

Re-Opening/Phase One

Date: June 1st

Center hours: 8 a.m.-5 p.m.

Operational Guidelines

Clients

- Start with 15-18 clients a day (we do have some alternating clients to average 15 a day), and gradually build
 - Two major prerequisites:
 - Heightened infection-control measures are put into place and become routine
 - Personal protective equipment supplies are re-stocked and readily available
- Client selection based on
 - Caregiver needs
 - Center's ability to care for client
 - Client's health risk factors

Transportation

- Starts at 7 a.m. (only 15 minutes later than traditional time)
 - Only one client in each seat
 - Wheelchairs will need to be staggered
 - Buses must be sanitized with approved solution using approved practices after each morning route and each afternoon route, including:
 - Rails
 - Seats
 - Arm rest
 - Head rest
- Drivers must wear masks
- Clients who can wear a mask on the bus will be encouraged to do so

Infection Control

Infection control standards have increased

- Coronavirus can survive different times on different surfaces:
 - 48 hours on cardboard
 - 4 hours on copper/metals
 - 3 hours in the air
- Staff will require additional training for infection control

- Masks must be worn by staff at all times
 - Encourage clients to wear masks donated or purchased from local seamstress but not reasonable
- Personal-care staff will not be allowed to wear any personal clothing
 - Scrubs are only permissible attire
 - Scrub jacket may be included
- Activity staff will be required to wear simple attire (SarahCare T-shirts allowed)
- Staff is strongly encouraged to bring additional clothes to change into before leaving for home.
 - Daytime/work clothing should be bagged and washed immediately after returning home
- No casual Fridays until further notice
- Staff must wash hands using approved guidelines every 20 minutes or when changing an activity

Client best practices

- **ALL** clients must have temperature taken before entering center
 - Anyone with temperature of 100 degrees or higher will be sent home
- Encourage families to take client temperature before client get on the bus
 - This should reduce sending clients home
 - Should also reduce opportunities for infection to virus to spread on bus
- Client who has shown a fever can only return
 - When they have been without a fever for 24 hours
 - Have a physician's note stating they can return
 - Social distancing at a minimum of 6 feet must be strictly enforced at all times
 - Clients most likely will require more than 6 feet because they likely are not capable of judging accurate distance
 - This also will reduce client-to-client physical contact.
- Only one client at each table
- Lounge chairs must be assigned to one client
 - Blankets must be labeled with client's name
 - Only one blanket for each client
 - Client must use assigned blanket
- No shower services until further notice
- Client hands must be washed every 20 minutes or when changing an activity

Daily Activities

- Each client must have personal bin with a Ziplock bag with their supplies.
 - Activities must comply with 6-foot social distancing guideline
 - Supplies use in an activity must be sanitized immediately after use
 - All supplies used during the day must be sanitized at the end of each day

- Meal service
 - Each table must go through three-step sanitization process before and after meal
 - Tables also must be sanitized each day before clients arrive and after clients leave
 - Sanitization process:
 - Wash table with soap and water
 - Rinse table
 - Spray or wipe table with disinfectant
 - Do **not** wipe off; disinfectant must be allowed to air dry
 - Use only disposable plates and utensils
- Personal Care
 - Masks must be worn by staff (and client if possible) during process
 - Staff must wash hands following approved guidelines before personal care process begins
 - All waste from each personal care process must be immediately tied in a plastic bag
 - Waste must be disposed of immediately before performing personal care on another client
 - Staff must again wash hands using approved guidelines after performing personal care on a client and disposing of that client's waste
- Laundry Services
 - **All** laundry must be cleaned with the washer on a sanitize/hot cycle
 - Temperature should be as hot as possible for the type of fabric being washed
 - Typically between 140-190 degrees