

SUNSHINE VILLAGE

COVID-19 CONTROL PLAN

Mandatory Safety Standards and Protocols

PLAN MODIFIED August 1, 2022

CONTENTS: This plan includes the following:

- Health Monitoring and Adherence to CDC/DPH Recommendations
- Symptom Protocol
- Exposure Protocol
- Group Home Protocol
- Notifying Required Parties of Exposure
- Protective Measures
- Programmatic Protocols
- Transportation
- Requirements for a Safe Return to Services

HEALTH MONITORING and ADHERENCE TO CDC/DPH RECOMMENDATIONS

Our strategies are designed to keep both our clients and employees safe within a congregate care setting.

Clients, employees, visitors and vendors are expected to self-screen prior to entering any buildings, properties, or vehicles operated by Sunshine Village. Any person experiencing symptoms as described below cannot enter. In addition, any person who tested positive or lives with someone who tested positive, cannot enter.

Our EXPOSURE protocol will be implemented consistently for all clients and employees regardless of their vaccination and booster status.

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

Any individual not able to properly wear a snugly fitting mask, will need to quarantine for a full 10 days.

The countdown for quarantine time begins on the day the test was taken and the day of test is deemed day zero.

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 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- 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.
 - Clients need to be picked up within an hour of notification to the home.
 - Transportation home via van is not an option.
 - They will need to test or quarantine.

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.
- 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 totaling 10-day quarantine.

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 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 totaling 10-day quarantine.

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.
 - If a client is not able to appropriately wear mask, 10- day quarantine.

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.
- 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
- **Social Distancing**

- Social distancing is not required.
 - There may be times when the program re-institutes social distancing as a preventative measure based on current data/trends.
- **Hygiene Protocols**
 - All programs and worksites will provide employees and clients with the means and opportunity to engage in regular handwashing throughout the day.
 - 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**
 - Clients, employees, visitors and vendors will self-screen and wear masks.
 - 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.
 - 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
- **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.
 - 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.

PROGRAMMATIC PROTOCOLS

- **Congregate Activities**
 - Clients and employees can sit next to one another, cook together, share equipment, furniture, games and supplies.
- **Entrant Screening and Monitoring**
 - Clients, employees, visitors and vendors will be expected to **self-screen** prior to entering any buildings, properties or vehicles operated by Sunshine Village.
 - Any person experiencing symptoms as described in SYMPTOM PROTOCOL cannot enter buildings/program and/or will be accompanied to isolation and tested-if a COVID test is available-or sent home.
- **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.
 - Any person-driver or passenger experiencing symptoms cannot board the van.
 - 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**
 - Employees and passengers are expected to self-screen and wear masks.
 - Passengers will have an assigned seat.
 - 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.

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;
 Dec 9, 2020; Dec 23, 2020; February 15, 2021; March 25, 2021
 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
 MODIFIED: 11/19/2021; modified 01/05/22 (TESTING)
 March 1, 2022(Environmental Protective Measures and Programmatic Protocols)
 April 29, 2022