

# LARC Reopening Plan

## Reopening Plan Principles and Strategy:

1. Health and Safety of Individual supported and Staff
2. PPE: Personal Protective Equipment. i.e. mask wearing
3. Groups; working remote and employer sites
4. Screening, monitoring, and illness response
5. Isolation site and travel
6. Reopening summary and Reopening committee contact information
7. Important resources

## Health:

COVID-19, the name of the disease caused by the coronavirus that is also known as SARS-CoV-2 or novel coronavirus has many symptoms. Symptoms of Coronavirus (symptoms may appear 2-14 days after exposure to the virus).

The most common among them are:

- Fever or 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

Emergency warning signs of COVID-19 (seek emergency medical care immediately):

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

# Safety:

1. If you are sick, stay home:
  - Staff on shift and individual supported should screen daily for symptoms.
  - Staff and individual supported should be fever free, without the aid of fever reducing or other symptom-altering medicines.
  - Fever free is defined as having a temperature of less than 100°.
  - Any person with COVID-19 symptoms or who are not feeling well should stay home.
  - Any person who are suspected of having COVID-19 should seek medical attention immediately.
  - LARC residents who test positive for COVID-19 and are released from medical care, should be immediately transported to a LARC quarantine site.
  - Any staff who begin to show signs of COVID-19 while at any LARC location should be sent home immediately.
2. Contact Tracing will be conducted by “local” health department. LARC staff will follow contact tracing guidance with their local health department.
3. Quarantine: Any person, individual supported or staff, who has been identified through contact tracing must be quarantined in their bedroom or a specified location (home) until:
  - 14 days have passed since the last close contact with a symptomatic or COVID-19 positive person
  - There are no known symptoms of COVID-19
  - May be required to be tested to be able to return to work assignment
4. Returning (after being symptomatic or COVID-19 positive):
  - Any staff member or individual supported (quarantined at a specified LARC location or home) that have COVID-19 symptoms or tested positive for COVID-19, may not return until they receive a negative test.
  - Staff or individual supported may return if the following three items take place:
    - a. At least 10 days have passed since their symptoms first appeared, AND
    - b. They have been fever-free for at least 48 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants); AND
    - c. Any other symptoms have improved (for example, cough or shortness of breath).
    - d. Must submit a doctor’s note stating staff can return to work

**In order to keep staff and individual supported as safe as possible, testing can be a part of the returning to work procedure. In instances where testing guidelines do not provide a clear answer, it will be up to the COVID-19 team to determine if testing necessary.**

**Covid-19 Team: Director of HR; Director of Clinical; Infection Control Personnel/Director of Residential Services; Nursing Supervisor**

# FACE MASK GUIDELINES

Situation → Mask Quality/Durability ↓	Quarantine Setting/Symptoms in setting	Residential Setting/No symptoms	Vocational/DSO and other non-residential settings	Transportation
N95 (no vent version) A second surgical mask should be worn over the N95 for conversation purpose	*Staff working with individual supported who is COVID-19 positive and aerosol producing treatments (if applicable)	*Staff working with individual supported who is undergoing aerosol producing treatments (if applicable)	*Staff working with individual supported who is undergoing aerosol producing treatments (if applicable)	N/A Will not be transporting individual supported who have tested positive and/or undergoing aerosol treatments
KN95	Staff working closely with individual supported who is symptomatic (e.g. providing care, cleaning, etc.)	KN95 & surgical mask is the backup plan for aerosol producing treatments when N95 supply is less than 2 weeks	KN95 & surgical mask is the backup plan for aerosol producing treatments when N95 supply is less than 2 weeks	N/A
Surgical Masks	Staff and essential visitors working beyond immediate vicinity individual supported who is COVID-19 positive	Staff and essential visitors	Staff, individual supported, and essential visitors	Driver and individual supported (if medically possible for individual supported)
Cloth Masks: preferable cotton or cotton blend	For staff who have underlying breathing issues or allergy issues and cannot wear a surgical mask	For staff who have underlying breathing issues or allergy issues and cannot wear a surgical mask	Staff, Individual supported, and essential visitors	For staff and individual supported who have underlying breathing issues or allergy issues and cannot wear a surgical mask
Face shield	To be worn with Face mask of any kind	To be worn with face mask of any kind	N/A	N/A

- Aerosol Producing Treatments: (IF applicable only) e.g., nurses providing care of a tracheostomy, suctioning, an individual supported (this does not include tooth brushing with suction), nebulizer treatments, assisting or when in the room with a person using a CPAP or BiPAP machine for sleep apnea or other medical condition, and/or when administering CPR utilizing bag-mask ventilation (BMV or ambu-bag). Plan needed for fit testing. (1 mask/shift/staff)
- N95 or KN95: These are the only masks that provides adequate protection for wearer (assuming proper fit and use). Anyone working in the immediate vicinity (\*within six (6) feet or in the bedroom) of symptomatic person needs to be wearing one of these along with other appropriate PPE. Only no-vent versions are permitted (N95's with vents are for industrial use, not medical use).
- All other Masks: All other masks, including surgical masks, only reduce the spread of the virus by the wearer, primarily from coughs and sneezes. They do not provide complete protection for the wearer. The different types of other masks block the spread of droplets from coughs, sneezes, and exhales to one degree or another. The most effective is the surgical mask and the least effective is the non-cotton face covering.
- It is a requirement for all staff and essential visitors to wear masks because if everyone wears them, we reduce the risk of spreading the virus. We will make accommodations for staff and individual supported who cannot wear a mask due to medical reason(s).

## Groups: Social Distancing

1. Programs will identify groupings of five (5) people or less people (per DDS no more than 5 people served with 3 staff). Groups will stay separate from each other to the greatest degree when possible while in LARC facilities and in the community.
2. Individual supported and staff working at employer sites must follow LARC's policies and the policies of the employer.
3. Individual supported and staff working at employer sites are discouraged from using the breakroom, refrigerator, microwave, vending machines, or any other item that is frequently used/touched by numerous people through-out the day. Packed lunches/snacks/drinks/utensils should be brought in from home.
4. Hand shaking, hugging, touching, or any other physical contact should be avoided except for direct care, critical care, and emergencies.
5. Maintain a six (6) foot distance from others whenever possible. Passing in hallways while wearing a mask is required. Stopping and socializing in hallways is not permitted.
6. Spending more time outdoors is encouraged (car rides, having lunch in the yard, walks in the neighborhood, etc.)
7. Avoiding crowded outdoor locations is requested.
8. When off duty, employees are asked to continue to follow CDC, Federal, and State recommendations for minimizing the risk of contracting and spreading COVID-19.

## Screening:

Any person, LARC staff, individual supported, or member of the public, entering a LARC location will be submitted to screening.

1. LARC will utilize location screening as well as online screening. Staff not able to conduct online screening will be asked to fill out a paper screening form at their location.
2. Staff completing online screening will do so via the link on the LARC website. (All questionnaires will be held in a secure, HIPAA compliant online location. At the request of a state/federal agency or staff member, a report can be created. (Staff can only request their own screening reports, not those of other staff members. Staff requests must be done in writing and submitted to HR.)
3. While temperatures will be taken by a designated staff member at each location (who will wear a facemask, gloves and face shield if needed), the screening forms must be filled out by the staff member as per State and Federal guidance. Staff will be responsible for entering Data on individual supported.
4. If yes is answered to any questions, the individual supported will be sent home and will not be permitted back until cleared to return to program. The Nurse will be contacted. (DDNCS Nurse On-Call 1-855-371-0068. See DDNCS Nurse Contact Information for each residence or day program site.)
5. Any LARC staff member answering yes to any questions in person, will be sent home and asked to contact a member of the COVID-19 team. Any staff answering yes to any questions via the online survey, will be asked not to report to work and to contact a member of the COVID-19 team. (**Covid-19 Team: Director of HR; Director of Clinical; Infection Control Personnel/Director of Residential Services; Director of Residential Services; Nursing Supervisor**)
6. When individual supported are transported via LARC vehicle, drivers must first screen for temperature before permitting entry into vehicle.

7. All exterior doors should remain locked whenever possible to avoid entry without screening. If the door cannot remain locked, a sign must be posted instructing people to not enter the building until screened.

## Wellness and Cleaning

1. All staff must wear a face mask while inside of a LARC location or vehicle (if traveling with another person). One mask per day will be provided to individual supported.  
Exceptions for wearing a mask:
  - a. When alone in an individual office, conference room, or designated break room (all with the door closed)
  - b. Individual supported are not required to wear a mask while in their home
2. All LARC staff, and individual supported (who can wear a mask), must wear one while outdoors. Please remember to remain six feet apart from others. Staff will be allotted time for mask breaks.
3. Everyone, staff, and individual supported, are required to use hand sanitizer or wash their hands for 20 seconds or more upon entry into any LARC location or vehicle.
4. It is recommended to wash your hands frequently through-out the day.
5. Everyone is reminded to avoid touching their face and to cover their mouth and nose when sneezing or coughing.
6. LARC will provide soap and warm water along with hand sanitizer at each location.
7. Daily cleaning of all bathrooms at each LARC location will take place. Bathrooms must be cleaned after each use. CDC-approved disinfectant agents (spray, wipes, etc.) will be made available.
8. Vehicles will be cleaned daily. If a vehicle transports more than one individual supported or driver during the day, it will be cleaned in between transports. Vehicles will be deep cleaned on a weekly basis.
9. Frequently touched surfaces will be wiped down and cleaned numerous times per day with the assistance of staff members at every LARC location.
10. Staff members are prohibited from using each other's equipment, e.g. phones, computers, desks, tools, etc.
11. Posters will be distributed to remind staff and individual supported of guidelines and suggestion to minimize the risk of contracting COVID-19.
12. Should an individual supported health status change during the course of the shift, that person will be isolated as much as possible. Staff must communicate their status to manager. Vitals will be taken for individual supported and DDNCS on call nurse will be contacted. Nursing directions will be carried out and documented.

## Isolation site

1. Any LARC resident with confirmed COVID-19 may be moved to a quarantine site.
2. The following must be clearly posted outside of the isolation site: ISOLATION LOCATION – DO NOT ENTER WITHOUT EXPRESSED PERMISSION TO DO SO.
3. PPE must always be located outside of the isolation site and readily available.

4. Staff will only enter the isolation site wearing PPE. Staff will remove and dispose of PPE in trash receptacle in the isolation site before exiting. Face shields will be placed in receptacle for disinfecting.
5. Staff will wash their hands immediately upon exiting the isolation location.
6. Only one staff will be assigned per shift to work with COVID-19 positive individual supported or as indicated.
7. Staff will limit the amount of time spent with positive individual supported.
8. Staff will provide all necessary care, monitor for signs of change of condition, communicate any changes of condition with the nurse on call and assist with mealtime if individual supported requires.
9. All meals will be brought to the individual supported in the isolation location using paper plates and plastic utensils and disposed of in trash receptacle in isolation location.
10. Staff will maintain separate laundry collection and washing/drying for individual supported in isolation location.
11. Trash from isolation location should be sealed and carried directly outside to the dumpster. If two staff on shift, the second staff member may open doors and clear the way.
12. Staff shall assist with daily bed baths unless individual supported is able to take a shower with assistance.
13. Bathrooms must be cleaned and sanitized after each use and shower/bath.
14. Staff must notify the nurse for any change in condition. Staff must notify 911 if instructed by the nurse. If staff are contacting 911 for respiratory distress or other life-threatening issues, they should inform the 911 dispatcher that the individual supported is COVID-19 positive.
15. Hands only CPR. DDS has recommended that due to the increased risk of transmission during rescue breathing, HANDS ONLY or Compression Only CPR is acceptable for persons who have tested positive for COVID-19 or are presumptive.
16. The individual supported should remain isolated until they are symptom free w/o medication for 48 hours; are cleared by their PCP; and have tested negative with one COVID-19 test.

## Travel

1. There will not be any required work travel for the foreseeable future.
2. Staff should not attend off-premises meetings, conferences, or other group gatherings in person until further notice. If a meeting must be attended in person, staff should discuss with their manager beforehand. Team meetings will be held by phone conference or video conference as much as possible.
3. If staff choose to travel on their own (depending on their destination, and/or airport traveled through) they may be required to self-quarantine depending on current State of Connecticut mandates.

# Reopening Plan Summary (all programs)

Phase 1: July 15 <sup>th</sup> 2020	Phase 2: October 1 <sup>st</sup> 2020	Phase 3: November 1 <sup>st</sup> 2020
<p><b><u>GSE:</u></b> Contracted work location will require three individual supported and one staff for onsite work. Back up staff will be available should first staff member is not available.</p> <p>One additional individual supported will be working at the Canaan Police Barracks as of July 20<sup>th</sup>. This site will contain two individuals supported and two staff members. One individual supported is contracted for 1:1 supervision. Two additional staff will be available for backup coverage. Other worksites are in opening stages. GSE workforce will adjust as these sites open. Virtual programming will continue to be offered to those choosing not to return to day program at this time.</p> <p><b><u>DSO:</u></b> Open with 50% facility capacity. Day services will be provided in-house at LARC group homes; daily phone calls, and virtual programming will continue.</p> <p><b><u>Residential:</u></b> Individual supported will continue to receive day support in-house.</p> <p><b><u>Transportation:</u></b> Limited transports until further notice.</p> <p>*29 individual supported in DSO day (wrap around programs in residential program). 3-6 residents supported per site. 6 residential staff per location. 16 individuals supported in GSE work sites. 4-5 participants per site. 2-3 GSE sites. 2 staff at each site to begin transition. 2 individuals supported in IDV Services provided as per team planning, 1:1 staffing. 12 individuals supported in SEI continue to receive ongoing support. Services provided at 9 competitive sites 1:1 staffing (2 staff). 6 individual supported residential setting 1:1 staffing (2 staff).</p>	<p><b><u>GSE:</u></b> Contracted worksites will continue to be staffed with individual supported and LARC staff. TBD on number of individuals supported and staff needed. Based upon contracted worksites needs. Virtual programming will continue to be offered to those choosing not to return to day program at this time.</p> <p><b><u>DSO:</u></b> Open with 75% capacity. Day services will be provided in-house at LARC group homes. Daily phone calls, and virtual services will continue.</p> <p><b><u>Residential:</u></b> Individual supported will attend DSO programs as per individual supported plan. Others will continue to receive in-house day support.</p> <p><b><u>Transportation:</u></b> Limited transports will continue.</p> <p>*8 individual supported in DSO Day services provided at LARC individual supported residential setting 1:1 staffing (2 staff). 33 individuals supported in GSE work sites, 4-5 participants per site, 5 GSE work sites, 2 staff at each site.</p>	<p><b><u>GSE:</u></b> Contracted worksites will continue to be staffed with individual supported and LARC staff. TBD on number of individuals supported and staff needed. Based upon contracted worksites needs. Virtual programming will continue to be offered to those choosing not to return to day programming at this time.</p> <p><b><u>DSO:</u></b> Open. Daily phone calls, and virtual services will continue for those not attending day program facility.</p> <p><b><u>Residential:</u></b> Individual supported will attend DSO programs as per individual supported plan. Others will continue to receive in-house day support at LARC group homes.</p> <p><b><u>Transportation:</u></b> Expected full operation.</p> <p>*5 individual supported in DSO at Migeon Avenue, 4 staff and 1 PCA. 5 individuals supported at DSO at 314 Main St lower level, 3 staff and 1 PCA. 5 individuals supported at DSO at 314 Main ST 1<sup>st</sup> floor, 4 staff and 1 PCA. 4 individuals supported to be served from GSE in Cornwall, Sharon, Lakeville areas, 2 staff. 5 individuals supported in GSE served at Putter Lane, east side of building, 3 staff and 1 PCA. 5 individuals supported in GSE served at Putter Lane, west side of building, 3 staff. 5 individuals supported in GSE served at Industrial Lane, 3 staff and 1 PCA.</p>

Eight individuals supported in Phase 1 will be offered in-residence programming at LARC group homes or virtual programming due to risk factors such as elderly caregivers and staffing intensity.

Virtual programming will continue indefinitely. Presently there are 34 individual supported logging into activities based on their interests. Activities include virtual tours to aquariums and museums; history lessons; arts and crafts projects; music; yoga; social skills; and several other choices.

This ensures that all facilities will meet the required regulations. LARC is investigating the use of touchless paper towel dispensers, soap dispensers, sinks, and toilets. If needed, physical alterations such as walls and dividers will be installed. Sanitizing, cleaning, and disinfecting will be completed to CDC guidelines by LARC staff and private janitorial contractor. Signage as to proper self-care and use of PPE will be posted in all LARC locations.

All staff are prescreened before reporting to work. Temperatures and health screenings are conducted. Nursing contractor DDN Consulting has issued guidelines for Day program re-opening (Management of care of participants related to COVID-19. Guidelines for exposure), temporary care of a symptomatic individual supported, and hand washing. Training material is available for all staff on proper use of PPE and hand washing.

LARC needs 350 masks and 900 gloves for individual supported per week. 800 masks, 200 gloves, and 15-25 face shields per week for staff members. (Face shields are for those staff members unable to wear a mask.)

In following guidelines issued by the nursing consultant, staff training will be provided during new employee training, med awareness training, PPE, and OSHA training related to COVID-19. Identifying strategies for training while maintaining social distancing will be added to all training sessions, as will training for participants using both printed, picture, and video methods. A short video starring individual supported explaining social distancing. Use of masks, and proper hygiene has already been created and shared with the entire agency.

LARC has purchased significant amounts of technology-based items to assist staff and individual supported with daily communications and to provide services. A technology committee has been put into place to address technology needs through-out the agency.

Currently the safest method of transportation is to have residence transport, eliminating new exposure to vehicles and drivers. When LARC transports, the driver will screen the individual supported prior to the person entering the vehicle. Mask will be safely donned prior to boarding the vehicle. Masks will be worn by everyone in the vehicle for the duration of the transports. Social distancing will be maintained as much as possible. Currently, no more than one driver and two passengers will be allowed in a seven-passenger vehicle. In a 10-passenger vehicle, there can be one driver and three passengers. Vehicles will be cleaned and sanitized in compliance with current CDC guidelines after each use and the required deep cleaning will be performed weekly



Please reach out to any member of the Leadership team for comments, questions, concerns, or ideas.

Any guidelines in this document could change at any time based on current directives from state or federal officials.

## Important Resources

- CT Travel Advisory <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>
- Find a testing center near you ([www.211ct.org](http://www.211ct.org))
- CT Reopening Plans <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Latest-Guidance>
- CDC <https://www.cdc.gov/>
- CT COVID-19 response <https://portal.ct.gov/coronavirus>
- Torrington Health District <https://www.taht.org/>
- DDS COVID updates and resources [https://portal.ct.gov/DDS/General/COVID19/COVID-19-Updates-for-DDS-Individual supported-and-Families](https://portal.ct.gov/DDS/General/COVID19/COVID-19-Updates-for-DDS-Individual-supported-and-Families)