SUNSHINE VILLAGE

COVID-19 CONTROL PLAN
Mandatory Safety Standards and Protocols

PLAN MODIFIED April 29, 2022
(all revisions in red font)

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HEALTH MONITORING and ADHERENCE TO CDC/DPH RECOMMENDATIONS

Both the CDC and Massachusetts Department of Public Health no longer distinguish time-based strategies based upon the terms fully vaccinated and not vaccinated and instead distinguish between 'up-to-date' and/or 'not up to date' on COVID-19 vaccinations**.**

Although Sunshine Village recognizes distinctions between 'up to date' and "fully-vaccinated", for practical reasons, our strategies are designed to keep both our clients and employees safe within a congregate care setting and based upon our most recent experience, we will not distinguish between vaccinated, not vaccinated and boosted.

Effective immediately, our EXPOSURE protocol will be implemented consistently for all clients and employees regardless of their vaccination and booster status.

Sunshine Village is a non-health care congregate setting and able to follow guidelines established for the general public.

Although the organization can follow guidelines established for the general public, protective measures including appropriate mask wearing is not feasible for everyone. For this reason, certain individuals who are not able to properly wear a snugly-fitting mask, will need to quarantine for a full 10 days.

Any person who wears a snugly-fitting mask properly can follow the 5-day quarantine.

Each program maintains a listing of clients able to safely wear a snugly-fitting mask and those that cannot.

TESTING AT SUNSHINE VILLAGE

Sunshine Village maintains a very limited supply of over-the-counter COVID19 diagnostic tests. If a client or employee exhibits symptoms while at their program, based upon availability, we may administer the COVID19 test to rule-out COVID19, therefore, not requiring immediate dismissal or isolation.

If someone's result is positive, the staff/client will need to remain in isolation until they can leave the premises and quarantine for 5 days. Notifications will be made to appropriate parties. The countdown for quarantine time begins on the day the test was taken and the day of test is deemed day zero. The individual may return to their program if their symptoms, if any, are resolving and without fever -for at least 24 hours -after 5 days.

In order to safely return to their program, staff and client will need to wear a mask properly for the remaining 5 days. **If not able to wear a mask properly, a 10-day quarantine is required.**

If someone self-tests and the result is negative, the person can return to their assigned program until end of day if able to properly wear a mask snugly and employee/client feels well enough to remain.

AT HOME TESTING and HEALTH CARE PROFESSIONAL

If someone SELF-TESTS at home or tests positive through a health care professional and the result is positive, the staff/client will need to inform Sunshine Village and quarantine for 5 days. The countdown for quarantine time begins on the day the test was taken and the day of test is deemed day zero. The individual may return to their program if their symptoms, if any, are resolving and without fever -for at least 24 hours -after 5 days. In order to safely return to their program, staff and client will need to wear a mask properly for the remaining 5 days. **If not able to wear a mask properly, a 10-day quarantine is required.**

If someone self-tests and the result is negative, depending on the client/employees extent of symptoms and overall wellness- and fever-free for at least 24 hours- the person can report to their program as scheduled if able to safely wear a snugly fitting mask.

SYMPTOM PROTOCOL

All employees and clients - regardless of vaccination status - 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

Based upon symptoms listed above:

Employees and clients experiencing symptoms described above should stay home and test for COVID19. Employees and clients should contact the Program Manager/Case Manager and transportation, if applicable,

If at anyone at the program (client or employee) appears ill and experiences symptoms as described above, they must be separated from the larger group and isolated until able to leave the program or, if available, test for COVID using a COVID TEST available at Sunshine Village.

- If able to test and test is negative, client or employee can re-join others-if able to safely wear a snugly fitting mask- until they leave for the day and may go home on van.
  - Depending on extent of symptoms and overall wellness, the client or employee may prefer to go home.
- If a test is NOT available at Sunshine Village OR a test is positive,
  - The employee/client will need to isolate until able to leave the premises.

- If a test is NOT available at Sunshine Village, clients need to be picked up within an hour of notification to the home.
  - Transportation home via van is not an option.
  - They need to quarantine for 5 days OR receive a negative test OR medical documentation stating that a test is not warranted - and then can return if their symptoms are resolving and without fever -for at least 24 hours.

EXPOSURE PROTOCOL –all clients and employees regardless of vaccination status
(applied to clients who live on their own or with their families or with a shared living provider – and employees) ***For clients living in Group Homes-see Group Homes Protocol***

If someone ***tests*** positive - They need to quarantine for 5 days from day of test and can return if feeling better and symptoms, if any, are resolving including fever-free for 24 hours. They need to wear a mask properly for an additional 5 days upon return. If unable to wear a mask properly, they need to stay out an additional 5 days.

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

- They need to quarantine for 5 days from the date of their roommate/housemate/family member's test

They can return after 5 days if feeling better and symptoms, if any, are resolving including fever-free for 24 hours. They need to wear a mask properly for an additional 5 days upon return. If unable to wear a mask properly, they need to stay out an additional 5 days.

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 –

- Sunshine Village Transportation requires masks be properly worn by driver and all passengers, therefore, no action necessary.
- If in close proximity -not including Sunshine Village vehicles-and masks were appropriately worn-no action necessary.
- If in close proximity and **not able to appropriately wear mask**-they need to test negative or quarantine for 10 days from day of 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 for 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 5 days, regardless of vaccination status, and then can return if they are symptom free or symptoms, if any, are resolving including fever-free for 24 hours
    - If a client is not able to appropriately wear mask, 10- day quarantine.

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.

NOTIFYING REQUIRED PARTIES OF EXPOSURE

- Employees and clients will be notified about possible exposure if applicable 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.

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 when social distancing is not able to be maintained.)

- **Social Distancing**
  - Social distancing (of an arm's length between people OR 3 feet on each side of seated clients) will be reinstated if conditions change. Effective March 1, 2022, tables will be moved closer together so that interaction between and amongst clients and employees can be enhanced.

- **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 encouraged and assistance will be provided as necessary.
  - If conditions change, we will reinstitute a "hands off" measure. Effective March 1, 2022, handshakes, fist-bumps and hugs are allowed if individuals are comfortable with that personal contact.
  - 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 and wear masks. Social distancing will be enforced if needed.
- Doors will remain locked and access is controlled and monitored.
- Clients and staff will intermingle and co-horts may change throughout the day and during the week, particularly when clients and employees are participating in activities outside of SSV buildings.
- 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.

- **Personal 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, 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 will resume – on a more limited basis - on March 1, 2022 (as able with the availability of partners and employees.) *There may be times these activities are halted to address a surge of positive cases.*
  - Clients and employees can cook together, share equipment, furniture, games and supplies.

- **Entrant Screening and Monitoring**
  - Employees, visitors and vendors will be expected to self-screen prior to entering any buildings, properties or vehicles 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's building
  - The screen will include the following:
    - Today or in the past 24 hour have you or any household members:
      - 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 that are as described in SYMPTOM PROTOCOL cannot enter buildings/program and/or will be accompanied to isolation and sent home regardless of vaccination status UNLESS the symptoms are improving from previously reported occurrence.

- Any person with a fever cannot enter buildings/program and/or will be accompanied to isolation and sent home
- Anyone exposed to COVID19 regardless of vaccination status will not be allowed to enter a program or vehicle operated by Sunshine Village.

- **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.

TRANSPORTATION

Protective Measures:

- **Masks**
  - Masks are required for all passengers and employees.

- **Social Distancing**
  - Social distancing is not required nor expected in vehicles.

- **Hygiene Protocols**
  - Before boarding the vehicle, all passengers –including the driver- will disinfect hands with antibacterial hand sanitizer.
  - Before boarding the vehicle in the morning and afternoon, all passengers will be screened for symptoms. See above.
  - Antibacterial hand sanitizer will be used after assisting or securing a passenger.
  - Avoid touching eyes, nose and mouth.

- **Respiratory Etiquette**
  - Cover nose and mouth when coughing or sneezing
  - Do this by using a tissue or inner elbow
  - Discard tissue in a trash receptacle
  - Perform hand hygiene after sneezing, coughing or nose blowing.

- **Environmental Control**
  - Driver and passengers will be screened prior to boarding vehicle.
  - Passengers will have an assigned seat.
  - A roster of passengers will be maintained and kept in the vehicles which includes vaccination status and ability to independently answer screening questions.
  - Each passenger will be expected to adhere to established criteria including being kind, respectful and responsive to direction.

- **Cleaning, Disinfecting and Sanitizing**
  - Vehicles will be cleaned and disinfected daily including high touch areas such as door handles and steering wheels as well as seats and armrests.
  - Remove and discard trash daily.
  - Follow cleaning protocols and instructions listed above.
  - All disinfectants and PPE must be maintained in a container out of reach and stored in the cargo area of the vehicle.

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.

POLICY DEVELOPMENT

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
Revised (mass.gov): Aug 17, 2020; Sept 1, 2020; Oct 1, 2020; Nov 17, 2020; Dec 2, 2020;
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Revised based upon DDS-ADDP Guidance: Oct 15, 2020
Transportation Control Plan Established May 3, 2021
REBUILDING PLAN REVISIONS: 5/7/21; 6/1/21, 7/8/21, 8/25/21
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March 1, 2022(Environmental Protective Measures and Programmatic Protocols)