.
3. Staff from the program where the positive test occurred will not be allowed to work in any other classroom or program during this period of time.
4. Staff from the program where the positive test occurred will not be allowed to visit any other Opportunities program or property during this time.

Site Specific Information

- All classrooms at Chestnut Street will need to use the overhead intercom when they are transitioning to alert fellow classrooms that they will be in the common areas.
- Announcements will be made each hour to alert staff to sanitize areas
  - Isolation rooms
    - First floor Chestnut Street isolation room will be the grey room.
    - Ground floor Chestnut Street isolation room will be the sewing room.
    - Woodland Road isolation room will be the blue first floor conference room.
    - Isolation rooms may be subject to change if the situation warrants. If a room is to be used as an "impromptu" isolation room an announcement to the staff of the building regarding the status of that room will be made and the room will be closed off until approved for opening.
  - Traffic patterns
    - Traffic patterns will be indicated by signage on the floor.
    - Staff will receive training regarding following traffic flow patterns.

excess furniture will be stored in the gym and the small room adjacent to room 3 at Chestnut Street and on the top floor or in the basement at Woodland Road

Day Habilitation

- **Daily Schedule** (Floor 1, tentative)

	Classroom 1	Classroom 2	Ladies room	Men's room
9am	Arrival	Arrival		
9:00am – 9:30am	Handwashing/Bathroom time	Morning meeting	Open for use Classroom 1 only	Open for use Classroom 1 only
9:30 -	Morning	Handwashing/	Open for use	Open for use

10am	meeting	bathroom time	Classroom 2 only	Classroom 2 only
10:30 – 11am	Group time	Group time	Disinfect & Dry	Open for emergencies
11am – 11:30am	Lunch prep/start lunch	Kitchen or gym time	Open for emergencies	Disinfect & Dry
11:30 – 12pm	Lunch/clean up	Lunch prep/start lunch	Disinfect & Dry	Open for emergencies
12pm – 12:30	Handwashing/bathroom time	Lunch/clean up	Open for use Classroom 1 only	Open for use Classroom 1 only
12:30 – 1pm	Group time/Objectives	Handwashing/ bathroom time	Open for use Classroom 2 only	Open for use Classroom 2 only
1pm – 1:30	Kitchen or gym time	Group time/Objectives	Disinfect & Dry	Open for emergencies
1:30 – 2pm	Group time/Objectives	Group time objectives	Open for emergencies	Disinfect & Dry
2:30 - 2:45p	Handwashing/bathroom time	Daily wrap up	Open for use Classroom 1 only	Open for use Classroom 1 only
2:45 – 3pm	Daily wrap up	Handwashing/ bathroom time	Open for use Classroom 2 only	Open for use Classroom 2 only
3pm	dismissal	dismissal	Disinfect & Dry	Disinfect & Dry

- **Daily Schedule** (Ground floor, tentative)

	Classroom 3	Ladies room	Mens room
9am	Arrival		
9am – 10am	Handwashing/Bathroom time	Open for use Classroom 3 Only	Open for use Classroom 3 Only
10 am – 11am	Kitchen or Gym time	Open for emergencies	Disinfect & Dry
11am – 11:30	Lunch	Disinfect & Dry	Emergency use only
11:30 – 12pm	Lunch	Emergency use only	Disinfect & Dry
12:30 – 1pm	Handwashing/Bathroom time	Open for use Classroom 3 Only	Open for use Classroom 3 only
1:30 – 2pm	Group time/Objectives	Disinfect & Dry	Emergency use only
2pm – 2:30	Group time/Objectives	Emergency use only	Disinfect & Dry
2:30 – 3pm	Handwashing/Bathroom time	Open for use Classroom 3 only	Open for use Classroom 3 only
3pm	Dismissal	Disinfect & Dry	Disinfect & Dry

- **Gym Schedule** (tentative)

	Mon	Tue	Wed	Thur	Fri
9a – 10a					
10a – 11a	Classroom 2	Classroom 3	Classroom 2	Classroom 3	Classroom 2
11a – 12p	Clean gym	Clean gym	Clean gym	Clean gym	Clean gym
1p – 2p	Classroom 1		Classroom 1		Classroom 1
2p - 3p	Clean gym		Clean gym		Clean gym

- **Kitchen Schedule** (tentative)

	Mon	Tue	Wed	Thur	Fri
9a – 10a					
10a – 11a	Classroom 3	Classroom 2	Classroom 3	Classroom 2	Classroom 3
11a – 12p	Clean kitchen	Clean kitchen	Clean kitchen	Clean kitchen	Clean kitchen
1p – 2p		Classroom 1		Classroom 1	
2p - 3p		Clean kitchen		Clean kitchen	

Community Based Day Supports (tentative)

	Main area	Bathroom 1	Bathroom 2
8:30 – 9am	Arrival/Handwashing/Bathroom	Open for use	Open for use
9am - 9:35	Morning meeting	Open for use	Disinfect & Dry
9:35 – 9:45	Guided Meditation	Disinfect & Dry	Open for use
9:45 – 10am	Games, Movement	Disinfect & Dry	Open for use
10am – 10:30	Exercise/Walking	Open for use	Disinfect & Dry
10:30 – 11:00	Group classwork time/Goal achievement	Disinfect & Dry	Open for use
11am - 11:30	Social Skills	Open for use	Disinfect & Dry
11:30 – 11:45	Handwashing/Bathroom	Open for use	Open for use
11:45 – 12:15	Lunch	Disinfect & Dry	Open for use
12:15 – 12:30	Handwashing/Bathroom	Open for use	Disinfect & Dry
12:30 – 1p	Art Therapy/Learning review	Disinfect & Dry	Open for use
1p – 1:30	Skills training/continuation of previous learning sessions	Open for use	Disinfect & Dry
1:30 – 2p	Games/Group activity	Disinfect & Dry	Open for use
2p – 2:45	Afternoon meeting	Open for use	Disinfect & Dry
2:45 – 3pm	Handwashing/bathroom	Open for use	Open for use

	time		
3pm	Dismissal	Disinfect & Dry	Disinfect & Dry