

## Safety Plans

It is the policy of Evergreen Adult Development Center to implement the following procedures to promote a safe environment to Individuals served, staff, and everyone who will visit Evergreen Adult Development Center and its premises:

- Protocols and procedures prior to entry to campus
- Personal Protective Equipment (PPE)
- Social distancing
- Personal Hygiene
- Staff Training
- Individual training
- Isolation Room
- Site Occupancy Limits
- Transportation, including social distancing and mask wearing during transportation
- Meals, including outdoor dining, social distancing, staggered mealtimes
- Staffing
- Visitors
- Activities
- Facility Cleaning
- Staff and Individual screening
- Protocols when an individual or staff shows symptoms or tests positive
- Communication with stakeholder

### Protocols and Procedures

All staff, individuals and their support team, and visitors MUST have their temperature taken at the main entrance. Temperatures taken are logged in on staff's electronic devices or written on log books. Anybody who has a temperature higher than 98.6 F will not be allowed to enter the campus and will be asked to retake their temperature. If the temperature is still high, individuals will be asked to be escorted to the isolation room for further evaluation and a call will be made to request for a caretaker to pick up the individual ASAP. Day program will request for a Covid Test to be done with results and a copy of Drs evaluation to be shared from the individual. SIR will be sent to CCL and SARC. If results are positive for Covid, an SIR will also be sent to Santa Clara Dept of Public Health.

Masks must be worn at all times. If no mask, one will be provided. For those individuals who cannot safely wear a face covering, masks will NOT be required. \*These Individuals prior to re entering back to campus have been evaluated by their PCP and were given a form signed by their PCP indicating wearing a mask is a safety hazard.

Hand sanitizers will be made available at entrance and will be required for all to sanitize prior to entering the buildings.

Visitors will be asked to answer the following questions:

- 1-Do you have a sore throat, head/body aches
- 2- Do you have a cough or feel ill, shortness of breath
- 3-Have you taken a Covid-19 Test \_\_\_yes\_\_\_no Date of Test \_\_\_  
Result of test \_\_\_positive\_\_\_negative
- 4-Have you or anyone in your household been exposed to anyone diagnosed with Covid-19 \_\_\_yes \_\_\_no

5. Have you been vaccinated? \_\_yes\_\_no.

Certification of Vaccination Status form from Santa Clara Public Health will be given to visitors to fill out and will be filed on premises.

### **PPE**

Any staff or Individual with visible signs and symptoms of illness i.e. temperature over 98.6 degrees F will be placed into an isolation room. PPE will be provided to staff/individuals prior to entry to the isolation room and closely monitored. Care providers/Administrators/Parents will be called to pick up the individual as soon as possible. A Special Incident Report will be written and submitted to San Andreas Regional Center, Community Care Licensing and CA Department of Public Health.

PPE will be provided to staff when feeding individuals and while utilizing the bathroom.

Maintenance team will monitor PPE to ensure the day program has adequate supplies daily.

### **Social Distancing**

All individuals must social distance 6 ft. from another individual. There will be markings on the floor and signs will be posted all over campus as friendly reminders.

### **Personal Hygiene**

Program Staff will encourage individuals to limit/stagger the use of bathrooms for individuals to avoid overcrowding in the bathrooms. Adequate supplies of PPE will be provided/replenished throughout the day or as needed.

### **Staff Training**

Prior to opening EADC, all staff members will be inserviced on safety protocols and procedures in place to minimize the spread of Covid. (See attached staff training). Trainings will be done as needed i.e.daily, weekly, monthly as per the directive changes in Santa Clara County. Currently, as per CDPH guidelines, staff have to certify on CDPH form whether or not they have been vaccinated or decline to answer. EADC will mandate that all staff wear masks UNTIL CDPH directives have been lifted for Santa Clara County. If a staff cannot wear face covering or cannot be vaccinated, a drs note will be required for the reason.

### **Individual Training**

Prior to opening, EADC will request for a Drs note prior to reentry to program indicating if the individual is cognitively able to adhere to the current guidelines for minimizing the spread of Covid 19. A request for vaccination status will be kept on file.

Individuals who flat out refuse to wear face covering, adhere to social distancing and use hand sanitizer, EADC and the individual and their circle of support will have an IDT meeting to develop or address how to encourage/educate/train the individual to prevent the spread of COVID-19 infection.

### **Isolation Room**

Evergreen Adult Development Center has designated a separate building on campus as the isolation room well equipped with PPE and a separate bathroom. EADC will implement the protocol and safety precautions for when individuals become ill on campus. Individuals must be picked up as soon as possible by their caretaker. A request for a PCP evaluation and a Covid 19 Test will be shared to day program as soon as possible and prior to individual returning back to campus. A Special Incident Report will be written and submitted to San

Andreas Regional Center, Community Care Licensing and if tested positive for Covid- SIR will be sent to the Department of Public Health.

### **Site Occupancy Limits**

EADC will adhere to the current up to date guidelines/directives given by the Santa Clara County Public Health.

### **Meal times**

Program Staff will ask/assist individuals to wash their hands or use hand sanitizer before eating a meal or snack. Evergreen Adult Development Center will provide Breakfast, Lunch, Snack on a staggered schedule depending on individuals needs and time of arrival to campus. Depending on the weather, tables will be set up outside on the courtyard or in a room with social distance markings for individuals to have their meals. Program staff must use Personal Protective Equipment i.e mask/face shield and gloves to protect themselves when assisting their individuals who require assistance in feeding.

### **Staffing**

EADC staffing is 1:4. DCS have attended inservice training prior to reopening of day program and have been trained on the Guidance for Adult Day Services from CDC dated March 31 2021 and the Executive Summary from Santa Clara Public Health dated May 18, 2021.

As per the directive dated May 21, 2021 from the Santa Clara County Public Health, all employees as well as contractors, volunteers, and others who regularly work onsite will be required to fill out the form for Certification of Vaccination status. This form will be kept on file in a binder and be made available to governing agencies when requested.

### **Visitors**

Please see protocol and procedure prior to entry of building

### **Activities**

Prior to engaging in activities on campus, all individuals have been prescreened for no sign and symptoms of illness prior to entering the campus. Day program will encourage activities done by individuals to be personalized or kept in their own individual boxes i.e. pens, pencils, crayons ,workbooks. Disinfectant wipes will be made available to wipe down any surfaces or materials used between individuals.

### **Facility Cleaning**

EADC has a designated staff/team who will disinfect high touched surfaces/areas all over campus. A log will be posted in the bathrooms and rooms of areas with maintenance team initials and time of cleaning.

### **Staff and Individual Screening**

Please refer to Protocols and Procedures on safety plan and EADC will follow latest directives issued by Santa Clara CDPH guidelines

### **Communication with stakeholders**

EADC will utilize cellphones using Face time or set up zoom meetings, emails to communicate with stakeholders.

October 1, 2021

**Addendum to Covid Protocols**

1-Regardless of vaccination status, it is mandatory that all staff must wear a mask at all times.

2-EADC requires that all EADC and CTS Staff are vaccinated prior to employment and will require a copy of the vaccination card.

3-A weekly covid swab test will be conducted on site for free for staff and students. Staff and students have an option to go to another site for testing however results must be shared with office every week.