



Staff and Family Emergency (S.A.F.E.)

Pandemic Operational Manual

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By: Meaningful Day Services
www.meaningfuldays.com



What is COVID-19?

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. Individuals can become infected by coming into close contact (about 6 feet) with a person who has COVID-19. COVID-19 is primarily spread from person to person.

Covid-19 Symptoms

- People with COVID-19 have had a **wide range of symptoms reported** – ranging from mild symptoms to severe illness. These symptoms may appear **2-14 days after exposure** to the virus:
 - Fever
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Congestion or runny nose
 - Nausea or Vomiting
 - Diarrhea



What is MDS Doing to Protect our Staff and Clients?

Meaningful Day Services (MDS) is committed to balancing the importance of providing exceptional client services with maintaining the health and safety of clients, staff and other stakeholders.

MDS will follow Indiana state recommendations, local (county/region) recommendations for each therapy center, and Centers for Disease Control (CDC) guidance to establish preventative procedures as well as reactive procedures should clients, staff or stakeholders test positive for COVID-19 after having been present in any facility.

The S.A.F.E Pandemic Operational Manual will cover all of our company and department specific policies and procedures developed to protect our staff and clients while we provide essential services during this time.



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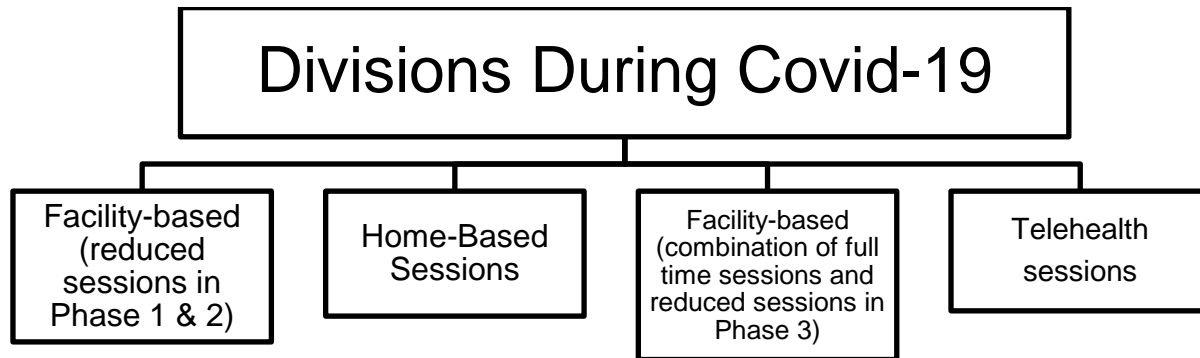
Section 1: General Operations

The following procedures will be in place during the COVID-19 pandemic until all restrictions are lifted in order to prevent and reduce disease transmission and to maintain a healthy work environment for both staff and clients.



Changes to Operations

The re-opening of our clinics will occur in four phases. Within these phases, adult day services will be offered in three different formats. This division in service delivery will allow us to maintain healthy business operations and work environments while providing an essential service. These phases are subject to change, as these decisions are guided by CDC and Indiana state guidelines.





Meaningful Day Services

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Phase 1

- June 3- June 12
- Indianapolis Adult Day Program office opens
- Hours 8:00am- 4:00pm
- Morning Session Times: 8-11am, 8:30-11:30am, or 9am-12pm (noon)
- Afternoon Session Times: noon-3pm, 12:30-3:30pm, or 1-4pm
- Clients who are consistently able to physical distance and wear a face covering will return for sessions limited to 3 hours in length
- Home-based services will begin for clients starting in Phase 2 or 3

Phase 2

- June 12- July 3
- Additional clients will resume 3 hour sessions
- Hours 8:00am- 4:00pm
- Morning Session Times: 8-11am, 8:30-11:30am, or 9am-12pm (noon)
- Afternoon Session Times: noon-3pm, 12:30-3:30pm, or 1-4pm
- Home-based services continue

Phase 3

- July 6- July 31
- Additional clients will resume 3 hour sessions
- Hours 8:00am- 4:00pm
- Morning Session Times: 8-11am, 8:30-11:30am, or 9am-12pm (noon)
- Afternoon Session Times: noon-3pm, 12:30-3:30pm, or 1-4pm
- Telehealth services begin

Phase 4

- Begins August 3
- Clients return to small group, 6-hour sessions
- Hours 8:00am- 5:00pm
- Session Times: 8am-2pm, 9am-3pm, or 10am-4pm
- 1:1 Session times may vary
- Telehealth services continue
- Masks required for all clients and staff



Daily Attestation

Every morning Monday-Friday all staff and families will receive an email with a link to a health attestation form. These forms must be completed every morning by no later than 8:00 for every single staff working directly with clients that day and every guardian/caregiver of clients' receiving services that day. If these are not completed, staff are unable to work and families are unable to receive services. If assistance is needed completing the form, an administrator is able to assist upon arrival to facility. Sample Form:

Meaningful Day Services - Covid-19 Attestation Form

* Required

1. Health Assessment

- I hereby acknowledge that within the last 14 days, I and the people I remain in close physical contact with (including family members, coworkers, or other staff), have not knowingly been within 6 feet of someone who has a laboratory confirmed COVID-19 diagnosis OR experienced a fever, cough, difficulty breathing, chills, muscle pain, headaches, sore throat, runny nose, vomiting, diarrhea, and/or new loss of taste or smell.

2. Compliance Acknowledgement

- I hereby acknowledge my compliance with the policies and procedures of the organization as the same may be updated from time-to-time, including those related specifically addressing the Coronavirus (COVID-19) and the prevention thereof. (Memo posted on home page of website)

3. Risk Acknowledgement

- I acknowledge that people with certain conditions are recognized by the Centers for Disease Control (CDC) as being at a higher risk for COVID-19. To the extent any of these conditions apply to me, I agree to take all appropriate extra precautions including any such precautions advised by my licensed physician.

4. Health Attestation *

By submitting this form, I hereby represent and warrant that (a) all information I provided herein is accurate and true as of the date hereof, (b) I completed this attestation at the request of the organization, and (c) my full name is:

Enter your answer



5. Is this form being completed for a MDS client or staff member? *

- Client
- Staff Member

6. If you are filling out this form on behalf of an MDS client, please type their name

Client's Name

Enter your answer

7. Service Selection *

Please select the services you are receiving in-person today from MDS. If you are a staff member, please select the department you are working in.

- Adult Day Services
- Applied Behavior Analysis
- Children's Program
- Behavior Supports
- Music Therapy
- Recreational Therapy
- Speech Therapy
- Occupational Therapy

Submit

Hygiene

Handwashing- We will have frequent scheduled handwashing built into the day so everyone can wash their hands with soap and water for at least 20 seconds. Using hand sanitizer that contains at least 60% alcohol as an alternative. By having clients and staff wash their hands before a session and having items already cleaned, if they touch their face it is minimally likely they will infect themselves. Washing hands at the end of sessions and sanitizing items for the next client keeps everyone safer. Avoid touching your eyes, nose, and mouth with unwashed hands.



Cover coughs and sneezes-If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Face Coverings

Cover your mouth and nose with a face cover when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a cloth face cover when they have to go out in public. The cloth cover is meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. The face cover is not a substitute for physical distancing.

Staff are required to wear masks. They will be provided with surgical masks daily or they may choose to wear an approved cloth face covering/mask. They can wear the mask for the entire day as long the proper precautions for storing are followed. Staff also have access to face shields. This will be an optional face covering, however for some clients it may be required. It is strongly recommended that staff wear a cloth face cover when they have to go out in public.

Clients must wear a face covering/mask at all times while in an MDS facility. A face covering for clients can be a cloth mask, a regular surgical mask, or a bandana. All clients regardless of phase must bring a face covering to all sessions. For those clients who are not yet able to wear face coverings, we will continue to work on desensitization programs for facial coverings. It is recommended that they wear a face-covering when they have to go out in public.

Caregivers/Guardians must wear a face covering during drop-off and pick-up and it is recommended that they wear face-covering when they go out in public.

Physical Distancing

General Physical Distancing Guidelines (per the CDC)-Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members. Put distance between yourself and other people outside your home. Remember that some people without symptoms may



be able to spread virus. Stay at least 6 feet (about 2 arms' length) from other people. Do not gather in groups. Stay out of crowded places and avoid mass gatherings.

Facility-Based Services

- We recognize that physical distancing will be difficult with staff and their client but we will make all attempts to minimize physical contact and attempt physical distance when possible.
- Work stations will be placed more than six feet apart.
 - These physical distancing guidelines will be still be observed if client/staff is not working at a table (i.e. working on the floor).
- Number of people permitted in each room will be limited to the following until further notice:
 - Rooms less than 50 square feet = limit two (one staff and one client)
 - Rooms 50-100 square feet = limit four (two staff and two clients)
 - Rooms greater than 100 square feet = limit six (three staff and three clients)
- For training purposes, we will utilize a room larger than 50 square feet, trainee will maintain six foot minimum from scheduled staff and client.
- Floor markings will be present in instances where lines are needed such as sink in hallway, kitchens and breakrooms.
- Physical Distancing of six feet will be maintained while in hallways and entryways by allowing only one staff and one client and one administrator in the mentioned areas at a time.
- All social spaces, such as lunch/break rooms, will only permit 1 staff in that space at one time.
- Staff are encouraged to take breaks in their designated room or utilize outdoor space.

Home-Based Services

- We recognize that physical distancing will be difficult with staff and their client but we will make all attempts to minimize physical contact and attempt physical distance when possible.
- Staff, adults, and other children in the home will be asked to stay at least 6 feet from each other.



Cleaning and Disinfecting Guidelines

Staff should wear disposable gloves and masks while cleaning and disinfecting. Materials and surfaces should be cleaned before and after each use. Clean each item using soap and water first. Then use a disinfectant, alcohol solution with at least 70% alcohol, or bleach solution to clean the item. Staff should wash their hands immediately after cleaning/disinfecting is completed

Items or surfaces that are touched more frequently will require additional cleaning and disinfecting throughout the day. These include, but are not limited to:

- Light switches
- Doorknobs
- Writing Utensils
- Countertops
- Phones
- Hand sanitizer pumps
- Soap dispensers
- Faucets

To make bleach solution, mix 5 tablespoons bleach per gallon of water OR 4 teaspoons bleach per quart of water. After being mixed, bleach solutions will only be effective for disinfection up to 24 hours. Remaining solution should be discarded. **Do not mix bleach or other cleaning and disinfection products together.** Keep all disinfectants out of the reach of clients. All cleaning and disinfecting products should be kept in a secure closet/location. Cleaning supply caddies will be kept in the designated room out of reach of client.

Specific Cleaning Guidelines, Precautions, and Timelines

In-Session: Staff will clean surfaces and session supplies using the general disinfecting guidelines above during session setup, after use (if possible), and at the end of the session before putting away. In-session items to be considered for cleaning and disinfecting include:

- Table and Chairs
- “School supply” box or pouch
- Tablets
- Timers
- Program visuals
- Floors
- Snack/drink



- Soft materials (if unable to be removed)

During session, items that have been handled, but are no longer being used will be placed in the dirty items bin in the room to be cleaned at the end of session. Items will not be put away or used again unless they have been thoroughly cleaned and disinfected. Any item that is being stored in a common area will be cleaned and sanitized before returning to its “home” location. If the item is frequently used, there will be a clean items bin next to the dirty bin to place sanitized items in.

Paper visuals and materials will be avoided as much as possible. Visuals and schedules will be laminated to make cleaning easier and worksheets should be disposed of after use. Programs that involve soft and porous materials (e.g., making bed, folding clothes, etc.) and programs that are not able to be completed inside the assigned room (e.g. sweeping, washing dishes, etc.) will be placed on hold. Each client will have a binder of all necessary program visuals and materials. Visuals and materials will not be shared between clients or between client and staff. For clients who use workbooks for programming, copies of workbook pages will be made before sessions begin and disposed of at end of session.

A staff will be available throughout the day as the designated cleaner. This individual will clean highly touched areas (ex: door handles, light switches), as well as sanitizing items put in the dirty bins. Staff that are working with clients should also notify the daily cleaner when the restrooms are used, so they can be properly cleaned afterwards. This individual will also be responsible for making the bleach water solution each morning for the cleaning caddies and should ensure the cleaning caddies are fully stocked throughout the day.

Client and staff lunchboxes and water bottles will be disinfected upon arrival, kept in their designated room for the whole session, and disinfected at the end of the session. Common areas will be closed, so refrigerators and microwaves will not be able to be used. If client brings a snack, the table will be disinfected and hands will be washed before eating. Administrators will sanitize all doorknobs and lights switches before and after each session. Doors for rooms not in use will be kept open to minimize potential for contamination.

Thermometers

Forehead thermometers will be disinfected with alcohol wipes after every use. Ear thermometers will be disinfected and protective covers will be replaced after every use.



Bathrooms

Bathrooms should be cleaned and disinfected using the general disinfecting guidelines above after each use. Items to be cleaned each time include:

- Toilet seat and handle
- Grab bars, if applicable
- Sink and faucets
- Soap dispenser
- Paper towel dispenser
- Doorknob/handle
- Doorframe
- Step up stools, if applicable
- Any other surface or item that may have been touched or contaminated

Soft and Porous Materials (carpets, rugs, material in seating areas)

Rugs and seating made out of this kind of material should be removed area, if possible. Carpet will be covered with plastic material, when possible, so that it is easier to clean. These coverings should be cleaned and disinfected before and after every session.

Supplies

All chemical supplies must be stored in the locked supply closet located near the front entrance. Caddies may remain in each room and the bleach water must be disposed of at the end of each day. A new bleach water solution will be made each morning. Each staff is responsible for restocking their caddy at the end of each day with the following: 2 surgical masks, hand sanitizer bottle, bleach solution spray bottle, and paper towels.

Inventory of all supplies must be taken each Monday and Thursday by an administrator. Inventory list of all supplies must be updated by administrator while doing inventory. Each item on inventory list will have a corresponding number to indicate when a supply should be reordered (e.g. gloves – minimum of 4 boxes. Once the supply of gloves has been reduced to 4 boxes, it should be reordered.) Supplies should be ordered each Monday and Thursday after inventory has been taken.



No outside personnel shall enter the building (delivery drivers, solicitors). All supplies that are delivered should be unloaded outside of lobby door. Administrator must take all supplies to supply closet located near the front entrance.

Administrator must organize supplies as they arrive to ensure all supplies are in their designated areas on shelves. All supplies must have a coordinated Material Safety Data Sheet (MSDS) and put into the MSDS binder.

If any required PPE supplies are getting low and unable to be obtained, administrator must communicate this to their supervisor. Supervisor will contact Supply Committee to communicate shortage of PPE supplies. Supply Committee will communicate if any supplies are available for redistribution from other MDS locations. If required PPE supplies are unavailable for redistribution from other MDS locations, Administrator will order required PPE as soon as it becomes available. Administrator can put in orders early to be sure to get them when restocked by supplier.

Visitors to Building

To help limit exposure, no visitors will be allowed in the building at this time.

Caregivers/guardians will drop off and pick up the client using the car line (see car line procedure). Any meetings will occur via Zoom until further notice. All packages received will be dropped off at the main entrance, delivery drivers will not enter the building. A sign will be hung on the door that says that if no one comes to the door, to leave the packages outside the door. If assistance is needed outside of building, please call front desk and appropriate staff will come outside to assist with questions or issues. Ex. Questions, drop off clothes/lunches

Covid-19 Attendance

Meaningful Day Services (MDS) first and foremost wants to ensure a safe and healthy environment for all clients. During these unprecedented times, MDS wants to ensure quality services by limiting cancellations and maximizing consistent services. MDS reserves the right to revert to original attendance procedures outlined in CL10003 Attendance and Participation policy at any time.



Potential Outbreak COVID-19

Meaningful Day Services (MDS) is committed to balancing the important of providing exceptional client services with maintaining the health and safety of clients, staff and other stakeholders. MDS will follow State and local recommendations in addition to the Centers for Disease Control guidance should clients, staff or stakeholders present in any facility test positive for COVID-19. These procedures will be updated as guidance from authorities evolves.

Mitigating Exposure

Facility Based Services:

1. Clients will be grouped together as much as possible to reduce the likelihood of wide-spread exposure.
2. Staff will wear masks at all times. Clients will be required to wear masks at all times while inside the facility. Mask breaks will be provided outside when possible.
3. Staff and clients should stay greater than 6 feet away from others whenever possible.
4. Staff will keep a log of close contacts that they and/or clients have throughout the day so that clients and staff can be quickly notified, if needed, as to potential exposure.
5. Thorough cleaning will be done throughout the day and at the end of the day.
6. Strong person hygiene will be adhered to.
7. All staff and clients will complete the attestation form and have their temperature taken before in person services begin.
8. Community services/outings will be limited in order to reduce exposure.

Home based:

1. Staff and clients will complete the attestation form.
2. Strong person hygiene will be adhered to.
3. Staff and clients should stay greater than 6 feet away from others whenever possible.
4. Staff will wear masks at all times. Clients will be strongly encouraged, and depending on program location, sometimes required to wear masks at all times. Mask breaks will be provided outside when possible.
5. Community services will be limited in order to reduce exposure.



Section 2: Client Family Pandemic Operational Manual

Facility-Based Division

By July 6th, the program will be in phase 3. While individual facility procedures may vary slightly please review all procedures below for guidance. When in doubt, please do not hesitate to call the office.

Drop-Off and Pick-Up Procedures

All client's caregivers/guardian must fill out daily attestation online by 8:00 AM before arriving to center for scheduled session time. If assistance is needed with the attestation form, please notify an administrator during carline drop off. An administrator will take the temperature of the client before they exit the vehicle. If client is showing any symptoms of COVID-19 or has a temperature of 100.4 or higher, the client will not be permitted to have their session that day. Staff will ensure client has a face mask with them before the client exits the car in. Clients are required to wear a mask at all times while in an MDS facility. MDS can provide masks if needed and will work on desensitization protocols, if needed.



Meaningful Day Services

Everyone deserves Meaningful Days!

Scheduling

We will offer the following session times during Phase I and II: 8-11, 8:30-11:30, 9-12, 12-3, 12:30-3:30, or 1-4. All sessions will take place in 3-hour blocks. For the ending of each time block the carline begins 10 minutes prior to the end of the session in order to provide sufficient time to debrief the caregiver and begin their next session in a timely manner.



Sessions will end at 10:50am, 11:20am, and 11:50am for morning sessions and 2:50, 3:20, and 3:50 for afternoon sessions. The carline will begin at these times. For individuals that need to leave early or arrive late, please contact the program supervisor.

Drop Off and Pick-up Procedures

For safety purposes please remain in your vehicle until an MDS employee comes to your car. We are a 1:1 service. Upon arrival, an MDS employee will come to the vehicle, ensure the attestation form has been completed or assist in completing this, as well as taking the client's temperature. Visitors will not be allowed in the building during this time. Each client's staff will come to your vehicle when the car line has moved forward.

Drop-off:

The drop-off line will only run after pick-up line is completed. It will be open at the individual's scheduled time. The drop off line should be followed as shown in the

picture to the left. Cars will enter from Kentucky Ave and follow along the west side of the building (red arrows in picture) with the first car stopping in front of Entrance 1 (green star). Subsequent cars will line up behind the first car (indicated in picture above with red arrows). **IMPORTANT: Do not walk clients into the waiting area. Do not allow them**



to walk across the parking lot. An MDS staff will come to your car. Almost all staff are transitioning from one client to the next, so please have patience as this transition occurs. Please know that if the client is released from the car prior to staff coming to them, they will be returned to the car. This is a safety issue and we are required to follow these procedures to ensure that all of our clients are safe while arriving and leaving the day program.

Pick-up:

Pick-up line will be open 10 minutes prior to the end of their scheduled session time. For pick-up, please be on time. On time for pick-up is defined as 10 minutes prior to the end of the client's session. Our block schedules and pick up times are as follows: 8:00-11:00/10:50 pick-up, 8:30-11:30/11:20 pick-up, 9:00-12:00/11:50 pick-up, 12:00-3:00/2:50 pick-up, 12:30-3:30/3:20 pick-up, and 1:00-4:00/3:50 pick-up. During pick-up, the carline will form facing the parking lot, with the first car stopping directly behind the cone labeled Pick-Up at the front entrance (indicated in picture above with the green star). The driver's side should face the building. Subsequent cars will line up behind the first car (indicated in picture above with red arrows). Once the client has been picked up, the car will then follow the black arrows as indicated in the picture above and exit through the alley on the other side of the building.

Note: IndyGo buses will not fit through the alley, so please be aware the bus may be exiting through the entrance route.

Late pick-up or Drop-off:

The pick-up line begins at 10:50, 11:20, 11:50, 2:50, 3:20 and 3:50. Clients will need to be picked up between the start of the times above and 15 minutes after their scheduled end time (ex: 9:00-12:00 will need to be picked up between 11:50am and 12:15pm). Timely pick-up is crucial; late pick-up will be tracked and repeated instances of late pick-up could lead to a disruption in services.

Transportation

- IndyGo
 - For clients that utilize IndyGo for transportation, we recommend wearing a mask while on the bus.
 - Clients will be directed to immediately wash their hands upon arrival.
- MDS transport
 - Staff will wear a mask while transporting clients; it is recommended that clients should also wear a mask.
 - Appropriate MDS vans will be utilized to maintain 6' social distancing.
 - Staff and clients will be directed to immediately wash their hands upon arrival.



Operative Procedures for Facility Based Services

- Staff will have client immediately wash hands for no less than 20 seconds according to CDC Guidelines. If all washing stations are in use, staff and client must keep 6 feet for social distancing while waiting for a handwashing station per CDC Guidelines. Client and staff will proceed to designated room.
- Clients will be assigned 1-3 staff to the best of our ability through phases 1-3. However, as phases progress, client teams may increase as necessary.
- Sessions for each client will occur in a designated area or room. No other staff or clients should enter the designated area or room except those assigned to that area.
- Staff will attempt to increase distance during therapy sessions as much as possible, including working across the table from the client instead of next to the client and standing up while client remains seated during programming whenever possible.
- Restroom- Staff and client must keep 6 feet for social distancing while having to wait for an available restroom. Client must wear mask at all times during bathroom break during all phases. Staff and client must wash hands for a minimum of 20 seconds per CDC guidelines. Staff must assist the client with sanitizing bathroom after each use (e.g. wiping down toilet, hand sink, faucet, faucet handles, door knobs, light switches) or notify daily cleaner so they can clean after each use. Staff and client will return to designated room after bathroom break.
- Staff and clients are able to go on walks outside, within the premises. If more than one staff and one client are walking at once, staff will ensure proper social distancing and safety measures between other clients, staff, and any other people for the duration of the walk. Staff and clients are permitted to take off their masks while outside but must maintain 6' distance. Masks must put back on before entering the building after break. Staff and client must wash hands for a minimum of 20 seconds per CDC guidelines upon re-entry to building.
- Should a staff need a break (to use the restroom or for another reason), the staff will contact an administrator. The administrator will follow social distancing guidelines and safety protocols and remain with the client until the staff returns.
- Should a client cancel a session for any reason, that designated staff may be assigned additional administrative duties.
- At end of session staff will walk the client out of building. Staff and client will throw away shoe coverings in trashcan located outside of building. Staff will walk client to the car. Staff will debrief caregivers/guardian by maintaining 6 feet social distancing.



Client Session Protocol

During the initial phases of the opening, each client's session will be only 3 hours in length. As we progress through the phases, more restrictions are lifted, and as staff and clients become accustomed to wearing face covering, we will begin increasing the session length.

What to Bring for Clients

We ask that you please do not send a backpack or any porous items to the facility until further notice. Please remember to only send minimal, necessary items. If client requires depends or pull-ups, please send stock of these items in a disposable bag. Once in the clinic, these items will be stored in a bin with the client's name, in their designated area/room. When running low, your staff will let you know to please bring more to your next scheduled session.

Please send client with one complete change of clothes (shirt, pants, underwear, socks, etc.) to keep in their designated area/room. Should their clothes become soiled throughout their session, the staff will utilize required PPE and protocols to change their clothes, wash hands, etc. and the soiled items will be double-bagged and sent back home to you. If the client utilizes the spare change of clothes, please ensure to send a new set the next day.

Food and Drink for Clients

Please ensure that the client has eaten breakfast or lunch before arriving for the day. You may send a drink and snack daily to sessions. However, we ask that you do not send food or drink that require microwave or refrigerator use, as our common areas and kitchen will not be accessible until further notice.

When sending food or drink to the clinic with the client, we encourage you to utilize items that can be disposed of after use (i.e. disposable utensils, sandwich/snack baggies instead of silverware and Tupperware items). We also ask you to please utilize a brown sack lunch or disposable bag when sending food or drink instead of a lunchbox. Please label any food or drink with the client's name. Should you have to send something that needs to remain cold, you may send a lunchbox with icepacks, as refrigerator storage will not be available. Please only utilize a lunch box under these circumstances.

Clients will eat/drink in their assigned room with their staff present. Staff and client will wash hands prior to handling or distributing any food item, and again after



consumption/distribution. If the client has any special dietary needs, please ensure that we are informed of any necessary precautions and/or restrictions they may have.

Temporary Home-Based Division

For phase 2 and 3 clients we are offering temporary home-based services. Home-based services will have the same hours as the facility-based services. This will offer additional assistance to families during the first couple phases. This division will be offered on a temporary basis and when more restrictions are lifted these home-based services will transition to the facility.

Home-Based Session Acknowledgement and Materials List

It is important to pre-establish a location in the home that will be used for session space. This space should stay consistent and consider any environmental factors from the environmental checklist as well. An origination site is a site where a patient is located at the time health care services are provided via a telecommunications system. This pre-established treatment space should be cleaned and sanitized by the family before and after each session, and by the staff upon arrival to each session.

MDS will provide all necessary materials or supplies that are only accessible to their client during sessions. This could include:

- Sensory toys
- Flashcards or matching cards
- Puzzles or games
- Worksheets
- Dry erase sheets and markers
- Choice/activity board
- Paper and colored pencils or crayons
- Other craft supplies



Operative Procedures for Home-Based Services

- Client and staff should have a designated work area within the home-setting that remains the same for the duration of temporary, home-based services.
- No other persons should enter the designated area or room during session hours except for the staff and the client, unless otherwise requested by the staff.
- Staff will attempt to increase distance during sessions as much as possible, including working across the table from the client instead of next to the client and standing up while client remains seated during programming whenever possible.
- Before arrival each day, caregiver or guardian should ensure that the designated area or room is properly cleaned, sanitized and ready for session.
- At the conclusion of each session, the staff should ensure that all materials are properly cleaned, sanitized, and ready for the next session.
- Should a staff need a break (to use the restroom or for another reason), the staff will contact the parent or caregiver and the parent or caregiver will remain with the client until the staff returns.
- Staff will bring a kit with materials and supplies. Staff will be responsible for bringing these items each session. Staff will ensure all materials are properly sanitized and updated with new materials.
- Staff will complete client specific training prior to beginning sessions.

Services Placed on Hold Related to COVID-19

Services being placed on hold is a temporary status and absences will not be counted against the client during the time the hold is active. Caregivers/guardians will still be responsible for maintaining communication deemed essential with MDS while services are placed on hold. Prior to services being placed on hold, or anytime during the hold, the program supervisor will be available for parent guidance and support. Client/guardian will be notified of any changes in duration of hold of services.



Section	Client
Policy Number	CL TEMP 1002
Policy Name	Attendance Covid 19
Effective Date	05/14/2020
Appendix	A

COVID-19 Attendance

I. Purpose

Meaningful Day Services (MDS) first and foremost wants to ensure a safe and healthy environment for all clients. During these unprecedented times, MDS wants to ensure quality services by limiting cancellations and maximizing consistent services.

MDS reserves the right to revert to original attendance procedures outlined in CL10003 Attendance and Participation policy at any time.

II. Scope

This policy applies to all clients served by Meaningful Day Services.

III. Exceptions

None.

IV. Definitions

Site-Based services-- Services that take place at one of our MDS offices including applied behavior analysis, day services, and children's programming.

No-show-- When either a client or staff does not cancel an appointment resulting in the other party showing up expecting services that do not occur.

Excessive tardiness-- dropping off or picking up the client more than 15 minutes late or being more than 15 minutes late for a scheduled session.

Early pick up-- Picking up the client more than 15 minutes early.

V. Policy Statements



1. If you find the current schedule is no longer working, please contact the program supervisor or the department director to arrange a different time when possible.
2. Please provide a 24-hour notice of cancellation whenever possible.
3. The parent/guardian and team will be notified if there are excessive cancellations or no shows in an attempt to find a solution. If cancellations or no shows continue, a disruption in services could occur.
4. MDS case review committee will review individuals with excessive attendance issues.

VI. Procedures

1. The COVID-19 temporary attendance policy will be provided to each client when they return to site-based services.
2. Excessive cancellations, excessive tardiness and early pick-ups will be documented as they occur.
3. During the case review committee process, any attendance issues will be addressed on an individual basis.

VII. Forms/Appendices

VIII. Responsibility

All MDS Clients

IX. Approval

The revision of the aforementioned policy is hereby approved by the Leadership Team on this date 05/13/2020

Sandra Miller, CEO



Section	Client
Policy Number	CL Temp 1001
Policy Name	Potential Outbreak COVID 19
Effective Date	5/13/2020
Appendix	B

Potential Outbreak COVID 19

I. Purpose

Meaningful Day Services (MDS) is committed to balancing the importance of providing exceptional client services with maintaining the health and safety of clients, staff and other stakeholders.

II. Scope

This policy applies to all MDS clients.

III. Exceptions

24 hours residential services will continue at all times without interruption regardless on COVID-19 positive status.

IV. Definitions

Close Contact: Defined by the CDC as a person who spends greater than 15 minutes within six feet of a positive COVID-19 person from the 48 hours prior to the positive person's symptom onset or positive test collection date if asymptomatic. While mask use decreases the risk of infection, at this time it does not change recommendations for quarantine. Close contacts need to quarantine at home for 14 days after the date of their last exposure.

Positive person: A person who has tested positive or who has been advised by a health care professional to be presumed positive.

Quarantine: Close contacts who have been exposed should quarantine at home for 14 days after last date of exposure to the positive student/staff member.



V. Policy Statements

1. MDS will follow State and local recommendations in addition to the Centers for Disease Control guidance should clients, staff or stakeholders present in any facility test positive for COVID-19.
2. These procedures will be updated as guidance from authorities evolves.

VI. Procedures

1. Mitigating Exposure

MDS is taking many steps to mitigate the risk of exposure to COVID-19 for staff and clients. MDS is following CDC and local recommendations for reducing risk. For more details, please see program specific procedures, including S.A.F.E manuals and community-based protocols, available on www.meaningfuldays.com.

2. Positive Case:

- a. Facility-based services potential COVID-19 positive case:
 - If a client at the facility begins showing symptoms, the following should occur:
 - Isolate client showing symptoms until they are picked up
 - Deep clean and disinfect building
 - Provide information to client showing symptoms regarding testing options and requirements before they can return to services
 - If staff is informed that the client or others in the house have tested positive, are experiencing symptoms or have had a close contact (see definition above) and in person services have already been initiated, in person services will be ended as soon as it's safe to do so.
 - See Section titled "Contacting Potentially Exposed Individuals" for additional details.
- b. Residential services potential COVID-19 positive case:
 - Follow reporting guidance above
 - Encourage clients to self-isolate and limit use of shared spaces as much as possible
 - Minimize number of staff members who have face-to-face interactions with clients
 - Staff should monitor themselves and clients for COVID-19 symptoms



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- Continue following cleaning and disinfecting guidelines and daily questionnaire
 - Continue temperature checks prior to the start of each shift for employees and clients
 - Team members and guardians will be informed of potential exposure and will determine whether to pursue COVID-19 testing
- c. Home based services potential COVID-19 positive case
- If a client or other person in the home begins showing symptoms of COVID-19 during services, the MDS staff will immediately end services once it is safe to do so and leave the home. Staff will notify their supervisor.
 - If staff is informed that the client or others in the house have tested positive, are experiencing symptoms or have had a close contact (see definition above) and in person services have already been initiated, in person services will be ended as soon as it's safe to do so. Staff will notify their supervisor.
 - See Section titled "Contacting Potentially Exposed Individuals" for additional details.
- d. Contacting Potentially Exposed Individuals:**
- When a positive case is identified, all individuals who have been in the facility or who have had in person contact with the positive person will be notified and advised of testing locations and encouraged to watch for symptoms.
 - Clients who have had close contact (see definition above) with a person who tested positive for COVID-19 or is presumed positive by a health care provider will be notified of their close contact and asked to quarantine for 14 days before returning to services. Information encouraging individuals to seek testing will be provided. While masks decrease the risk of infection, they do not change the recommendation for quarantine.
 - Clients who have had a close contact (see definition above) can return to services 14 days after potential exposure **AND** when one of the following has occurred:
 - Client has received a negative COVID-19 test or
 - Client has gone at least 72 hours with no symptoms including:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing



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- Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea or Vomiting
 - Diarrhea
- If a staff or client experiences COVID-19 symptoms and is screened by a health care provider and advised that they are NOT presumed to have COVID-19, services can resume 72 hours after symptoms have stopped.
 - If one client or staff member tests positive in a group, pod or area of the facility, contact tracing will be done on that person to identify any close contacts (see definition above) at MDS and close contacts will be advised to quarantine.
 - If more than one client or staff test positive in the same group, pod or area of the building, the entire group, pod or area of the building will be advised to quarantine for 14 days. In person services will be suspended during this time.
 - If more than one group, pod or area of the building has two or more individuals test positive, the entire facility will be closed for in person services for 14 days.
 - Case managers and other team members will be notified as applicable
 - The Director team will be notified of any client or employee positive COVID-19 test to ensure consistency across departments.
 - For clients receiving 24-hour residential supports, no delay in services will occur as a result of positive COVID-19 testing.

e. Reporting Positive COVID-19 Test:

- For clients who receive a positive COVID-19 test or whose health care provider has indicated that they should be presumed positive, a DDRS incident report will be filed including the following information:
 - Total number of individuals affected (staff and other clients)
 - Did the individual have any symptoms during their illness? (Yes, No, Unknown)
 - Did the individual have a chest x-ray? (Yes, No, Unknown)
 - What type of specimens were collected, if known? (e.g. NP Swab, OP Swab, Sputum, Other)



- For confirmed positive cases, what was the date the COVID-19 specimen was collected, if known?
- What was the symptom resolution date? (If symptoms have not resolved, indicate such.)
- Was/is the patient hospitalized for this illness? (Yes, No, Unknown)
- Employees who have worked with clients receiving services through the Medicaid Waiver within 14 days from when they received a positive COVID-19 test will be reported to DDRS using the employee reporting tool.
- <https://forms.office.com/Pages/ResponsePage.aspx?id=ur-ZIQmkE0-wxBi0WTPYjdeGrSGv-DIHozfF9fg56KdUNVZFWUc3Q0EzWjdWTlo0SkM0WfK4T1E2Qy4u>

f. Testing:

- The department director will find an appropriate testing facility, if available, for staff and clients to be tested within 24-48 hours.
- Any staff or client who is presumed positive by a health care provider will be required to quarantine for 14 days regardless of testing status.
- Any staff or client who has experienced COVID-19 related symptoms will be asked to seek advice from a health care provider or, if they are unwilling to do so, will be asked to quarantine for 14 days.
- Clients will be provided with information on testing and can choose if they wish to pursue testing.

VII. Forms/Appendices

VIII. Responsibility

All MDS Employees

IX. Approval

The revision of the aforementioned policy is hereby approved by the Leadership Team on this date 8/3/2020.

Sandra Miller, CEO



Section	Human Resources
Policy Number	HR TEMP 103
Policy Name	COVID-19 Employee Positive Case
Effective Date	05/13/2020
Revision Date	8/3/2020

COVID-19 Employee Positive Case

I. Purpose

Meaningful Day Services (MDS) first and foremost wants to ensure a safe and healthy working environment for all employees. MDS recognizes that even through proper prevention measures, safety protocols, and sanitizing that employees may be exposed to coronavirus illness outside or inside the work environment. MDS' goal is to inform and implement protective measures for employees who may have been exposed to COVID-19 while working directly in an MDS office, clinic, client home, or residential home.

II. Scope

This policy applies to all MDS employees.

III. Exceptions

None.

IV. Definitions

V. Policy Statements

1. MDS employees who test positive for COVID-19 or are instructed by a health care provider to be presumed positive, and have worked within MDS office, clinic, residential home, or client home within the past 14 days, are required to notify their direct supervisor immediately.
2. MDS employees who test positive for COVID-19, or are instructed by a health care provider to be presumed positive, will be instructed to isolate and not return to work for a minimum of 14 days.



3. Employees who test positive for COVID-19, or are instructed by a health care provider to be presumed positive, may return to work in an MDS office, clinic, client home(s), or residential after 14 days have passed and they are able to meet the following criteria outlined below.
 - a. An employee who tests positive but **does not** have or display any symptoms may return to work:
 - i. 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the *symptom-based* or *test-based strategy* should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.
 - b. An employee who tests positive and is symptomatic may return to work when:
 - i. At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - ii. At least 10 days have passed *since symptoms first appeared*; **OR**,
 - iii. Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)
 - c. The employee's health care provider approves them to return to work and provides a certification for the employee.
4. The return to work criteria outlined in statement #3 is based off of current CDC recommendations and may be subject to change without notification as recommendations are updated.
5. All employees returning to work after a COVID-19 diagnosis will need to complete a self-certification form that attests that they are recovered and no longer contagious. Any false information that an employee provides on the self-certification form will lead to disciplinary action up to and potentially including termination.
6. MDS employees who are working or teleworking and test positive for COVID-19 may be eligible for Paid Sick Leave. Please refer to HR TEMP 102 Paid Sick Leave Policy for further information.
7. MDS will follow all laws and regulations under the ADA, HIPAA, and other privacy rules to protect the identity and medical information of any employee who



- reports a COVID-19 diagnosis. All employee medical records will be maintained separately in a confidential medical file. MDS will not disclose any information identifying the employee who tested positive to any other employee or client.
8. If an MDS employee or client tests positive for COVID-19 all employees who were in contact with that individual within the past 14 days will be notified immediately and provided with instructions for moving forward.
 9. MDS reserves the right to require any employee who has been exposed to COVID-19 to produce a negative test in order to return to work.
 10. Exposed employees who are required to get tested for COVID-19 will need to complete the testing within 24-48 hours.
 11. MDS will provide the resources and testing information for any employee that is required to get COVID-19 testing due to an exposure.
 12. Internal incident reports will be completed for any employee who is exposed to COVID-19 while working at any MDS property or client property.
 13. The DDRS Employee Reporting Tool will need to be completed for any employee who has tested positive for COVID-19 and has worked with Medicaid Waiver clients within 14 days of this positive test.
 - a. <https://forms.office.com/Pages/ResponsePage.aspx?id=ur-ZIQmkE0-wxBi0WTPYjdeGrSGv-DIHozfF9fg56KdUNVZFWUc3Q0EzWjdWTlo0SkM0WfK4T1E2Qy4u>

VI. Procedures

1. Employee who tests positive for COVID-19 and has worked with or been direct contact with clients or coworkers within the past 14 days needs to report their diagnosis immediately to their Department Director and the HR Director.
2. The HR Director will send the employee information regarding the Paid Sick Leave policy and how to access the paid time off.
3. The department Director and HR director will create a list of MDS clients and employees that the employee has encountered and potentially exposed within the previous 14 days.
4. Any employee who was potentially exposed to COVID-19 while working will receive a phone call from their supervisor notifying them of the exposure.
5. Exposed employees will also receive an “exposure notice” in writing from HR outlining instructions for testing, returning to work, etc.
6. Supervisor will continue to follow up with exposed employees as necessary to ensure that proper procedures have been understood and followed.
7. Any additional employees that test positive for COVID-19 will be sent information regarding paid sick leave and will not return until the criteria set above is achieved.



VII. Forms/Appendices

Exposure Notice Form
Employee Self-Attestation Form

VIII. Responsibility

All MDS Employees

IX. Approval

The revision of the aforementioned policy is hereby approved by the Leadership Team on this date 8/3/2020

Sandra Miller, CEO