



Choice. Independence. Inclusion.

Covid-19 Preparedness Plan

ENVISION UNLIMITED

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Introduction

Envision Unlimited has implemented the following procedures to respond to the current COVID-19 Emergency. These procedures are based on guidelines from the CDC, Illinois and Chicago Department of Public Health, and Illinois Department of Human Services and are subject to change as new information becomes available.

Agency Wide Precautionary Measures

We will require the use of appropriate personal protective equipment (PPE), including mandatory face masking at all times

- We will follow guidelines for capacity requirements based on City of Chicago limits
- We will require social distancing be maintained as much as possible;
- Depending on the program we will require symptom screening and temperature checks
- We will increase our sanitation procedures

Residential Procedures

Staff are required to wear a mask prior to entering the CILA and wear the entire shift, only to be removed when eating. If clients are able to tolerate, they should wear a mask throughout the day as well. If staff need a “mask break” they can step outside.

Any staff member who begins experiencing symptoms while at the residential site must immediately call their supervisor to get coverage so they can leave the site as soon as feasibly possible without jeopardizing the wellbeing of the members.

Clients in our homes will follow social distancing guidelines as much as possible while in the home and always when in the community. Staff and clients will follow the CLS Community Reintegration Procedures for all community engagement activities. Shared rooms in the facility will have good air flow from an air conditioner or an opened window.

Families are refrained from taking clients on home visits until further notice for the DD services.

24-hour IDD CILA clients will receive day programming and have the opportunity to engage in special activities during the day at their CILA location.

Client temperatures will be taken twice per day in all 24-hour CILAs and we will call the doctor for any temperature 100.4 degrees or above.

Visitors are allowed for CILA members according to the Visitor Procedures, see below (also see Appendix).

Families are refrained from taking clients on home visits until further notice for the DD services.

Community Day Services sites are closed until at least August 31, 2020 with a soft, re-opening possible prior

24-hour IDD CILA clients will receive day programming and have the opportunity to engage in special activities during the day at their CILA location.

Two weeks' worth of supplies will be kept at all locations based on availability and will include food, paper goods, cleaning supplies, disposable gloves, and other household products. Disposable masks (surgical) cloth masks, bandanas and instructions for proper mask use (donning and doffing) will also be kept at all locations. KN95 masks and face shields only for use in the event of an exposure are kept at a central location for immediate delivery when needed. Delivery of groceries and household items will be used when available.

Dining

Arrange seating of chairs and tables to be least 6 feet apart during shared meals or other events.

Gloves are to be worn during the food prep, cooking, and serving.

Alter schedules to reduce mixing and close contact, such as staggering meal and activity times and forming small groups that regularly participate at the same times and do not mix.

Restrict the number of people allowed in the kitchen and dining room at one time so that everyone can stay at least 6 feet apart from one another.

Ensure hands are washed prior to eating.

Do not share dishes, drinking glasses, cups, or eating utensils. Use disposable products (paper cups, paper plates, plastic utensils)

Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher. Wash hands after handling used food service items.

Use gloves when removing garbage bags and handling and disposing of trash. Wash hands after glove removal.

Recreational areas-living rooms

Consider closing activity rooms or restricting the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart.

Activities that require close contact are not recommended.

Residential Reintegration

During Phase 4 revitalization plan, many businesses have re-opened (retail stores, restaurants with indoor dining, theatres, salons, barbershops, etc). Many members, especially those who have independent community access, are now able to return to community integration activities with some limitations. These limitations are expected to continue for the duration of the current pandemic and this procedure is subject to change based on current CDC, IDPH and DHS directives.

The following procedures must be followed for all community activities:

All agency vehicles (interior) must be sanitized before and after every use.

All community outings must be approved by a supervisor.

Members who would like to visit other members in other EU CILAs will be required to follow the CILA visitor procedures.

Members who have independent community access will be required to take their temperature prior to leaving the CILA and when they return. They will be given a mask or reminded to put one on before leaving home. The member will be required to complete a community outing log before and after returning to the CILA. They will complete all necessary hygiene and sanitation before completing any other routines. This will be same procedure for the members who are employed and work in the community. The timeframe for members who have independent community access will be 2 hours. The following procedures must be followed for IDD Community Living Services activities aside from CDS outings/activities:

- Group outings, are limited to outdoor activities. The capacity limit will be based on house size (ex: if there are 8 individuals in the home, the capacity maybe 10 to include 2 staff).
- Outings to indoor locations (limited only to retail stores with capacity limits, doctors' appts) will be kept to small groups of individuals and staff from the same home. Masks are always to be worn. If the member removes their mask and refuse to put it back on, the outing should be terminated immediately. Members who cannot tolerate wearing masks for an extended period should not be considered for indoor community activities. Exceptions will be given for doctor's appointments. Outings to indoor locations will be limited to 1 location per outing and a 1-hour time frame.

The following procedures must be followed for MH Residential Services activities:

- Group outings are limited to outdoor activities only, with no more than 9 ppl (including staff).
- Outings to indoor locations (limited only to retail stores with capacity limits, doctors' appts) can only be done as a small group activity (2-3 people). Masks are always to be worn. If the member removes their mask and refuses to put it back on, the outing should be terminated immediately. Members who cannot tolerate wearing masks for an extended period should not be considered for indoor community activities. Exceptions will be given for doctor's and other critical clinical appointments. Outings to indoor locations will be limited to 1 location per outing.

Home Visits

The following procedures regarding family home visits are subject to change at any time based on the current conditions related to Covid-19 as well as guidance from the CDC, IDPH and DHS.

MH Residential Programs

The following procedures will be followed when families request to take their loved one on a home visit:

Home visits are to be kept to no more than once per month.

Home visits must be at least one week long.

Home visits must be arranged in advance with the residential team.

In order to return from a home visit, the member must present documentation of a negative covid-19 test administered and returned within a week of the return date.

Their temperature will be taken when they arrive at the site and it must be under 100.4 degrees Fahrenheit.

A series of questions will be asked of the member prior to their return. All questions must be answered in the negative in order for the member to return. The questions are as follows:

- Have you been in prolonged close contact or staying in the same household with anyone displaying common symptoms listed by the CDC such as cough fever, chills, muscle aches, etc.?
- Have you been in prolonged close contact or staying in the same household with anyone who has been medically diagnosed with or tested positive for COVID19 in the last 14 days. Prolonged closed contact is defined as "Being within 6 feet of the person for at least 15 minutes"?
- Have you had a fever or displayed respiratory symptoms consistent with COVID 19 I the last 14 days?
- Is your current temperature 100.4 degrees Fahrenheit or greater?
- Have you traveled internationally or to one of the states on the City of Chicago's travel ban list in the past 14 days?

IDD Community Living

At this time, home visits will not be permitted and members on home visits will not be permitted to return.

Visitor Policy

For the duration of Phase IV in Chicago and pending further guidance from the Division of Developmental Disabilities and the Illinois Department of Public Health, the following protocols to be followed regarding visitors in the CILA homes:

Visits between family and the member contingent on the ability of all parties to adhere to guidelines established: also, if the team determines that such visitation can be challenging for the member to understand and lead to distress (e.g., if unable to leave with the family as may have previously done to go out or for a home visit), a visit may be deferred until such activities are permissible.

Until further notice, home visits not permissible nor is transit in a family or non-Envision vehicle to any outdoor event.

Any visits to be pre-arranged with the Program Director of the home; the Program Director to keep a log of any visits, including date, time, location, and visitors present (see attached form in Appendix).

Maximum of 2 family members for any visit.

All visits to be outside of the home (no indoor visitation allowed); options include on the front porch, backyard, at a park within walking distance or if at another outdoor location, staff to provide the transit. In condo/townhome settings, an external location would work best.

All visits supervised with a manager present.

Visits limited to one hour, once per week.

All parties to wear masks and practice social distancing, no body contact allowed between family members.

Visits will be discontinued if guidelines are not followed.

Visitors will be screened upon arrival to the home (See Appendix)

Residential Member Tests Positive

A member who tests positive but is asymptomatic will receive two more tests (each within 24 hours of the last) in case of false positive. Any member that is asymptomatic and continues to test positive up to 28 days after initial diagnosis will be removed from quarantine without needing a negative test result. For members that test positive:

Residential clients will be supported in their own bedroom or space as best as possible, unless directed by a medical professional to relocate to a hospital or other center. Uninfected roommates should be moved to a different room.

Medical authorities will be notified immediately.

If applicable, partner agencies who may have had contact with the individual will be notified.

Clients in the affected home will be quarantined in the home pending further medical advice.

ISC will be immediately notified

Detailed protocol for members who test positive:

- Quarantine home (no one leaves aside from backyard)
- Roommate-moved out of bedroom
- Member is isolated to bedroom
- Restrict bathroom to only that 1 member with an infection
- Member to be provided with and trained on use of mask

Intensive cleaning and sanitizing-entire house throughout the day -all high touch items-counters, light switches, door knobs and area around, phone, tablet, railings, banisters, tv remotes, refrigerator handles, tables and chairs, van, keys (especially med cabinet keys)

Also cleaning after every time the bathroom is used by the member who is sick-door handles, sink, entire toilet including flush handle, light switch

Use disposable products (paper cups, paper plates, plastic utensils)

Place a garbage can in the member's room to only be used by them, must be lined (have a bag)

Staff to use PPE when in contact with the individual (gown, KN95 mask, face shield, bonnet, booties)

Remote monitor will be used to check on individual, staff must keep with them

Physical check on individual in their room every 30 minutes. If symptoms worsen (high(er) fever, more trouble breathing, worsening cough) follow phone tree below for contacting nursing and/or program director. If they develop emergency warning signs for COVID-19 call 911 and ensure you tell them the member has tested positive for Covid-19. Emergency warning signs include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If member refuses to stay in their room-case by case consultation with team

Arrange for additional items in bedrooms when needed for isolated individuals-televisions, radio, reading material, activities

Items entering the room should stay in the room to avoid cross contamination

Regularly scheduled staff have the first opportunity to be the live-in staff and have the ability to not work in that home.

Any staff from the home that are not live in will be self-quarantining.

Identify anyone in contact with that person (map), then map who staff have had contact with

The use of a Community Day Center as a temporary shelter is no longer available as of July. If we go into another lockdown and CDS sites are not being used for their original purpose we may approach BALC again to get a CDS site licensed for use as an emergency shelter. Preparing as an emergency shelter would include bedding, household needs, medical supplies, personal protective equipment, food, hygiene and other items to meet the needs of temporary living.

CDS Procedures

With much preparation and an abundance of caution, Community Day Services (CDS) will resume programming under the following limitations. These limitations are expected to continue for the duration of the current pandemic and this procedure is subject to change based on current CDC, IDPH, DHS directives and Envision Unlimited's COVID-19 Response Team.

The following procedures must be followed for all Community Day Service Programs:

- Upon entering the building any member / staff person entering will be stopped to review the COVID-19 symptoms. Each member / staff person will be required to take their temperature. If a temperature is 100.4 degrees or above, that individual will be denied entrance into the building and / or arrangements will be made to safely get the member back home safely.
 - For members and staff only – if a temperature is 100.4 degrees or greater, each program will have an isolation room available for any sick person to utilize while waiting for transportation (if needed.) The room will be cleaned and disinfected and will not be used any by other individuals for a period of up to 24 hours after its use for this purpose.
- Masks will be worn at all times while on site and when with members in the community.
- Member and staff will be reminded to wash their hands upon entering the program area. Reminders to wash hands will be announced over the walkie talkies or overhead speakers throughout the program day
- Used fixtures/high touch MUST be wiped after every use by support staff
- Timers will be stationed throughout the program as a reminder to all program staff and members to stop what they are doing every two hours to clean / disinfect their work areas and all high touch surfaces throughout the program.
- Hallways will be marked with X's that are 6ft apart to create 6 feet of social distance between those walking the hallways. Waiting areas and seating areas will be adjusted so that a 6ft barrier is mandated. Posted signs will remind members and staff of these barriers throughout the building.
- Groups will not be over 10 people (including a staff person.) Social distancing of 6 ft. will be maintained between individuals whenever possible. 10 person groups within the same room will be separated by 30 ft. Every effort will be made to minimize mixing between groups/staff.
- Groups will occupy consistent areas within the program space. Any shared areas will be cleaned between use by different groups
 - Partitions will be used as needed.
- Each program will make specific accommodations to support the needs of the returning members who may need additional assistance due to mobility or language limitations.
- Each program will have staff persons assigned as floaters, ensure members / staff are maintaining social distance and mask requirements throughout the building.
- Any members requiring additional assistance with bathroom hygiene or use, will receive support while staff use additional PPE provided for safe interaction.
- Cleaning will occur at the end of the program day in anticipation of the next day.

Changes to our Lunch Practice:

- There will be no communal eating, only disposable plates, cups and utensils will be used.
- There will be no use of shared refrigerators or microwaves until further notice.
- The water to the water fountain will be turned off; disposable cups and access to water will be available.

Community Day Services' Response to members or staff displaying symptoms consistent with COVID 19 or having a temperature of 100.4 or above:

- A designated isolation area in each CDS program will be kept for anyone experiencing Covid-19 symptoms who is unable to leave right away.
 - If someone has suspected or confirmed positive Covid and are unable to leave the building right away they will wait in the designated isolation room. After they leave, that room is to be cordoned off for 24 hours if possible prior to cleaning.

- For cases of confirmed positive Covid, we will utilize the professional cleaning services from EcoTech if applicable. The building will remain closed until all cleaning is complete.
- If anyone internally completes cleaning after a suspected or confirmed Covid case, they must wear a mask, gloves and a gown and follow all cleaning guidelines.

Community Outings and Community Access: (see Appendix for CDS transportation policy)

- All agency vehicles (interior) must be sanitized before and after every use.
- All community outings must be approved by a supervisor.
- Members who have independent community access will be required to take their temperature prior to leaving the CDS and when they return. They will be given a mask or reminded to put one on before leaving the program. The member will be required to complete a community outing log before and after returning to the program. They will complete all necessary hygiene and sanitation before engaging in any activity. This will be same procedure for the members who are employed and work in the community.
- The following procedures must be followed for all CDS community outings activities:
 - Group outings, are preferably scheduled to be held outdoors. All community outings and group sizes must be approved by the Program Director prior to taking place.
 - Masks are always to be worn. If the member removes his/her mask and refuse to put it back on, the outing should be terminated immediately. Members who cannot tolerate wearing masks for an extended period should not be considered for a community activity.

Visitors to CDS at this time are discouraged. Visitors having necessary business with CDS will adhere to the following policy:

- All visitors to any Community Day Service program will adhere to the same guidelines as members and staff person.
- Visitors will be asked to review the COVID-19 symptoms posted before entry into the building.
- Visitors will be asked a series of screening questions.
- Visitors will be required to have their temperature taken and will not be allowed admittance if their temperature is 100.4 degrees or above.
- Visitors will be asked to sign into our visitor log upon entry into the building.
- All visitors must wear a face mask at all times while in the building.
- Delivery personnel are not visitors. A phone number will be provided at the front door so a package can be left and the program notified. If a delivery person enters the building, he/she will not be allowed beyond the reception area.
- PACE drivers are not permitted by PACE to enter the building.
- Program consultants, interns, regularly scheduled volunteers, etc. are not considered visitors and will follow the same procedures as staff.

Communication:

- All updates and requests for special accommodation will be filtered through the Community Day Services Program Director.
- Any updated information from the CDC, IDHS and / or DHS, pertinent to work conditions or shared congregate settings will be provided by our Quality Assurance team. Quality Assurance will review the new guidance with the Envision Unlimited COVID-19 Response team and information will be disseminated to applicable Program Directors.

- In the event of a COVID positive member, any potentially exposed members and staff will be notified via phone by the Program Director and case managers and provided with instruction for self-quarantining and testing locations.
 - **Program Directors and case managers will have access to all Community Day Services member's and employee contact information for notifications to temporarily close the program in the event of a positive COVID-19 exposure. Notifications may be made after hours and on weekends if necessary.**

For daily arrival / departures to the Community Day Service site: Each program will have an assigned attendant to organize the flow of the arrivals and departures from each CDS site. This person will stagger the arrival for individuals arriving into the program, so that they may go through the arrival procedures at the front desk with maximum social distancing.

At the end of each day the attendant will call for members utilizing walk-talkies to reduce the number of individuals attempting to exit at any given time.

Any persons utilizing a wheelchair or other device, requiring additional physical assistance or space for loading and unloading from a vehicle will be given instructions for where to enter and exit the vehicle safely. They will receive additional staff support as needed.

Isolation Room for Sick Members at CDS and Elston

If a member becomes ill at CDS or Elston or has a temperature of 100.4 or higher, the family or staff will be contacted and the participant must be picked up immediately. The participant will be isolated and monitored by staff until pick up occurs. Staff will wear a mask, isolation gown, gloves and face shield while supporting the ill participant until the individual is picked up. If a staff member becomes ill while at work, they must immediately call their supervisor to get coverage so they can leave the site as soon as feasibly possible without jeopardizing the wellbeing of the members.

The room should be closed off for 24 hours and cleaning should happen after that. If anyone internally completes cleaning after a suspected or confirmed Covid case, they must wear a mask, gloves and a gown and follow all cleaning guidelines.

For cases of confirmed, positive Covid-19, we will shut down the site and utilize the professional cleaning services from EcoTech. If it has been 7 days or more since the sick employee or member has used the facility, cleaning and disinfection is not necessary, but can still be done.

MH Elston Specific Procedures

Masks will be worn at all times while on site

Hands will be washed before groups, during the 15min breaks between groups and after groups/before leaving. Reminders to wash hands will be announced over the paging system

Housekeeping will be provided a frequent cleaning schedule

Hallways will be marked with X's that are 6ft apart to create 6 feet of social distance between those walking the hallways

Groups will be under 10 people and provided in larger conference rooms where 6 feet social distancing can be maintained

No more than 10 staff will be on site at a time

Partitions will be inserted between hotel workstations, around the front desk, and in waiting areas

There will be no communal eating and all disposable utensils will be individually wrapped.

The water to the water fountain will be turned off

Walkie talkies will be provided to instructors to inform housekeeping of when clients go to the bathroom so that thorough cleaning can be maintained after use

Sign-in and out sheets will be stationed at the front and back entrances of the building for staff

Temperatures of staff will be taken upon entry and observed by MH nurse (Member temperatures prior to leaving the home and the entire house would stay home

- If a member of staff has a temperature of 100.4 or higher, they will immediately be sent home. Anything that was touched by that person should be cleaned and sanitized. A designated area at Elston will be kept for anyone experiencing Covid-19 symptoms that is unable to leave right away.
- If someone has suspected or confirmed positive Covid and are unable to leave the building right away they will wait in the designated room. After they leave, that room is to be cordoned off for 24 hours if possible prior to anyone cleaning it.
- For cases of confirmed positive Covid, we will utilize the professional cleaning services from EcoTech.
- If anyone internally completes cleaning after a suspected or confirmed Covid case, they must wear a mask, gloves and a gown and follow all cleaning guidelines.

Only the entrance door towards the front desk will be utilized

Implementation Strategy:

Elston day programming would be on a Monday through Thursday schedule, with Friday being left for Deep Cleaning. Residential houses would be broken-up into 2 groups that will either be on a M/W schedule or a Tu/Th schedule, both from 8:30 am-11:30am. The over-night shift will drop off clients in the morning and the Leads would pick-up their clients at 11:30am from Elston. Leads would then provide lunch at the houses and will stay with clients until the 3pm shift arrives.

Community clients would also be broken up into 2 cohorts of 11, and will either be on a M/W schedule or a Tu/T schedule from 12:30pm-3:30pm. Community Clients would be expected to eat lunch prior to arriving to the Elston for day services.

11:30-12:30 will be for cleaning in between the groups. Cleaning will happen again after 3:30pm when all clients have left for the day.

Office Procedures

Each office site has a Covid Leader. This person is responsible for ensuring the supplies and supply list is up to date (See Appendix), the building checklist is posted, required signs and flyers are posted (cleaning, hand washing, social distancing, etc)

Masks are to be worn prior to entering any office. Temperatures will be taken at the door, any person with a temperature 100.4 or higher will be turned away.

If working in own office, the mask can be removed, it must be replaced once leaving. If staff do not have their own office and need a "mask break" they can step outside.

Cleaning will commence every 2 hours of the entire office area, especially focusing on high touch items, following the building checklist (See Appendix).

No visitors other than vendors are allowed in offices until further notice.

All staff, members and visitors must wear a face mask at all times, the only exception is when on lunch/break in a designated breakroom. Masks must be on prior to entering the building.

All staff, members and visitors must have their temperature taken at the door upon entry.

All staff, members and visitors must sign in and out each day.

All reasonable attempts will be made to limit deliveries to the front desk or other designated area in order to minimize exposure by visitors.

All staff, members and visitors are required to maintain 6 ft distance from others to greatest extent possible.

There will be no in-person meetings. In the event that an in-person meeting must occur, it must be less than 10 people and all participants must maintain a 6 foot distance from each other.

There will be no communal dining.

The use of conference rooms and break rooms is restricted.

Disposable cups, plates and cutlery (cutlery must be individually wrapped) must be used.

Food brought from home needs to be in sealed plastic bags.

Communal snacks and candy dishes are not allowed.

After use, individuals must sanitize levers on water dispensers. In addition, only disposable cups can be used and must be disposed of after a single use.

After use, all touched surfaces of the coffee maker must be sanitized. Individuals making coffee must wear a mask and disposable gloves.

In the event that an employee, member or visitor becomes ill while at the office, reasonable accommodations will be made to ensure they are sent home as soon as possible.

Sanitation Procedures

All locations will increase the frequency of cleaning and sanitation to every two hours (CILA will continue frequent cleanings) using a disinfectant approved to kill the human coronavirus. Staff will wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Wash hands immediately for 20 seconds after gloves are removed. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. Cleaning and/or disinfecting shall be accomplished by using household cleaners and EPA-registered disinfectants that are appropriate for the surface. All label instructions for safe and effective use of the cleaning product or disinfectant shall be followed including precautions to take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product. When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- **If EPA-registered disinfectants are not available**, diluted house-hold bleach solutions can be used if appropriate for the surface. Check to insure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
5 tablespoons (1/3rd cup) bleach per gallon of water or
4 teaspoons bleach per quart of water
Diluted bleach cleaner is only effective for 24 hours
Diluted bleach is effective for sanitizing hard surfaces. A commercial disinfectant spray is recommended for porous surfaces such as carpets or upholstery. All surfaces that are touched should be included in the cleaning process, including light switches, remotes, keyboards, etc. (See Appendix for website to check EPA approved sanitizing/disinfectants).

Laundry Rooms:

Maintain access and adequate supplies to laundry facilities to help prevent spread of COVID-19.

Restrict the number of people allowed in laundry rooms, 1 staff and 1 member at one time to ensure everyone can stay at least 6 feet (2 meters) apart.

Provide disposable gloves, soap for washing hands, and household cleaners and EPA-registered disinfectants for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.

Post guidelines for doing laundry such as washing instructions and handling of dirty laundry (see Appendix)

Maintenance Protocol when going into any of our sites:

Wear a mask prior to walking in the door and wear it the entire time they are at any of the sites.

Need to take their temperature at the site prior to starting work.

Request solo access to the area they need to work (if possible, there shouldn't be any staff or members in the area they are working in).

They should be equipped with sanitizing products to sanitize areas they need to work. Ex: working on a toilet, would sanitize all parts of the toilet that were handled, the light switch, door handle, and anything else touched.

After they leave, staff should then sanitize the areas where maintenance worked.

If the site has a positive case, they should only go into the site in cases of urgent issues and they would need the same protective equipment that the staff are using.

Vehicle Cleaning and Sanitation

At a minimum, clean and disinfect commonly touched surfaces in the vehicle, windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. If cleaning after a sick person has been in the vehicle, use of a disposable gown is also recommended, if available. Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.

For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. **Do not use bleach or ammonia** as it can damage the materials. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:

Any disinfectant you have been using in the home (approved by EPA for coronavirus) that does not have bleach or ammonia can also be used when disinfecting the car. You can check here for [products that are EPA-approved for use against the virus that causes COVID-19external icon](#). Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

Alcohol solutions with at least 70% alcohol.

For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use [products that are EPA-approved for use against the virus that causes COVID-19external icon](#) and that are suitable for porous surfaces.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; [wash hands](#) immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. See Appendix for easy to view chart of areas to be cleaned.

If transporting a member who is sick or has tested positive for Covid-19 we will ensure deep clean of the vehicle, if applicable we will use Eco-Tech.

Hand Hygiene

Envision Unlimited will require frequent and proper handwashing. We will ensure the availability of supplies, such as soap and paper towels, hand sanitizer and tissues for all areas of our buildings. Cloth towels will not be used. Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60% alcohol may be used.

Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival and departure, after blowing one's nose, coughing, sneezing; following restroom use; before and after eating; before/after routine care for another person after contact with a person who is sick; and following glove removal.

Alcohol based hand sanitizer safety use:

- Alcohol based hand sanitizer must be properly stored- which includes away from high temperatures or flames, in accordance with the National Fire Protection Agency recommendations
- Hand sanitizers are not effective when hands are visibly dirty

Participants and staff should be encouraged and directed to avoid touching the face (eyes, nose, and mouth) to decrease the transmission of COVID-19 or other infectious diseases.

Mitigation of Spread of Infection

Screening Procedure

Upon arrival to CDS and Elston all participants and staff will be screened with a touchless thermometer and symptom screener before being admitted to the building. If anyone exhibits any of the following symptoms, they will not be allowed entry or will be sent home if it is midday:

- a temperature reading of 100.4 or higher
- new or worsening cough
- shortness of breath or difficulty breathing
- sore throat
- chills or shaking with chills
- muscle and body aches (new or unusual onset)
- headache (new or unusual onset)
- new loss of taste or smell
- congestion or runny nose
- nausea
- vomiting
- diarrhea

Screeners will make the final determination about whether a participant can enter or remain at day program based on the screening criteria. If needed, staff can find the nearest testing location to them by visiting: <https://dph.illinois.gov/testing>

Signage and Visual Cues

Envision Unlimited has marked the entrances of our buildings with a variety of visual cues to prompt mask wearing, hand sanitizing, as well as maintaining six feet of distance between individuals. There are various types of visual cues used in the buildings, including but not limited to tape marking the floor, as well as directional arrows or one-way signs indicating flow of movement within the building. Each site is unique and uses techniques that work for them.

Hand washing signs have been posted in all restrooms of sites including residential.

Partitions are used in shared office space areas as well as around desks in front office/reception areas

Infection Control Procedures when an Employee is Showing Signs or Symptoms:

According to the Centers for Disease Control and Prevention (CDC), symptoms of COVID-19 include Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Staff are taking their temperature before starting their shift and the middle of their shift and will notify their supervisor if their temperature is 100.4 degrees or higher. They will be sent home until they are free from symptoms (fever, cough, shortness of breath)- at least 10 days have passed *since symptoms first appeared* **and** At least 24 hours have passed *since last* fever without the use of fever-reducing medications **and** Symptoms (e.g., cough, shortness of breath) have improved. The agency response team will meet to determine any additional action needed regarding potential quarantines.

Procedure for Staff Testing Positive

Per recent CDPH guidelines, contacts of a person with a positive Covid-19 test should be tested. If they are asymptomatic, they should be tested between 5-9 days after exposure. If they have symptoms they should be tested right away.

CDPH advises anyone travelling from one of the high-incidence states to be tested while they are in quarantine, using the guidelines listed above regarding when to test.

Our staff fall into the healthcare worker category and thus do not have to quarantine for 14 days after close contact with someone who tests positive for Covid-19 as long as they are not experiencing any symptoms. Staff must ensure they are wearing masks at all times that they are at work. Employees can continue to work without exclusion if resulting staff shortages would adversely impact facility operations.

If a staff tests positive for COVID-19:

- Two negative COVID-19 tests will be required to return
- If employee returns to work prior to 14 days after first symptoms, employee needs to wear a N95

- (KN95) mask
- 14 days from date of symptoms required for employee to work with immunocompromised individuals:
 - HIV/AIDS; cancer and transplant patients who are taking certain immunosuppressive drugs; and those with inherited diseases that affect the immune system (e.g., congenital agammaglobulinemia, congenital IgA deficiency).

Quarantine Timelines

In the event a participant or employee experience symptoms or tests positive for COVID-19, the following quarantine steps must be taken.

<u>Nature of Situation</u>	<u>Quarantine Timeframe</u>
Employee Exhibits Symptoms	24 hours symptom free without meds + 10 days
Employee Tests Positive	24 hours symptom free without meds + 14 days (20 days if immune compromised)

- *Close contact is defined as being within 6 feet for 15 or more minutes of an infected person (person who has tested positive).*

Cleaning if suspected or confirmed Covid-19

If someone has suspected or confirmed positive Covid and are unable to leave the building right away they will wait in the designated room. After they leave, that room is to be cordoned off for 24 hours if possible prior to anyone cleaning it.

For cases of confirmed positive Covid, we will utilize the professional cleaning services from EcoTech. If anyone internally completes cleaning after a suspected or confirmed Covid case, they must wear a mask, gloves and a gown and follow all cleaning guidelines. Gloves and gown should be discarded after each cleaning. Wash hands immediately for 20 seconds after gloves are removed. Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. All affected areas will be deep cleaned. When cleaning and disinfecting surfaces and areas, the following procedures will be followed:

- Close off areas used by the sick person.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and equipment.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered disinfectants should be effective.
- **If EPA-registered disinfectants are not available**, diluted house-hold bleach solutions can be used if appropriate for the surface. Check to insure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
5 tablespoons (1/3rd cup) bleach per gallon of water or
4 teaspoons bleach per quart of water
Diluted bleach is only good for 24 hours
All high contact surfaces will be cleaned every 2 hours

All clients and staff must notify a supervisor if they become aware that they came in contact with someone who has tested positive for COVID-19.

Staff who are able to work remotely will continue to do so based on their program needs. Resources for remote access are available from the IT Department.

Staff who have traveled outside the country in the last 14 days or who plan to do so are asked to inform their supervisor.

Staff who have travelled to any of the current “hot spots” states are to inform their supervisor. If they are able to work from home, they must do so. If their job does not allow for remote working they are to take time off using their benefit time, if they do not have enough benefit time, it is unpaid. The states are updated every Tuesday morning by the City of Chicago.

<https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html>

Appendix:

ENVISION UNLIMITED MENTAL HEALTH DEPARTMENT ELSTON CENTER RE-OPENING PROPOSAL

June 11, 2020

Rationale:

Rate increases from DMH and MCO's will cease at the end of June which may create additional revenue losses. Opening the MH day programming site on an alternating schedule will allow for services to be provided to community members and will allow new clients to begin receiving services in addition to teletherapy. Providing these services may help alleviate deficits in revenue via increasing our client census. In addition to the financial benefit, it would also be in the best interest of our current clients clinically. Both community clients and residential clients have vocalized their desire to return to day services and have reported that the continued quarantine is affecting their mental health. Isolation is a major component to mental health relapse and is further correlated with triggering symptoms of depression, anxiety, and psychosis. Allowing clients to receive services outside of their homes may help reduce symptoms, minimize behavioral challenges, as well as reduce the risk of hospitalizations. The longer clients remain quarantined in their homes, the longer they are without the services that aim to help them improve community integration, gain independence, and manage symptoms of mental illness. Furthermore, an alternating schedule of day services and residential services, would benefit our mental health professionals who are currently providing services within a residential setting 5 days a week. Staff are reporting high burnout, and a change in work environment may help increase motivation, creativity, and boost morale.

Objectives:

Content:

By re-opening day services on an alternating schedule we hope to increase revenue and offset financial losses by beginning to serve members in the community who have not been able to receive full services since the closing of the day programming. We hope to better meet the needs of all of our clients by providing clinical services that may help reduce the mental health symptoms, behavioral challenges, and interpersonal deficits that stemmed from being quarantined in their homes for a pro-longed period of time. We also hope to reduce the reported burnout our mental health professionals currently providing services within our client's residential homes.

Revenue for this proposal would be cost neutral initially. We will see increases as the client bases is expanded.

Process:

To assist clients to decrease isolation that can lead to increased depression and anxiety via quality programming at Elston.

To provide a socialization outlet for clients that adheres to the CDS guidelines and provides the safest possible environment during the COVID crisis.

To expand the available service array to community clients to aid in their recovery.

To improve revenue streams by continuing to recruit new clients.

To benefit the Jefferson Park and surrounding communities experiencing increased need for mental health services resulting from COVID related issues

CDC guidelines and social distancing:

- Masks will be worn at all times while on site
- Hands will be washed before groups, during the 15min breaks between groups and after groups/before leaving. Reminders to wash hands will be announced over the paging system
- Housekeeping will be provided a frequent cleaning schedule
- Hallways will be marked with X's that are 6ft apart to create 6 feet of social distance between those walking the hallways
- Groups will be under 10 people and provided in larger conference rooms where 6 feet social distancing can be maintained
- No more than 10 staff will be on site at a time
- Partitions will be inserted between hotel workstations, around the front desk, and in waiting areas
- There will be no communal eating and all disposable utensils will be individually wrapped.
- The water to the water fountain will be turned off
- Walkie talkies will be provided to instructors to inform housekeeping of when clients go to the bathroom so that thorough cleaning can be maintained after use
- Sign-in and out sheets will be stationed at the front and back entrances of the building for staff
- Temperatures of staff will be taken upon entry and observed by MH nurse (Member temperatures prior to leaving the home and the entire house would stay home
 - If a member of staff has a temperature of 100.4 or higher, they will immediately be sent home. Anything that was touched by that person should be cleaned and sanitized. A designated area at Elston will be kept for anyone experiencing Covid-19 symptoms that is unable to leave right away.
 - If someone has suspected or confirmed positive Covid and are unable to leave the building right away they will wait in the designated room. After they leave, that room is to be cordoned off for 24 hours if possible prior to anyone cleaning it.
 - For cases of confirmed positive Covid, we will utilize the professional cleaning services from EcoTech.
 - If anyone internally completes cleaning after a suspected or confirmed Covid case, they must wear a mask, gloves and a gown and follow all cleaning guidelines.
- Only the entrance door towards the front desk will be utilized

Implementation Strategy:

- Elston day programming would be on a Monday through Thursday schedule, with Friday being left for Deep Cleaning. Residential houses would be broken-up into 2 groups that will either be

on a M/W schedule or a Tu/Th schedule, both from 8:30 am-11:30am. The over-night shift will drop off clients in the morning and the Leads would pick-up their clients at 11:30am from Elston. Leads would then provide lunch at the houses and will stay with clients until the 3pm shift arrives.

- Community clients would also be broken up into 2 cohorts of 11, and will either be on a M/W schedule or a Tu/T schedule from 12:30pm-3:30pm. Community Clients would be expected to eat lunch prior to arriving to the Elston for day services.
- 11:30-12:30 will be for cleaning in between the groups. Cleaning will happen again after 3:30pm when all clients have left for the day.

Schedule & Staffing:

Monday/Wednesday:

- Residential Houses: Moody, Rockwell, and Cornelia
 - 21 clients total – 3 groups of 7
 - Program rooms 1 (outside of Saadiq's office), 2 (the one off the file room), and the client lounge can be utilized. Clients are then all on one side of the building
- Community clients
 - 11 clients total – 1 group of 5 and 1 group of 6
 - Program rooms 1 and 2 can be utilized
- Facilitators = Juavana, Dorothy, and Crystal
- Emma can work from her office or from home doing therapy
- Cathy can focus on IPS at Elston

Tuesday/Thursday:

- Residential Houses: Leland & Washtenaw
 - 16 clients total – 2 groups of 8
 - Program rooms 1 & 2 can be utilized
- Community Clients – same as M/W schedule
- Facilitators = Cheyanne and Tiffany
- Tyler can work in his office or from home doing therapy
- Rachel can focus on IPS

Days that houses are not at Elston:

- Schedule will be as it was before with services being provided in the homes

Day services coverage for call-offs:

- We can combine at least 2 groups together in program room 1 – This should be the first course of actions
- Ashley will continue working as she has been. She can be a back-up for covering groups
- Tyler might also be an option for Tu/Th depending on his therapy schedule
- Rachel and Cathy may also be an option for coverage depending their work load for the days at Elston – would need to call Catherine first who can then call Rachel or Cathy – must be for their Elston days and not on their residential days.

- Katie can be an option if it is a non lab day
Supervisors will also be back-up: Saadiq first, then Catherine, Sean and Anita if she is able (will depend on clustered housing status).

Covid-19 Preparedness Plan

Building Checklist:

Date: _____

Site: _____

Prior to sanitizing, any item that is visibly dirty must first be cleaned. This can be done with soap and water or the sanitizing materials. After it has been cleaned, it must then be sanitized.

Opening Building

	Ensure screening station is set up with thermometer, alcohol wipes, masks and sign in sheet
	Sanitize work station-desk/table, phone, mouse, keyboard, computer screen
	Sanitize keys
	Sanitize light switches
	Sanitize door handles
	Sanitize bathroom/kitchen sink handles and toilet handles
	Sanitize walkie-talkies (if applicable)
	Sanitize Vents
	Sanitize iPads & any adaptive equipment, tv remotes
	Sanitize copiers & printers
	Sanitize coffee maker handles & water cooler levers
	Sanitize plastic dividers

Closing Building

	Ensure screening station is set up with thermometer, alcohol wipes, masks and sign in sheet
	Sanitize work station-desk/table, phone, mouse, keyboard
	Sanitize keys
	Sanitize light switches
	Sanitize door handles
	Sanitize bathroom/kitchen sink handles and toilet handles
	Sanitize walkie-talkies (if applicable)
	Sanitize vents
	Sanitize iPads & any adaptive equipment, tv remotes
	Sanitize copiers & printers
	Sanitize coffee maker handles & water cooler levers
	Sanitize plastic dividers

Mid-day Checklists

Date: _____

Site: _____

10am Cleaning/Sanitation

	Ensure screening station is set up with thermometer, alcohol wipes, masks and sign in sheet
	Sanitize work station-desk/table, phone, mouse, keyboard
	Sanitize keys
	Sanitize light switches
	Sanitize door handles
	Sanitize bathroom/kitchen sink handles and toilet handles
	Sanitize walkie-talkies (if applicable)
	Sanitize vents
	Sanitize iPads & any adaptive equipment, tv remotes
	Sanitize copiers & printers
	Sanitize coffee maker handles & water cooler levers
	Sanitize vending machine
	Sanitize keypads to get into locked areas
	Sanitize plastic dividers

12pm Cleaning/Sanitation

	Ensure screening station is set up with thermometer, alcohol wipes, masks and sign in sheet
	Sanitize work station-desk/table, phone, mouse, keyboard
	Sanitize keys
	Sanitize light switches
	Sanitize door handles
	Sanitize bathroom/kitchen sink handles and toilet handles
	Sanitize walkie-talkies (if applicable)
	Sanitize vents
	Sanitize iPads & any adaptive equipment, tv remotes
	Sanitize copiers & printers
	Sanitize coffee maker handles & water cooler levers
	Sanitize vending machine
	Sanitize keypads to get into locked areas
	Sanitize plastic dividers

2pm Cleaning/Sanitation

	Ensure screening station is set up with thermometer, alcohol wipes, masks and sign in sheet
	Sanitize work station-desk/table, phone, mouse, keyboard
	Sanitize keys
	Sanitize light switches
	Sanitize door handles
	Sanitize bathroom/kitchen sink handles and toilet handles
	Sanitize walkie-talkies (if applicable)
	Sanitize vents
	Sanitize IPads & any adaptive equipment, tv remotes
	Sanitize copiers & printers
	Sanitize coffee maker handles & water cooler levers
	Sanitize vending machine
	Sanitize keypads to get into locked areas
	Sanitize plastic dividers

Supply List

Product	Amount Needed	Amount on Hand	Date Re-ordered
Disinfecting Wipes			
Disinfecting Spray			
Diluted Bleach Spray (label bottle)			
Paper Towels			
Bleach Tablets (for back of toilet)			
Gloves			
Backup Masks			
Full PPE kit (gowns, face shield, N95 mask, gloves)			
Hand Sanitizer			
Alcohol Wipes			

Visitor Log to CILA Homes

Home: _____ Location of visit: _____

Date of visit: ____/____/____ Time: _____

Name of Member visiting: _____

Name of visitor: _____

Temperature: _____ (any temp over 100° will not be permitted to visit)

Prescreening Questions

* Have you had any cold or flu symptoms within the last 14 days? Yes _____ No _____

* Have you travelled outside of the country in the past 14 days? Yes _____ No _____

* Potential exposure to anyone with COVID-19 in past 14 days? Yes _____ No _____

The visit will be denied for any answers in "yes"

Signature of Visitor

Signature of Program Director/Manager on site

Car Cleaning Checklist

CAR CLEANING CHECKLIST



WHERE TO CLEAN

- ☐ Steering wheel
- ☐ Key and remote fob
- ☐ Exterior door handles, both sides
- ☐ Trunk lid or lift gate grab areas
- ☐ Interior door pulls, both sides and interior door panels
- ☐ Start button, if equipped
- ☐ Rear view mirror, back and edges
- ☐ HVAC vents
- ☐ Gear selector
- ☐ Turn signal lever
- ☐ Windshield wiper controls
- ☐ Center stack knobs
- ☐ Center console and arm rest
- ☐ Seat belt and buckle.
Avoid harsh cleaners on the belt itself. They can degrade the fibres and belt's strength.
- ☐ Parking brake handle, parking brake or release lever
- ☐ Infotainment screen
Use screen wipes which are not anti-microbial or a soft cloth dampened with soap and water. Wipe dry with a clean, soft cloth.



 Brought to you by Nissan.
April 2020

Residential Community Reintegration Procedures

During Phase 4 revitalization plan, many businesses have re-opened (retail stores, restaurants with indoor dining, theatres, salons, barbershops, etc). Many members, especially those who have independent community access, are now able to return to community integration activities with some limitations. These limitations are expected to continue for the duration of the current pandemic and this procedure is subject to change based on current CDC, IDPH and DHS directives.

The following procedures must be followed for all community activities:

- All agency vehicles (interior) must be sanitized before and after every use.
- All community outings must be approved by a supervisor.
- Members who would like to visit other members in other EU CILAs will be required to follow the CILA visitor procedures.
- Members who have independent community access will be required to take their temperature prior to leaving the CILA and when they return. They will be given a mask or reminded to put one on before leaving home. The member will be required to complete a community outing log before and after returning to the CILA. They will complete all necessary hygiene and sanitation before completing any other routines. This will be same procedure for the members who are employed and work in the community. The timeframe for members who have independent community access will be 2 hours.

The following procedures must be followed for IDD Community Living Services activities aside from CDS outings/activities:

- Group outings, are limited to outdoor activities. The capacity limit will be based on house size (ex: if there are 8 individuals living in the home, the capacity may be 10 to include 2 staff).
- Outings to indoor locations (limited only to retail stores with capacity limits, doctors' appts) will be kept to small groups of staff and individuals from the same home. Masks are always to be worn. If the member removes their mask and refuse to put it back on, the outing should be terminated immediately. Members who cannot tolerate wearing masks for an extended period should not be considered for indoor community activities. Exceptions will be given for doctor's appointments. Outings to indoor locations will be limited to 1 location per outing and a 1-hour time frame.

The following procedures must be followed for MH Residential Services activities:

- Group outings are limited to outdoor activities only, with no more than 9 ppl (including staff).
- Outings to indoor locations (limited only to retail stores with capacity limits, doctors' appts) can only be done as a small group activity (2-3 people). Masks are always to be worn. If the member removes their mask and refuses to put it back on, the outing should be terminated immediately. Members who cannot tolerate wearing masks for an extended period should not be considered for indoor community activities. Exceptions will be given for doctor's and other critical clinical appointments. Outings to indoor locations will be limited to 1 location per outing.

Created 6/29/2020

Revised 7/2/2020, 07/15/2020, 07/24/2020

Covid-19 Screening Questionnaire

Name: _____

Site: _____

Date of Return: _____

1. Have you been in prolonged close contact or staying in the same household with anyone displaying common symptoms listed by the CDC such as cough fever, chills, muscle aches, etc.?

Yes _____

No _____

2. Have you been in prolonged close contact or staying in the same household with anyone who has been medically diagnosed with or tested positive for COVID19 in the last 14 days. Prolonged closed contact is defined as "Being within 6 feet of the person for at least 10 minutes or having direct contact with droplets from such person?"

Yes _____

No _____

3. Have you (or anyone in your household or anyone you have come in contact with) had a fever or displayed respiratory symptoms consistent with COVID 19 I the last 14 days?

Yes _____

No _____

4. Is your current temperature 100.4 degrees Fahrenheit or higher?

Yes _____

No _____

5. Have you traveled internationally or to one of the states on the City of Chicago's travel ban list in the past 14 days (refer to City of Chicago Travel Ban website for the current list - <https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html>)?

Yes _____

No _____

Signature of Client or Guardian

Signature Date

Policy/Procedure for Using Facemasks in Residential, Elston and CDS

Revised July 27, 2020

The Illinois Department of Public Health is recommending all staff wear masks during their shift in Residential, CDS, and MH. The procedures for using it within Envision Unlimited are provided below and should be used until further notice. Hand hygiene should be performed before putting on a mask, and after touching, adjusting, or removing a mask. Facemasks should be removed and discarded if soiled, damaged, or hard to breathe through.

In an effort to preserve the supply of PPE, cloth masks are the best option to be worn when unless working with an individual with a positive Covid-19 test. The use of procedural/surgical masks is also allowed. When working with a member who tests positive to Covid-19, N95 masks and a face shield will be used. We ask all personnel to make every effort to help preserve the supply of PPE and reduce the need for replacement masks whenever possible.

Please follow the directions below on how to properly put on and take off your mask to avoid any potential contamination.

Infection Prevention Guidance on Procedure/Surgical Mask Use and Re-Use

To Remove facemask after shift with intent to reuse

1. Perform hand hygiene.
2. Remove mask
 - a) Remove procedure mask by holding the ear loops. The front is contaminated, so remove slowly and carefully.
 - b) After removing facemask, visually inspect for contamination, distortion in shape/form. If soiled, torn, or saturated the mask should be put in the original paper bag and then put into the garbage.
3. If the facemask is NOT visibly soiled, torn, or saturated, carefully store on a paper towel exterior side down. Make sure the ear loops do not touch the inside of the mask.
4. Perform hand hygiene.
5. Keep them in a clean, breathable container such as a paper bag between uses (fold the bag over so it is closed). Each staff shall have their own paper bag with their name written on it. (Provided by your supervisor)
6. Perform hand hygiene again after placing the mask in the brown paper bag.

To Put on Mask

1. Perform hand hygiene.
2. Grasp mask by ear loops.
3. Place over face. Secure ear loops behind the ears. Ensure coverage of nose and mouth. Pinch metal nose bridge if it has one.
4. Perform hand hygiene.

Cloth/Sewn Masks/Bandannas:

Removing facemask after shift with intent to reuse

7. Perform hand hygiene.
1. Remove mask
 - a) Remove mask by untying lower ties FIRST. Untie upper ties last. The front is contaminated, so remove slowly and carefully. Ensure ties do not fall into clean interior side of mask.
 - b) After removing facemask, wash immediately following instructions below.
2. Perform hand hygiene.
3. Once cleaned, store them in a clean, breathable container such as a paper bag between uses (fold the bag over so it is closed). Each staff shall have their own paper bag with their name written on it. (Provided by your supervisor)
4. Perform hand hygiene again after placing the mask in the brown paper bag.

To Put on Mask

1. Perform hand hygiene.
2. Grasp upper ties
3. Place over face. Secure upper ties first, behind head. End by securing lower ties behind head.
4. Perform hand hygiene.

How To Clean Cloth Masks/Bandannas

1. Wash masks between each use.
2. If the mask has string ties (and not loops) ensure to tie a small knot at the end of each of the 4 strings so they do not fray.
3. Wash in hot water with regular detergent.
4. Dry completely on hot setting.

(K)N95 Masks:

1. Perform hand hygiene.
2. Position the respirator in your hands with the nose piece at your fingertips.
3. Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.
4. The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.
5. Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

6. Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.
7. Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.
8. If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.

To Remove the (K)N95 mask:

1. Perform hand hygiene.
2. DO NOT TOUCH the front of the respirator! It may be contaminated!
3. Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator
4. If the facemask is NOT visibly soiled, torn, or saturated, carefully store on a paper towel exterior side down. Make sure the ear loops do not touch the inside of the mask.
5. Perform hand hygiene.
6. Keep them in a clean, breathable container such as a paper bag between uses (fold the bag over so it is closed). Each staff shall have their own paper bag with their name written on it. (Provided by your supervisor)
7. Perform hand hygiene again after placing the mask in the brown paper bag.

Cleaning Face Shields

1. While wearing gloves, carefully wipe the *inside, followed by the outside* of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
2. Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
3. Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
4. Fully dry (air dry or use clean absorbent towels).
5. Remove gloves and perform hand hygiene.

CDS Community Activities: COVID 19

Like everything at this unique time, access to the community and activities within the community have been impacted by the pandemic and also by a period of sustained social unrest. The following guidelines cannot anticipate every situation we might encounter while in the community. You may find yourself in a position in which you must exercise your common sense and good judgement. Here though are some guidelines, tips and suggestions that may prove helpful.

- Always have hand sanitizer with you while outside the program
- Always carry gloves and extra masks
- Envision staff and members are required to wear masks during community activities, even those which occur outdoors.
- There will be no use of CTA until further notice.
- Transportation may take place in an agency vehicle. All vehicle/transportation policies must be followed.
- Members may arrive/depart via PACE either from/to the program or directly from home.
- In the event that you must leave a destination unexpectedly because it has become unsafe or for another emergency reason, try to avoid CTA. Consider all other options such as taxis, Lyft and Uber. Continue to observe vehicle safety guidelines to the best of your ability.
- Locations must be chosen carefully with safety, mask wearing and the ability to social distance in mind.
- Remember, zoos, museums and many other popular locations are limiting attendance numbers, so check websites for new information. You may need to arrive early, make a reservation, etc.
- Outdoor activities are preferred
- Please choose activities that do not require a lot of touching of objects/surfaces.
- If you arrive at a destination and see that it is crowded or most others are not wearing masks, you must leave that destination. It's a good idea to have a Plan B in mind so you may not have to return to the center early.
- Our members often live in communities directly impacted by the recent social unrest. It is fine to support them in attending safe, peaceful rallies and protests as long as that represents their views rather than your own.
- As soon as a rally or protest becomes too crowded, you realize others are not wearing masks or the event becomes confrontational, you must leave.
- Be aware of what is happening around you. Rallies/protests may spring up organically in unexpected places. Immediately assess the safety of an unexpected situation and leave the area if necessary.
- Although masks are to be worn during community activities, they may be removed to eat. A minimum of 6 ft. social distancing **MUST** be maintained while masks are off. Additional distance is preferred.
- Food may be brought from home or purchased in the community. Staff should keep any required assistance to an absolute minimum and avoid contact with other people's food.
- There is no sharing of food portions allowed.
- If something designed to be shared is purchased, such as a pizza or cake, staff must serve the portions, must wear gloves and a mask, and must take great care to limit contact with the food, plates, etc.

- For now, eating in a restaurant is not allowed, even outside. This may be reconsidered later. Currently you must take restaurant food to a location where everyone can eat at least 6 ft. apart from one another.
- If someone needs to use a public restroom, remind the member:
 - to touch as few surfaces as possible
 - to use a paper towel to touch surfaces if possible
 - to observe social distancing
 - keep hands away from the face while in the washroom
 - wash hands for at least 20 seconds, going up past the wrist, washing between fingers, washing thumb, washing both the palms and back of the hands and under nails.
 - offer a timer to those members who can use one
 - just in case, use hand sanitizer after every trip to a public restroom
- **If someone become ill and displays symptoms consistent with COVID 19 – contact your supervisor immediately to coordinate efforts to get that member isolated from the group and home safely. If symptoms are severe, call 911.**
- **If you become ill while in the community, displaying symptoms consistent with COVID 19, contact your supervisor immediately so you can coordinate efforts to be relieved of your responsibility to members and obtain medical evaluation/assistance.**

The following procedures will be utilized anytime a Community Day Service vehicle or personal vehicle is used to transport members anywhere in the community.

- Prior to departure with any Envision Unlimited members, the following items must be present in the vehicle being used:
 - PPE for members and staff
 - Hand sanitizer
 - Cleaning Disinfectant
 - First Aid Kit
- Before entering the vehicle members / staff will review the COVID-19 symptoms with each passenger to minimize risk. Each member / staff person will be required to take their temperature before getting into the vehicle. If a temperature is 100.4 degrees or above, that individual will return to the building and be directed to the isolation room. Arrangements will be made to get the member back home safely and he/she will be instructed to seek medical counsel.
- Staff will social distance as much as possible while loading/unloading the vehicle and will approach within 6 ft. only when a client requires physical assistance.
- Masks will be worn at all times in the vehicle and when with members in the community.
- Vehicle windows will remain open (as safely as possible) for maximum airflow through the vehicle.
- The recirculation button **is not** to be used at any time during the community outing.
- Unless passengers live together in the same house, there can be only one person per bench seat, sitting in a staggered fashion.
- Only safe locations will be chosen, outdoor destinations are preferred.
- When the community outing / vehicle returns to the program site, staff will follow vehicle cleaning protocols.

Vehicle Cleaning Protocols:

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; [wash hands](#) immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.

At a minimum, clean and disinfect commonly touched surfaces in the vehicle, windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. If cleaning after a sick person has been in the vehicle, use of a disposable gown is also recommended, if available.

For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant

application. **Do not use bleach or ammonia** as it can damage the materials. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:

- Any disinfectant you have been using in the home (approved by EPA for coronavirus) that does not have bleach or ammonia can also be used when disinfecting the car. You can check here for [products that are EPA-approved for use against the virus that causes COVID-19](#)[external icon](#)
- Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- Alcohol solutions with at least 70% alcohol.
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use [products that are EPA-approved for use against the virus that causes COVID-19](#)[external icon](#) and that are suitable for porous surfaces.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; [wash hands](#) immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.

For daily arrival / departures to the Community Day Service site:

Each program will have an assigned attendant to organize the flow of the arrivals and departures from each CDS site. This person will stagger the arrival for individuals arriving into the program, so that they may go through the arrival procedures at the front desk with maximum social distancing.

At the end of each day the attendant will call for members utilizing walk-talkies to reduce the number of individuals attempting to exit at any given time.

Any persons utilizing a wheelchair or other device, requiring additional physical assistance or space for loading and unloading from a vehicle will be given instructions for where to enter and exit the vehicle safely. They will receive additional staff support as needed.

Laundry

For clothing, towels, linens and other items.

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

EPA approved cleaning products for Covid-19 can be searched below:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Mask FAQ and Visuals

How can I eat when I am supposed to wear a procedural mask?

Follow the removal and reuse instructions as is outlined in the Extended Use and Limited Reuse of Disposable Facemasks.

How can I drink when I am supposed to wear a procedural mask?

If you need to drink, ensure you are 6 feet away from others, perform hand hygiene, remove the mask, drink, and then replace your procedure/surgical mask. Please follow the guidelines on appropriate doffing found at the end of this document.

Are staff allowed to take off their masks to eat?

Staff can take off their masks to eat and drink in a location where they can maintain a distance of 6 feet. It is preferable to minimize going outside to prevent the need to discard masks and to help preserve mask supplies. Please follow guidelines on appropriate doffing found at the end of this document.

Visual Guidance

The following images are intended to provide clarification to avoid potential errors in the proper use and re-use of face masks.

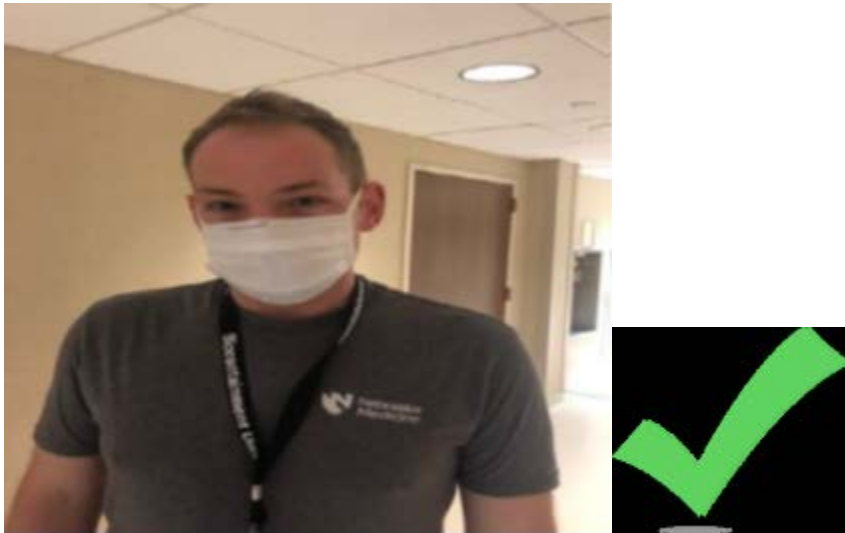


Figure 1 – This image demonstrates approved wear of face mask. Facemask is shown secured over nose and mouth.



Figure 2 – This image shows the correct way to store mask when not in use. Notice the exterior of the mask is facing DOWN.



Figure 3 - This image shows the correct way to store a surgical mask when not in use. Notice the exterior of the mask is facing DOWN and ties are placed carefully away from the inside of the mask



Figure 4 – This image demonstrates inappropriate wear of the procedure mask. Procedure mask should not be pulled under mouth.

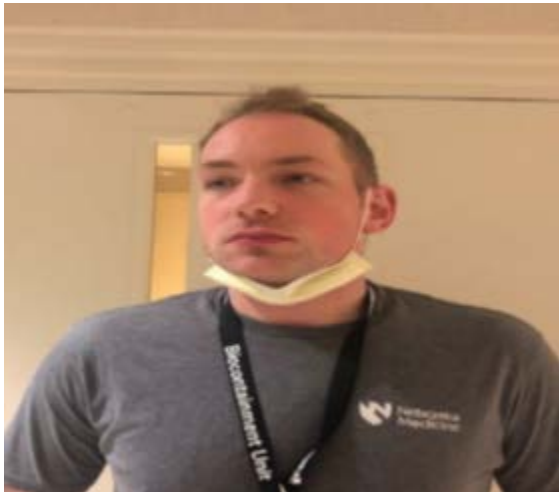


Figure 5 – This image demonstrates inappropriate wear of the procedure mask. Procedure mask should not be pulled under chin.



Figure 6 - This image demonstrates inappropriate wear of the surgical mask. Surgical mask should not hang from lower ties.

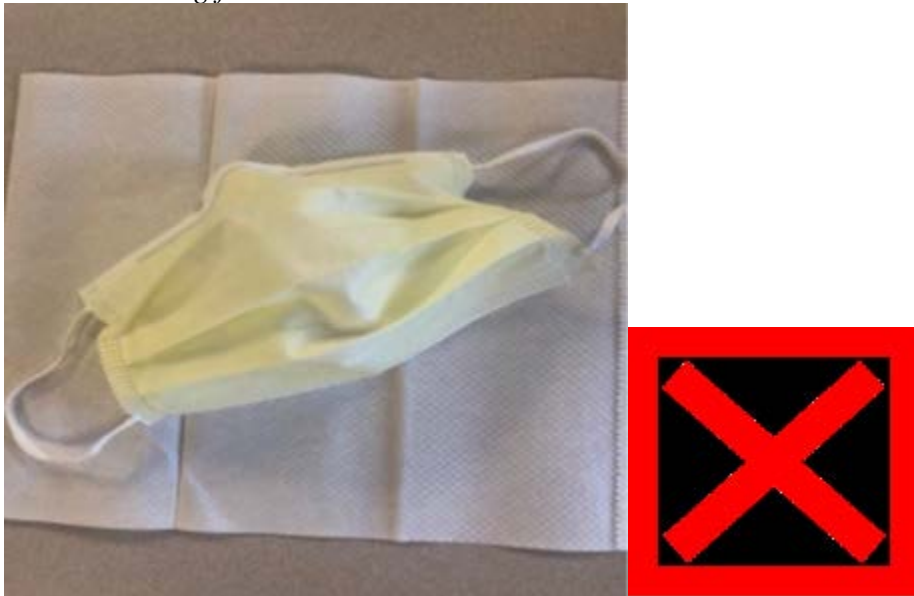


Figure 7 – This image demonstrates the wrong way to place mask when not in use. Notice the exterior of the mask is facing up. This is not correct.



This image demonstrates the wrong way to wear a mask. The nose should be covered at all times.



Figure 8 – This image demonstrates the wrong way to store surgical mask when not in use. Notice the exterior of the mask is facing up and ties are touching the interior of the mask. This is not correct.

Acknowledgement

I have read and been informed about the content, requirements, and expectations of the Covid-19 guideline for employees. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Envision Unlimited. Adherence to these guidelines is critical in containing the spread of COVID-19 to clients and co-workers. Be advised that failure to comply will result in the Agency taking progressive discipline steps that could jeopardize your employment.

I understand that if I have questions, at any time, regarding the Covid-19 policy, I will consult with my immediate supervisor or my Human Resources staff members.

Please read the Covid-19 policy carefully to ensure that you understand it prior to signing this document.

Printed Name

Signature

Date