

The state's Bureau of Developmental Disabilities Services issues this initial guidance to support providers in the successful reopening of day service settings and to inform individuals and families on the recommendations and considerations for their day program. Day service providers are strongly encouraged to develop and share their specific plan and procedures with their staff, individuals accessing their services, and families.

Decisions regarding the reopening of day programs should be influenced by four guiding factors:

- The specific needs, health considerations, and risk factors of the individuals utilizing day services and staff
- The ability of the day program setting to institute necessary environmental allowances for social distancing and infection control procedures
- Guidelines from federal, state, and local authorities
- Availability and access to appropriate PPE and necessary sanitation supplies, including the capacity to adequately train staff on the proper use, handling, and disposal of PPE/sanitation supplies

Requirements for All Businesses and Entities in Indiana

All Hoosier employers must develop a plan to implement measures and institute safeguards to ensure a safe environment and provide that plan to each employee or staff and post it publicly. This plan shall address, at minimum, the following points:

- Instituting an employee health screening process
- Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces
- Enhancing the ability of employees, clients, and individuals served to wash hands or utilize other personal hygiene measures, such as use of hand sanitizer
- Complying with social distancing requirements established by the CDC, including maintaining 6 feet of distance between employees and individuals served whenever possible and/or employing other separation measures, such as face coverings or environmental barriers
- Addressing the needs of employees and individuals served who are determined to be at high risk of significant health issues related to COVID-19
- Ensuring all staff, individuals served, and families have access to up-to-date information regarding the public health emergency and its impact on delivery of services
- Comply with all OSHA standards

BDDS Guidance Specific to Day Service Providers

The Bureau of Developmental Disabilities Services further recommends that as day service providers develop and implement their plans for a gradual and safe reopening, they do so in accordance with federal, state, and local authorities as well the COVID-19 goals established by the Division of Disability and Rehabilitative Services (DDRS) which are:

- Help prevent the spread of COVID-19 and keep people alive
- Operationalize flexibilities
- Maintain provider networks
- Empower person-centered decision-making for self-advocates, families, case managers, and providers

BDDS recommends that day service providers' plans are informed by input offered by individuals, families, and individualized support teams. After identifying individuals and families who express an interest in returning to day services, consider resuming day services for those individuals who are identified as low risk. Low-risk individuals may include:

- Individuals who are not identified as high-risk as defined by CDC
- Individuals supported in provider's residential services, where quarantine recommendations were practiced and no cases of COVID-19 exposure and/or illness currently or have existed
- Individuals who reside in the family home where the household has self-quarantined and no cases of COVID-19 exposure and/or illness currently or have existed

Providers should use sound judgment in moving toward safely reopening day services while continuing to reduce the spread of COVID-19. The following recommendations should be addressed in the provider's reopening plan:

- Consider physical space and typical census of each site to ensure acceptable social distancing can take place. Establish a process for how social distancing requirements can be met during meals or other times when several individuals may be engaging in common activities or areas. Consider providing visual cues for social distancing such as tape on the floor, cones, or taped-off areas
- Communicate the capacity for each room, including activity areas, office spaces, meeting rooms, and public gathering areas such as entry areas, via signage and room reservation tools. Consider starting with smaller groups and staggering days and hours (i.e. a defined group on Monday, Wednesday, and Friday and different group on Tuesday and Thursday, with the day services on staggered days continuing to be provided in the home and/or via telemedicine)

SUGGESTED GUIDELINES FOR DAY SERVICES FOR ADULTS WITH DEVELOPMENTAL DISABILITIES

- Establish clear communication strategies to inform and educate individuals, families, and caregivers on the established PPE guidelines, health screening requirements, new policies/procedures, and expectations of staff, individuals, families, and visitors upon return to a day service setting
- Establish a cleaning and infection control process using CDC guidance and approved cleaning solutions. Provide clear guidelines and staff training on PPE use along with continuous ongoing communication and updates
- Establish clear guidelines on the procedures of infection control practices, including visitor policies, cleaning of frequently touched areas, frequent handwashing, wearing masks, and social distancing
- Establish clear guidelines that all staff who have direct contact with individuals should wear a mask for the duration of their shift. Those guidelines should indicate that hospital/surgical masks are recommended. However, if such masks are not available, the provider will follow CDC “Strategies for Optimizing the Supply of Facemasks”
- Establish clear guidelines for monitoring individuals, staff, and visitors for fever or respiratory symptoms. If fever (temperature over 100.4) or symptoms are present, they should be restricted from entry
- Establish clear guidelines that support hand and respiratory hygiene, including cough etiquette for individuals, visitors, and staff, as well as having handwashing stations available at facility entry and supplies of alcohol hand rub for staff to use before and after individual interactions
- Establish guidelines that staff or other agency personnel in the high-risk category (over 65 or with an underlying health condition) should not be providing care and that individuals in the high-risk category should not participate
- Establish guidelines for determining on an individualized basis whether individuals present other vulnerabilities (e.g. significant personal care or behavioral needs) that may impact their ability to attend day services. Individualized adjustments should be made
- Establish guidelines for an infectious disease plan that includes actions needed when an individual or staff member presents with symptoms during the course of the day. These actions should include:
 - o Plans to send the individual home and isolate them until they are able to do so
 - o Protocol for cleaning and disinfecting the areas that the individual was present in including when and to what extent the disinfection practices take place
 - o Protocol for informing individuals, families, or staff of possible exposure

SUGGESTED GUIDELINES FOR DAY SERVICES FOR ADULTS WITH DEVELOPMENTAL DISABILITIES

All policy, procedures, and practices should be shared with individuals, families, visitors, and staff in a manner that is accessible to individuals with disabilities and persons with limited English proficiency. Key aspects of the policy, procedures, and practices should also be displayed within the appropriate areas of the day program setting (i.e. visitor restrictions and health screenings should be displayed on the entry doors.)

BDDS recommends that individualized support teams meet to discuss and determine the individual's desire, anticipated needs, and capacity of the day program as it relates to the return to the day service setting. If the team determines that a return to the day service setting is optimal, the team should develop an appropriate transition plan that includes any necessary accommodations, individualized safety concerns, and/or specialized support needs as well as an anticipated timeline for the transition to occur. As part of this planning, the team should determine whether and to what extent the individual needs education and practice with infection control practices, like more frequent handwashing, wearing masks, and social distancing. If a need is determined, the plan should reflect how the day service provider, residential provider, and/or family will support the individual in building these skills.

If the team determines that a return to the day program setting is not optimal, the team should work to identify appropriate supports that assist the individual in living their vision of a good life as identified in their Person-Centered Individualized Support Plan.

As the State of Indiana moves through each phase of reopening, BDDS will monitor and respond to the needs of the individuals and families we support. In addition, BDDS will work closely with federal, state, and local authorities to stay informed and connected to the current public health status, recommendations, and data to provide additional guidance and clarification as needed.

GENERAL RESOURCES

- ISDH 24/7 Call Center: **317-233-7125** (M-F, 8:15 a.m.-4:45p.m.) or **317-233-1325** (after hours)
- ISDH Dedicated Email Box: **epiresource@isdh.in.gov**