

Sunshine Village

COVID-19 CONTROL PLAN

REQUIREMENTS for a SAFE RETURN TO SERVICES

Established April 1, 2021

Revised July 8, 2021 - September 3, 2021 - November 19, 2021 - January 20, 2022 – **March 1, 2022**

As the consequences from the global pandemic continue to lessen, Sunshine Village has also begun to expand its criteria for clients to return to programs – and for new clients to be accepted into programs. Should conditions worsen at any time, the organization may need to change this criterion or take other actions to insure the highest levels of safety within service provision.

Given that the organization is still dealing with both transportation issues (not having enough vans or drivers) and the workforce crisis, we will be accepting clients with these priorities:

- **STATUS:** Returning and new clients who want / need full time (30 hour) services will be considered as priority clients. Clients who want to engage in services for less than 30 hours will be considered and accepted as staffing levels allow.
- **LIVING ARRANGEMENT:** Returning and new clients who live with their family members, on their own or with a shared living provider will be considered as priority clients. Clients who live in residential group homes will be accepted as staffing levels allow.
- **STAFFING SUPPORTS:**
 - NO ENHANCED STAFFING USING UNIVERSAL SUPPORTS: Sunshine Village will accept clients (both returning and new) who do not need any enhanced staffing supports.
 - ENHANCED STAFFING USING UNIVERSAL SUPPORTS: Sunshine Village will accept clients who need enhanced supports (2:3 ratio and 3:4 ratio) to help manage issues that could cause safety issues for themselves, other clients or employees on a case-by-case basis.
 - Factors that will be considered include:
 - Frequency and severity of physical restraint while in a SSV program previously.
 - Frequency and severity of issues involving lack of personal hygiene while in a SSV program previously.
 - *In an effort to see if a client is able to be safely served in a program, Sunshine Village may offer a “trial” period – ranging from an hour to 10 days - to see if a client is able to meet the new*

expectations consistently. If at any point expectations are not being followed, in-person services will be suspended.

- o **INTENSIVE CLINICAL SUPPORTS:** Sunshine Village has been actively recruiting for a Master's Level Clinician to replace our Clinician who left during the emergency closing. Once one is hired and trained, the organization will begin accepting clients who need more than universal supports. These clients will include those who need a 2:3 staffing ratio or 3:4 staffing ratio coupled with clinical supports.
 - Given the workforce crisis as well as funding issues, Sunshine Village will not be accepting any clients who need 1:1 supports or greater in the foreseeable future.

Sunshine Village will work to accept as many clients as possible, but will remain vigilant and true to these criteria, to protect the safety of the clients already in services and the employees supporting them.

TRANSPORTATION: Transportation, when provided, SSV will include a requirement that the client attends the CBDS program closest to their home. Transportation provided by MassHealth (Life Engagement / Day Habilitation programs) may have their own mileage restrictions.

WAITING LISTS: If we are affected by the workforce crisis and are unable to recruit enough staff for any site, a "waiting list" will be created for each location and returning and new clients may choose to be placed on a waiting list for a specific site – or more than one waiting list for different sites. Services will be offered when staffing is available – with priorities being status, living arrangement and staffing supports (as noted above.)

PROGRAMMATIC EXPECTATIONS: All returning and new clients must understand that services are different than pre-pandemic conditions.

- All clients will be expected to utilize soap/hand sanitizer in a safe and appropriate manner.
- Clients requiring hands-on behavioral supports and physical management procedures including supportive guide and restraint will be able to return on a case by case basis based upon frequency and severity.
- Clients requiring behavior intervention plans are not candidates to return.

Given the on-going need for heightened levels of safety for all our clients and all our employees within our IN-PERSON SERVICES, we will also require that all returning and new clients follow safety protocols consistently. These protocols are detailed below:

I will treat everyone with dignity and respect.

- I will be respectful of others and appreciate personal boundaries and personal space.
- When required, I will respect social distancing requirements of up to 3 feet.

- I will be kind and thoughtful during my interactions.
- I will respond appropriately to redirection from support staff.

I will help make environments healthy and safe by following all safety standards and protocols outlined in the Covid-19 Control plan, including:

- I will wear a mask; as able.
- I will wash my hands and/or use hand sanitizer frequently and as requested.
- I will use the assigned restroom.
- I will use my assigned supplies / equipment. (Some supplies, furniture and equipment can be shared if done in respectful ways.)
 - When sharing supplies, equipment and/or furniture, I will always practice appropriate hygiene etiquette.
- When walking around program areas, I will always practice appropriate etiquette.
- I will only bring in my lunch and other approved essentials from home each day.