

Adult Day Services Draft Guidance

Safeguarding Guidance:

In addition to CDC guidelines, the State of New Hampshire recommends the adult day services industry establish measures to protect consumers and employees.

The Governor's Economic Reopening Taskforce recognizes that adult day services is an alternative to long term care facilities and serves a demographic which is frequently elderly and suffers from comorbidities which put its participants at risk for negative outcomes if they develop Covid-19. This guidance is crafted with that in mind.

The Taskforce also recognizes the public health costs of keeping adult day services closed. Caregivers have reported numerous non COVID related deaths, increasing numbers of medical and psychiatric hospitalizations and a disheartening number of individuals experiencing significant cognitive decline since the hiatus of Adult Day Health Services in March 2020.

General Guidance to Protect Employees and Clients:

1. Follow the Universal Guidelines for All New Hampshire Employers and Employees.
2. Review CDC guidance for businesses and employers.
3. Review CDC guidance for cleaning and disinfection. Employees shall clean and disinfect contact surfaces after use. Cleaning and disinfecting protocols shall be heightened and frequent (including door handles, phones, pens, keyboards, tables, chairs and other areas of hand contact). Each table must undergo thorough sanitization process before and after meal/activity. Each table shall be sanitized each day before individuals arrive to program and after individuals depart from program.
4. Employees shall receive additional/updated training for infection control.
5. All clients **MUST** wear a cloth face covering over nose and mouth when within the facility unless dementia or another medical condition (including trouble breathing, incapacitation, or inability to remove mask without assistance) contraindicates this. If the client does not have a cloth face covering, the adult day care will provide a face mask to the client.
6. All staff **MUST** wear at a minimum a cloth face covering or a mask over the nose and mouth at all times when within the facility. Cloth face masks/coverings should be worn and managed according to CDC and NH DHHS guidance about use of cloth face coverings.
7. Alcohol-based hand sanitizer must be made readily in areas without immediate access to hand washing.
8. Signage shall be prominently posted at the entrance and throughout the program to advise individuals to heighten handwashing efforts, engage in distancing guidelines and notifying of health screening precaution guidelines. Staff shall remind clients regularly of these measures.
9. All staff shall report any symptoms of COVID-19 or close contact to a person with COVID-19 to a supervisor. Staff and members should not be present in the facility if they feel sick.
10. Staff and clients both should be screened daily prior to boarding program transportation or entering the facility by asking if the individual:
 - a. Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
 - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.

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c. Traveled in the past 14 days either: Internationally (outside the U.S.), by cruise ship, or domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).

11. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the facility:

a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below.

b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.

12. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should not be allowed into the facility:

13. Person(s) with suspect or confirmed COVID-19 must stay home until symptom based criteria are met for discontinuation of isolation:

a. At least 10 days have passed since symptoms first appeared AND

b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms) AND

c. Have a physicians note of approval of their return.

14. Staff and clients should maintain a distance of at least 6 feet from others in the facility at all times except for direct patient care services.

Employee Protection

1) As adult day services is an alternative to long term care facilities, NH DHHS shall follow the same protocol for testing staff and clients of adult day services that they use in long term care facilities in the county.

2) Staff must be provided education and training around safe practices as it relates to hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies outlined in the Universal Guidelines and in this document.

3) Review and follow CDC guidance for healthcare professionals if applicable.
<https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html>

4) Limit visitors to the facility, including family members and non-adult day services staff.

5) **If there is a suspected or confirmed case of COVID-19 or potential exposure at the facility:**

- contact the Bureau of Infection Disease Control (BIDC) at 603-271-4496.
- Ensure all staff and individuals know and follow expected communication protocols to inform appropriate personnel regarding health concerns.
- Occupational Health/Health Department shall be informed.
- Ill employee/individual shall go home.
- CDC guidance for cleaning and disinfection shall be followed.
- All exposed persons shall self-monitor for the development of symptoms and isolate if symptoms of COVID19 develop.

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- Individuals whom are identified as having been in close contact with the ill person shall be quarantined in their homes, away from group setting, for 14 days after their most recent exposure.
- If COVID19 is suspected or confirmed, all others in the household must stay in quarantine for 14 days.
- Employees may continue to work as long as they remain free of COVID19 symptoms. They should practice physical distancing, good hygiene and wear a cloth mask that covers their nose and mouth. If fever or respiratory symptoms develop, they shall go home and self-isolate as described above.

Consumer Protection

- 1) As adult day services is an alternative to long term care facilities, NH DHHS shall follow the same protocol for testing staff and clients of adult day services that they use in long term care facilities in the county.
- 2) Clients and their families must be informed of new policies and procedures and provided instructions on hand hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies.

Business Process Adaptations

- 1) Phase I Adaptations:
 - a. No new admissions shall be permissible initially during Phase I.
 - b) Provide reduced census capacity of 50% of licensed capacity or as physical distancing allows, whichever is less.
 - c) Clients and staff in the facility shall be isolated into groups of no more than 10 total people at any one time (staff and clients combined -- possibly fewer depending on the size of the facility and ability to maintain 6 feet of distance between people at all times with staff support and guidance). Such groups shall remain consistent from day to day and shall be kept separate in different rooms or other clearly identifiable partitions.
- 2) Minimize physical, social, and face to face interaction. No physical contact with clients that is not necessary to provide services (e.g. no shaking hands or hugging).
- 3) Consider opening windows if feasible and weather permits to increase ventilation.
- 4) Clean and disinfect all areas after use. Cleaning and disinfection should follow CDC guidance for cleaning and disinfecting your facility, including the following:
 - a. Use disposable gloves to clean and disinfect. Cleaning reduces the number of germs, dirt and impurities on a surface. Disinfecting kills germs on surfaces.
 - b. Use a hospital grade, EPA-approved disinfectant to disinfect anything clients came in contact with.
 - c. Hard (Non-Porous) Surfaces: If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, use EPA-approved disinfectants for use against the virus that causes COVID-19.
- 5) Reevaluate health and risk status of individuals based on program criteria prior to readmission. Every participant shall receive a Level of Need assessment.

Participants shall be selected for return to adult day care based on the following criteria:

- i. Caregiver need to return to work

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- ii. Cognitive/emotional health of individual
- iii. Program's ability to care to safely care for individual
- iv. Individual's health risk factors
- v. Reduced transportation capacity
- vi. Funding source

6) The program may provide either 2 sessions, morning/afternoon or a shorter program day.

7) Employees shall monitor individuals for any indication of fever or respiratory illness throughout the day

If an employee or client is identified as having a fever or respiratory distress, the individual shall be removed from program, placed in a designated area and wait for transportation to escort individual home.

8) **Transportation:** Transportation protocols shall be assessed per program for distance/safety/feasibility guidelines. No transportation other than program or family transport shall be allowed during Phase I and II.

Individual/Employee Precautions

a) A CDC advisory sheet of Do's and Don'ts for safe transportation shall be posted on each bus/vehicle. (individuals, families and caregivers shall be provided a copy of this sheet prior to program reopening)

b) Program drivers shall practice universal precautions at all times.

c) Universal precaution competency shall be reviewed with all drivers transporting individuals prior to program reopening.

d) PPE shall be available in the form of gloves and masks on each program bus/vehicle that will transport individuals to/from program.

e) Program drivers shall wear masks and gloves at all times.

f) Program drivers shall be instructed on COVID health screening competency.

g) All individuals taking program bus/vehicle transportation shall have COVID health screening performed (including temperature taken) prior to boarding the program bus/vehicle each day.

h) Should an individual present with a fever greater than 100.4 degrees Fahrenheit, individual shall not be allowed on the bus and driver shall report findings to the program nursing staff.

a. Anyone with a temperature over 100.4 degrees Fahrenheit shall not be allowed to board program transportation or allowed to enter program (if transported by family).

b. Individual may return 3 days or 72 hours since recovery with a resolution of fever without medication use and improved respiratory symptoms and at least 7 days have passed since symptoms first appeared and without a fever or medication for 24 hours or

c. With a physicians' note of approval to return.

i) If program driver notices anyone coughing, sneezing or appearing ill, on the bus or in the vehicle while driving, driver shall notify program nurse immediately upon arrival to the program. Individual shall remain on the bus or in the vehicle until nursing staff assesses the individual.

j) Individuals transported by family and other non-program drivers shall have daily COVID health screening prior to program admittance.

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Vehicle Capacity:

- a) 14 Passenger Vehicles: If transporting by bus, to provide safe physical distancing, it is recommended that no more than 6 passengers + 1 (driver) be on the bus at any given time.
- b) Program Private Car Transport: If providing transportation in vehicles it is recommended that only one passenger at a time be transported. Furthermore, individual must be seated in the back seat preferably on the passenger side of the vehicle. Driver must wear a mask.

Vehicle Loading:

- a) Always load the rearmost passengers first. The distance between the aisle and the window is less than six feet, so walking past a seated passenger would violate the physical distance guidance.
- b) Seating should be arranged diagonally. The seat behind the driver must be empty.

Daily Cleaning:

- a) At the end of each transport AM and PM, all seats will be sprayed down with disinfectant and wiped clean.
- b) Contact surfaces shall be disinfected also include: all handrails, armrests, door control handles and other contact surfaces.
- c) Program vehicles shall be equipped with trash receptacles, hand sanitizer, gloves, extra masks and cleaning products.

Pick Up/Drop off at Program:

- a) Procedures will be adapted to eliminate/minimize congregating. Such as individuals remaining in their vehicle until staff greets them at the vehicle for escort into program.
- b) Health screening shall be provided prior to individual exiting the vehicle.

9) **Meal Service**

- Employees shall participate in CDC food handling service retraining
- Employees shall handle utensils and pre-plate food for individuals.
- Disposable plate ware and utensils shall be utilized
- Table spacing shall be maintained so individuals sitting at adjacent tables are at least 6 ft. apart.
- Food service protocols assessed per program for distance/safety/feasibility guidelines.
- Each table must undergo thorough sanitization process before and after meal.
- Each table shall be sanitized each day before individuals arrive to program and after individuals depart from program.
- Sanitization process:
 - Wash table with soap and water
 - Rinse table
 - Spray or wipe table with disinfectant
 - Disinfectant shall be allowed to air dry

10) **Activities**

- Limit # of individuals/staff in program/groups directly related to program square footage area in efforts to adhere to 6 ft. distancing guidelines
- Group sessions will be held with physical distancing protocols
- Table spacing shall be maintained so individuals sitting at adjacent tables are at least 6 ft. apart.
- Use of outdoor areas shall be increased as reasonably able per program.
- No cross-contamination activities (cards, dominos, board games etc.)
- Supplies utilized during an activity shall be sanitized immediately following use.
- All supplies utilized during the day shall be sanitized at the end of program day.
- There shall be no field trips/outings during Phase I and II.

11) **Phase 2:**

a. As a gating criteria, adult day services may begin phase 2 when the daily NH DHHS Covid-19 update reports no new cases of Covid-19 in the county in which they operate for 14 days. Alternately, the absence of any active Covid-19 cases in any of the towns in which clients reside may be used to satisfy the gating criteria. In the event a new case is reported after they enter phase 2, they should revert to phase 1 until the gating criteria is met. As adult day services is an alternative to long term care facilities, and as this vulnerable population might seek that alternative in the event of an ongoing outbreak of Covid-19 in the county in question, should NH DHHS report separately cases in long term care facilities from other cases, adult day services may continue phase 2 if the only cases in their county are in long term care facilities.

b. In Phase 2, the adaptations for phase 1 listed in 1) are no longer applicable. Programs may gradually increase the number of individuals attending per day while adhering to CDC and NH Public Health recommendations. Evaluation of health screened volunteers for (re)engagement in program.