



# ADULT DAY SERVICES

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## COVID-19 SAFE START TRANSITION PLAN

**All guidelines will be used at both ADS locations:**

5920 W Central

7011 W Central Suite, 205

New and updated guidance from state and county authorities will be incorporated when received.

ADS management will communicate with guardians, families, other service providers, health department, SCDDO and other entities as needed.

Abbreviated information also will be posted on [CatholicCharitiesWichita.org](http://CatholicCharitiesWichita.org).

# COVID-19 Safe Start Transition Plan

## PHASE ONE

1. Temperature checks for all staff and participants upon entering the building. Anyone above 99, will have their temperature re-checked at 10-15-minute intervals to determine if it trends down or up. Temperatures above 99.5 will be immediately isolated (see bullets 4 & 17) and continued checks (with different thermometers to ensure accuracy) until determination is made if a staff or participant needs to go home. All areas will be sanitized if an individual is sent home.
2. All staff and participants will complete a screening questionnaire daily. (See attached.)
3. All staff will be strongly encouraged to wear masks and these will be provided as needed.
4. Participants have masks available and are highly encouraged to wear them. Each participant has received and been trained on the COVID-19 booklet sent out by Wichita State with ongoing discussions of how to remain healthy.
5. All staff and participants are required to wash their hands multiple times per day, including upon arrival, after personal hygiene, before and after meals, after sneezing/coughing (see bullet 13)
6. Each room is set up to maximize social distancing of 6 feet or more (1 client at each 6-foot table) and no more than a total of 10 staff and participants (or as allowed by the social distancing).
7. Disinfection of all items touched occurs at 9 a.m. and 1 p.m., or before being put away (activity items), or after being used (phones, computers, thermometers).
8. Vehicles are disinfected after every use; participants are one to a seat during transport and strongly encouraged to wear masks.
9. All meals and snacks will be provided on disposable plates and utensils.
10. No outside visitors. Meetings will be conducted virtually. Once we begin to allow visitors, they will have to have a temperature check, wear a mask, wash their hands and complete a screening form before interacting with any participants.
11. Additional hand sanitizers are available throughout the building.
12. Business travel – no travel that is not considered essential; no travel between programs.
13. Monitoring of workforce & management – educated staff on infection control, bloodborne pathogens and cross contamination in April 2020. Ongoing training on cleaning practices and infection control. Staff are encouraged to remain home if ill and any contact with a COVID-19 positive patient must be communicated and 14-day quarantine per guidelines. Staff have been made aware of screening process through United Way 211. ADS nurse will be trained to complete COVID-19 testing for staff and clients.
14. Participant training on hygiene – COVID-19 handbook, daily assistance and ongoing training with handwashing.
15. Communication protocols – all incidents related to COVID-19 will be reported to the SCDDO, KDHE and the local health department. Critical incident reports will be completed and submitted for all results.
16. Community engagement – no community activities for participants until further notice and this will be evaluated at each phase and depending on the size and location of community events.
17. Isolation & quarantine protocols – Staff will isolate in the break room and be sent home if screening or temperature is above 99 and doesn't come down after 15 minutes. Participants will isolate and temperature monitoring will continue until coordination with family or other program occurs to address need for additional precautions. Isolation areas will be disinfected after use.
18. Collaboration with support teams to assess risk in accordance with each phase – use of screening tool provided by SCDDO to evaluate risk and identify return dates to program. Participants identified with higher risk for serious complications, will be encouraged to remain home through phase 1 and 2, and evaluation may occur at each phase to determine accommodations for returning to the program.

## **PHASE TWO – or as guidance is changed by state or local authorities**

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