

**SUNSHINE VILLAGE**  
**COVID-19 CONTROL PLAN**  
**Mandatory Safety Standards and Protocols**  
**MODIFIED NOVEMBER 2021**

Established May 1, 2020 - Revised May 22, 2020  
Revised and approved by the Board of Directors June 4, 2020  
Revised based upon the MA EOHHS (Min Requirements for Health and Safety) July 24, 2020  
Westover Maintenance Systems: August 3, 2020  
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Dec 9, 2020; Dec 23, 2020; February 15, 2021; March 25, 2021  
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Transportation Control Plan Established May 3, 2021  
REBUILDING PLAN REVISIONS: 5/7/21; 6/1/21, 7/8/21, 8/25/21  
**MODIFIED: 11/19/2021**

**REVISIONS: This COVID-19 CONTROL PLAN will override the original and subsequent COVID-19 CONTROL PLANS. The original plan and its subsequent updates have been archived by Sunshine Village. This plan will be reviewed regularly and amended as needed – to meet the evolving conditions that are both internal and external to Sunshine Village. This Plan is used in conjunction with the Requirements for a Safe Return to Services.**

**This plan will be available on the organization’s website so that it is accessible to all stakeholders.**

**CONTENTS:** This plan includes the following:

Protective Measures  
Programmatic Protocols  
Health Monitoring  
Symptom Protocol  
Exposure Protocol – Fully Vaccinated  
Exposure Protocol – Unvaccinated  
Group Home Protocol  
Isolation and Discharge of Sick  
Notifying Required Parties of Exposure

**PROTECTIVE MEASURES:**

- **Masks**
  - Indoors: Masks will need to be worn by employees, visitors and vendors in programmatic areas and common areas whenever clients are present.

- Clients will wear masks, as able.
  - Outdoors: Masks do NOT need to be worn outdoors (even if social distancing is not able to be maintained.)
- **Social Distancing**
  - Social distancing will be maintained, as able, indoors and outdoors, with an arm's length between people OR 3 feet on each side of seated clients.
  - Employees will intermingle within this space for support but will be cognizant to try to maintain distance, as able.
- **Hygiene Protocols**
  - All programs and worksites will provide employees and clients with the means and opportunity to engage in regular handwashing throughout the day.
  - Handwashing or use of hand sanitizer will be required as follows:
    - Upon entry into and exit from program space
    - When coming in to building from outside activities
    - Before and after eating
    - After sneezing, coughing or nose blowing
    - Before, during and after handling food
    - After touching or cleaning surfaces that may be contaminated
    - After toileting
    - After using any shared equipment such as phone, tablet or remote control
    - Before and after medication administration
    - Before entering and after exiting vehicles used for transportation
    - After contact with mask
    - Before and after glove change
    - When visibly soiled
  - Handshakes, fist-bumps and hugs are discouraged.
  - All individuals will avoid touching eyes, nose and mouth.
  - Sharing drinks and food or other items will be discouraged.
- **Respiratory Etiquette**
  - Everyone will be encouraged to cover their nose and mouth when coughing or sneezing
    - This can be done by using a tissue or inner elbow
    - Discard tissue in a trash receptacle
    - Hand hygiene will be performed after sneezing, coughing or nose blowing.
- **Environmental Controls**
  - Visitors and vendors will be allowed to enter buildings operated by SSV as long as they self-screen, wear masks and social distance from clients and employees.
  - Doors will remain locked and access is controlled and monitored.
  - Clients and staff will remain with the same clients and staff working as cohorts each week, as feasible.
    - This may change based upon actual attendance; however, cohorts of employees and clients is the goal.
  - Restrooms may be identified as unisex.
  - The number of individuals using stalled restrooms will be limited.

- In each program area - staff and clients will be assigned a particular restroom as able.
- Each client will be expected to adhere to established criteria for safe return and in-person services and supports.
- Furniture will be arranged to allow space for social distancing.
- Plastic utensils will be pre-wrapped and disposed of after use.
- Disposable paper plates and napkins will be available at all sites.
- **Person Protection Equipment**
  - Employees are required to wear masks when in the presence of clients.
  - Gloves are required during:
    - Personal care activities
    - While assisting clients with dining
    - While preparing food
    - Clean up of blood or bodily fluids
    - While cleaning, sanitizing and disinfecting
  - Gowns, goggles and face shields available and use is encouraged when providing hands-on assistance for routine activities including toileting and feeding.
- **Cleaning, Disinfecting and Sanitizing**
  - Sunshine Village is committed to providing supports across all settings in a clean and sanitary condition.
  - All environments and their equipment, materials, items and surfaces are monitored for cleanliness and specific cleaning and disinfecting regimens are employed at all settings.
  - Sanitizing and disinfecting takes place after cleaning as a clean surface is required for sanitizing and disinfecting solutions.
  - At the end of each day, employees will clean and disinfect restrooms, kitchens and regularly used items.
  - When a client or employee exhibits a COVID19 symptoms or diagnosed with COVID19, Sunshine Village will follow the guidelines established by CDC:
    - **If less than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning and disinfection protocols will be employed.
    - **If more than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning protocols will be employed.
    - **If more than 3 days have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
- **Cleaning Protocols and Instructions:** The following practices will be followed:
  - Wear gloves while cleaning, sanitizing and disinfecting.
  - Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting.
  - Sponges or cleaning towels shall not be used for sanitizing or disinfecting.
  - To ensure effective cleaning and disinfecting, always clean surfaces with soap and water first, then disinfect using a diluted bleach solution, alcohol solution with at least

- 70% alcohol, or an EPA approved disinfectant for use against the virus that causes COVID-19.
- Cleaning first will allow the disinfecting product to work as intended to destroy germs on the surface.
  - Follow manufacturer's instructions for application and proper ventilation.
  - Directions for the various cleaning, disinfecting and sanitizing solutions must be followed.
  - Never mix household bleach with ammonia or any other cleanser.
  - Leave solution on the surface for at least 1 minute.
  - Surfaces and equipment must air dry after sanitizing or disinfecting.
  - Do not wipe dry unless it is a product instruction
  - Do not store sanitizing and disinfecting solutions in beverage containers.
  - Avoid aerosols because they contain propellants that can affect breathing. Pump or trigger sprays are preferred.
  - All solutions must be kept out of reach and stored in a cleaning cabinet.
  - All sanitizing and disinfecting solutions must be used in areas with adequate ventilation.
  - Do not spray chemicals around clients.

## PROGRAMMATIC PROTOCOLS

- Congregate Activities
  - All pre-COVID programmatic activities including 'Bring the Community to Us' and community-based activities can resume as able with social distancing and masking requirements.
  - Clients and employees can cook together, share equipment, furniture, games and supplies.
- Transportation
  - Sunshine Village requires all clients and employees to wear a mask while on a SSV vehicle.

## HEALTH MONITORING

- **Definition of fully vaccinated**
  - Clients and employees are fully vaccinated for COVID-19 if they have received two doses of either the Pfizer or Moderna COVID-19 vaccines or a single dose of the Johnson & Johnson vaccine more than 14 days ago.
- **Symptoms of COVID19:**
  - Fever (100.0 or above)
  - Chills or shaking chills.
  - Difficulty breathing or shortness of breath.
  - New loss of taste or smell.
  - Muscle aches or body aches.
  - Cough (not due to other known cause such as chronic cough)

- Sore throat
  - Nausea, vomiting, or diarrhea
  - Headache
  - Fatigue
  - Nasal congestion or runny nose
- **Entrant Screening and Monitoring**
    - Employees, visitors and vendors will be expected to self-screen prior to entering any buildings or properties operated by Sunshine Village.
    - All clients will be screened prior to boarding a van operated by Sunshine Village
    - All clients will be screened prior to entering their program
    - The screen will include the following:
      - Today or in the past 24 hour have you or any household members been:
        - Been tested for COVID-19
        - Been in close contact with someone who has tested positive and
        - Experienced symptoms of COVID19 listed above.
    - Any person experiencing symptoms as described in SYMPTOM PROTOCOL below cannot enter buildings/program and/or will be accompanied to isolation and sent home.
    - Actions regarding affirmative response for COVID19 testing and/or close proximity, depend on vaccination status.
      - If fully vaccinated, entrance allowed.
      - If not fully vaccinated, no entry.
- **Absentee Monitoring**
    - When an employee or client does not report as scheduled, the employee and/or client must be contacted to assess whether a test or medical documentation is required prior to return.

## **SYMPTOM PROTOCOL**

Vaccinated and not vaccinated employees and clients must be tested and follow quarantine protocols if experiencing any **ONE** of the symptoms in **BOLD** or **TWO** of the ‘non-BOLD’ symptoms.

- **Fever (100.0 or above)**
- **Chills or shaking chills.**
- **Difficulty breathing or shortness of breath.**
- **New loss of taste or smell.**
- **Muscle aches or body aches.**
- **Cough (not due to other known cause such as chronic cough)**
- Sore throat, *when in combination* with other symptoms
- Nausea, vomiting, or diarrhea *when in combination* with other symptoms
- Headache *when in combination* with other symptoms
- Fatigue, *when in combination* with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination* with other symptoms

Anyone, client or employee, appearing ill and experiencing symptoms as described above must be separated from the larger group and isolated until able to leave the program.

**Based upon symptoms listed above:**

**If at the program, they need to go into isolation until they can leave the property.**

- They need to quarantine for 10 days OR receive a negative test OR medical documentation stating that a test is not warranted - and then can return if they are symptom free

**If someone (client or employee) *lives with* someone who exhibits symptoms**

- If at the program, they need to go into isolation until they can leave the property
- They need to quarantine for 10 days OR receive a negative test OR medical documentation that a test is not warranted - and then can return if they are symptom free

**If someone (client or employee) comes in *close proximity* (within 6 feet for longer than 15 minutes over a 24-hour period) to someone who exhibits symptoms including on a van or vehicle:**

- Communicate that there were in close proximity to a person who was exhibiting symptoms

**If someone (client or employee) is *near* someone (in the same room but farther than 6 feet away for more than 15 minutes) who exhibited symptoms**

- No action required

**EXPOSURE PROTOCOL – FULLY VACCINATED** (*applied to clients who live on their own or with their families or with a shared living provider – and employees.*)

If someone (client or employee) *tests* positive - They need to quarantine for 10 days from day of test and can return if they are symptom free

If someone (client or employee) *lives with* someone who tests positive - no quarantine is necessary.

If someone (client or employee) comes in *close proximity* (within 6 feet for a cumulative total of 15 minutes or longer over a 24-hour period) including riding a van - no quarantine is necessary.

If someone (client or employee) is *near* someone (in the same room but farther than 6 feet away for a cumulative total of 15 minutes or longer) who tests positive- No action is required.

**EXPOSURE PROTOCOL – UNVACCINATED** (*applied to clients who live on their own or with their families or with a shared living provider – and employees.*)

If someone **tests** positive - They need to quarantine for 10 days from day of test and can return if they are symptom free

If someone **lives with** someone who tests positive –

- They need to quarantine for 10 days from the date of their roommate/housemate/family member’s test OR quarantine for 7 days if received a negative test result from a COVID test on day 5 or later
- Return only when symptom free.

If someone comes in **close proximity** (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) including riding a van with someone who tests positive –

- They need to quarantine for 10 days from day of exposure and can return if they are symptom free OR quarantine for 7 days and can return with a **NEGATIVE TEST** taken 5 days after initial exposure.

## **GROUP HOMES PROTOCOL**

To reduce the risk of COVID-19 exposure and transmission, clients living in group homes will be deemed as close contacts when either their roommate or residential employee test positive or experience symptoms consistent with COVID-19. They will be **required to quarantine regardless of vaccination status.**

- If a client lives in a residential group home and one of their roommates or support employee **tests positive:**
  - they need to quarantine for 10 days, regardless of vaccination status, and then can return if they are symptom free.
- If a client lives in a residential group home and one of their roommates or support employee **exhibits symptoms as defined above:**
  - If at the program, they need to go into isolation until they can leave the property
  - They need to quarantine for 10 days OR receive a negative test OR medical documentation stating that a test is not warranted - and then can return if they are symptom free

## **ISOLATION AND DISCHARGE OF SICK**

Each program has at least one designated separate space available to safely isolate clients and/or employee who may exhibit signs and symptoms of illness. A separate bathroom will be made available if a client or employee becomes ill and in isolation, as able. Isolated clients must be supervised at all times. If more than one client / employee become ill, SSV will enact isolation procedures and attempt to keep everyone separate. If several people become ill at the same time and isolation space becomes limited, sick clients will be kept in the same room but at least 6 feet apart.

Isolation areas have a door or half door which will allow clients to be monitored at all times while in the isolation area until picked up. The door will remain open for monitoring purposes and if it is a half door, the top half will remain open.

SSV will try to ensure that a separate exit is available to clients and employee in the isolation area.

- **If a client becomes symptomatic:**
  - Immediately isolate client from others by accompanying the client to an isolation area.
  - Ask client to use a face mask to cover their nose and mouth. A face mask, face covering or shield will be available if client agrees and is safely able to wear.
  - Contact the client's caregivers and indicate symptoms of illness evident and client must be picked up as soon as possible – but no later than within one hour.
  - If at any point, symptoms emerge warranting emergency care, 911 will be contacted.
- **If an employee becomes symptomatic:**
  - The employee member must immediately let the Program Manager or their designee know they are ill and cease working.
  - They must leave the program or isolate in isolation area until they are able to leave.
  - If they are unable to leave immediately, they must make arrangements to be picked up within one hour.
  - If at any point, symptoms emerge warranting emergency care, 911 will be contacted.
  - The employee must continue to cover their nose and mouth. If for some reason they are unable to safely wear a face mask, a face covering or shield will be made available.
  - Provide information to the employee regarding contacting their health care provider to acquire more current information as to how and when to obtain testing and proper self-quarantining and self-isolating procedures.

## **NOTIFYING REQUIRED PARTIES OF EXPOSURE**

- Employees and clients will be notified about possible exposure while maintaining confidentiality.
- Once a suspected occurrence of COVID19 is identified, the Director of Day Services (client) or Director of Human Resources (employee) will be notified and, in turn, the Executive Director will be apprised of the possible COVID19 exposure.
- When a possible exposure occurs, an internal 'contact tracing' will be conducted for the previous 2 days prior to exposure to determine all clients and employee that may have been within 6 feet of the person for longer than 15 minutes.
- The local Board of Health will be notified by the Executive Director or designee if a client or employee tests positive for COVID-19.



- The referral agency and the Division of Medical Assistance (DPH Division of Epidemiology and Immunization 617-983-6800, #3) will be notified if a client or an employee who works directly with clients tested positive for COVID-19.

### **REQUIREMENTS FOR A SAFE RETURN TO SERVICES**

Sunshine Village has developed criteria that all existing and new clients must adhere to when returning to or entering services. These requirements can be found – on the agency’s website - in a separate document that is reviewed regularly and revised when needed.