

ODP / Administrative Entity (AE)

Facility Based Community Participation Supports Readiness Tool for COVID-19

As part of the mitigation strategy to stop the spread of COVID-19, the Office of Developmental Programs at the direction of the Governor closed licensed Adult Training Facilities, Older Adult Day Facilities, and Prevocational Facilities on March 17, 2020. In geographic areas deemed to be in the “Green Phase” under Governor Wolf’s Re-Opening Pennsylvania plan, facility-based Community Based Support (CPS) services are permitted to resume with appropriate precautions in place to ensure participant and staff safety.

For individuals who reside in counties that are in the Red or Yellow Phase or for whom facility-based service is not appropriate or desired during the pandemic, CPS providers should (1) provide support in private homes where families need relief of care and (2) develop and provide alternative remote options to support individuals who are authorized to receive services. CPS providers should comply with this guidance until the commonwealth provides additional guidance.

Providers should initiate a planning process in order to safely re-open their programs and services, understanding that many individuals that they serve are highly vulnerable related to COVID-19 contraction and complications from infection.

This readiness tool has been developed in order to provide a guide for Administrative Entities and CPS providers to initiate a conversation and process about plans for re-opening facilities. The commonwealth is experiencing wide variability related to the impact of COVID-19. This readiness tool is intended to facilitate discussion and planning based on individuals’ safety and needs as related to each provider location and circumstance.

Which of the following situations apply to the community where the agency is located? (Select all that apply)

- ~~No cases of COVID-19 currently reported in the communities served by their facility(ies)~~
- Cases reported in the community in which their facility(ies) are located -- Yes, Dauphin County
- Cases reported in the community where the people they serve reside -- Yes, Dauphin, Lebanon, Lancaster, York, Cumberland and Perry Counties
- ~~Sustained transmission reported in the communities served~~

How many days supply does the agency have of the following: 1-2 weeks, So far we do not have any issues replenishing our stock on hand.

- Personal Protective Equipment (PPE)
- Masks (for all staff and participants)
- Gloves for staff:
- Alcohol-based hand sanitizer:

05/27/2020

General Preparedness			
Elements to be assessed	Assessment	Notes / Areas for Improvement	Resources

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<p>For each facility, agency has assessed how staff is deployed across multiple workstations/program areas within the facility. This practice should be limited in order to limit exposure to the virus. Has the agency considered fixed cohorts based station/activity assignments and scheduling?</p>	<p>Yes</p>	<p>Staff will wear masks when around other staff, their work stations are spread throughout the Farm house. The majority of activities will be conducted outdoors well away from other groups. Indoor areas for programing will be: - initial capacity 12 Growers at 1:3 staffing - Prog bld - 2 areas Kitchen and Craft room - New bld - 2 areas Wood shop and Yoga room When needed to expand capacity: - Greenhouse - 1 area - Barn - 1 area We will use cohorting of Growers and staff - same Growers in their group with the same staff members.</p>	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-nova/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=49
<p>For each facility, agency has requested employees volunteer information on employment at multiple provider agencies in order to understand opportunities for the employee to have been exposed to the virus and, where possible, limit transmission of the virus.</p>	<p>Yes</p>	<p>We will maintain this information to respect employee's privacy. We will provide it as needed for tracing and tracking, or investigations.</p>	
<p>Agency is aware of newly developed resources in order to assist individuals and employees with maintaining mental and physical health, such as AID in PA, PA Support and Referral Helpline (1-855- 284-2494), behavior supports</p>	<p>Yes</p>	<p>We have been sharing these resources with staff and families all along using our email blasts.</p>	<ul style="list-style-type: none"> • https://aidinpa.org/ • ODP Announcement 20-051: Available Behavioral Specialists • Available Behavioral Specialists List
<p>Agency has a strategy to work with individuals and families, supports coordinators (SCs), and residential providers to address concerns related to infection control, safety measures and an individualized re-integration strategy.</p>	<p>Yes</p>	<p>We are setting up and participating in team transition meetings. We will address all concerns individually Grower by Grower. This tool will be available to all Individual Team Members.</p>	

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Has the agency developed alternative remote supports for individuals during this time, Please note the number of people served and the type of remote supports that is being delivered.	Yes	We will continue to offer our Zoom Farm Parties daily. Usually to 20 to 30 participants each day.	
Has the agency developed alternative in- home supports for individuals during this time? Please note the number of people served.	Yes	WE have developed and deployed a community participation program for some Growers to get back into the community for some limited activities. Currently only 3 Growers per activity and only 4 hours per day. Some of the Growers have agreed to allow staff, and in some cases other Growers to use their private homes in case of weather issues - heat and storms.	
Agency is evaluating community opportunities that are available to individuals with a focus on social distancing and other elements that minimize risk.	Yes	Our community program activities as outlined above will continue for all the Growers who want to keep doing them. When the Farm based program begins we will not be taking the Growers into the community 25% of their time on the Farm; our vans will be deployed for the community programs.	
Agency has contingency plans to continue to support individuals should the county where the facility is located revert back to either Yellow or Red.	Yes	If Dauphin County reverts back to Yellow Phase, we will discontinue the facility-based Farm program and just continue the community based programs in place. If Dauphin County reverts back to Red phase we will discontinue the community programs as well and only offer the remote service of the Zoom Farm Parties daily.	
For each facility , agency has been working with Individual Support Teams for anyone who will be returning to the facility to ensure that they can implement any changes in services and support needs based on use of the Individual Transition Guide.	Yes	We are setting up and participating in team transition meetings. We will address all concerns individually Grower by Grower. This tool will be available to all Individual Team Members.	

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Agency has been working with each Individual Support Plan (ISP) team to address any identified needs and wellness supports related to potential trauma related to the pandemic, isolation, anxiety, disruption of routines, etc.	Yes	We are setting up and participating in team transition meetings. We will address all concerns individually Grower by Grower, and we have engaged the Grower's behavior support or where appropriate we will make a recommendation for behavior supports. This tool will be available to all Individual Team Members.	
Agency has adequate staffing available in order to support the needs of the individuals served.	Yes	We will maintain staffing levels for the Growers in the community programs as determined by the team, and we will provide adequate staffing for the facility-based Farm program at 1:3 initially. The staffing levels can grow as the risk mitigation practices decrease, up to 1:4 to 1:6 - or what is appropriate for each Grower's needs.	
Agency has resources available for staff related to trauma that staff may be experiencing.	Yes	We have been sharing these with staff and families all along using our email blasts.	<ul style="list-style-type: none"> • https://aidinpa.org/ • ODP Announcement 20-051: Available Behavioral Specialists • Available Behavioral Specialists List
For each facility, agency has communicated with residential and transportation providers and SCs to develop a plan for transportation that minimizes contacts (potential exposures) for individuals.	Yes	We are setting up and participating in team transition meetings, and we are including discussions of the transportation needs at that time. We are maintaining cohorts for vehicle assignments in the community program, and we are only putting 2 Growers and 1 staff in each mini-van, and 1 Grower and 1 staff in the sedans. We will address all concerns individually Grower by Grower. This tool will be available to all Individual Team Members.	
Social Distancing			

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<p>For each facility, agency has evaluated space considerations, participant and staff numbers, work flow and developed a plan to support social distancing for individuals and staff at all times when the facility is open.</p> <p>Given physical plant limitations, measures in the plan may include:</p> <ul style="list-style-type: none"> • Alternating days/shifts for participants • Reduced numbers of participants • Plexiglas screen barriers <p>Re-arranging of workspace (minimum 6 feet apart, no one facing each other at workstations)</p> <p><input type="checkbox"/> Erecting barriers or tape/other visual indicators to support social distancing measures</p>	<p>Yes</p>	<p>We are limiting our facility-based Farm program to 3 Growers in a group with 1 staff. We have 4 areas for groups: 2 in the Program building, and 2 in the new building. Each of these areas will be used for breaks from the heat or for weather issues. Each of the areas has access to a bathroom, and has adequate separation from the other areas.</p> <p>As risk mitigation strategies are reduced we can begin increasing our capacity by increasing the group size and adding groups in the Greenhouse and the Barn.</p>	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-nova/community/guidance-business-response.html
<p>For each facility, agency has plans regarding the need for social distancing, arrivals and departures, bathrooms, lunch, and activities space.</p> <p>Given physical plant limitations these measures may include:</p> <ul style="list-style-type: none"> • Alternating arrival/departure times • Alternating days/shifts for participants • Reduced numbers of participants • Plexiglas screening • Erecting barriers or tape/other visual indicators to support social distancing measures 	<p>Yes</p>	<p>In addition to the protocols above we will set up a Grower Check-in station out side in the yard area and send the Growers directly to their program area to start the day. Lunch will be outdoors whenever possible and we will stay distant from other cohort groups. We will maintain our established choking protocols within the groups.</p>	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-nova/community/guidance-business-response.html
<p>For each facility, agency has assessed and planned for flow of people during different activities and times including considering single entrance and separate exit from building.</p>	<p>Yes</p>	<p>Groups will participate around the Farm staying distant from the other Groups in the Gardens, pastures, and other locations around the Farm's 17 acres.</p> <p>Each indoor program has a separate entrance/exit, and staff will use their radios to move between activities and avoid the other groups.</p>	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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<p>For each facility, agency has assessed and identified any other considerations unique to the space or program activities that create likelihood of individuals gathering in groups or fewer than 6 feet apart and has a plan to address such situations.</p>	<p>Yes</p>	<p>In addition to the protocols above we will teach the Growers how to take a break from their masks by separating from each other. We will use pool noodles to demonstrate safe social distancing practices.</p>	
<p>Education, Infection Control, and Training</p>			
<p>Agency has provided education and training for staff at all levels about the following:</p> <ul style="list-style-type: none"> • COVID-19 (e.g., symptoms, how it is transmitted, observation of individuals for symptoms) • Sick leave policies and importance of not reporting or remaining at work when ill • Adherence to recommended infection, prevention, and control (IPC) practices including: <ul style="list-style-type: none"> – Hand hygiene, – Selection and use including donning and doffing PPE, – Cleaning and disinfecting environmental surfaces • Adherence to recommended guidance for cleaning and disinfection of the following: <ul style="list-style-type: none"> – Hard (non-porous) surfaces – Electronics – Soft (porous) surfaces <input type="checkbox"/> Linens, clothing, and other items that can be laundered <input type="checkbox"/> Any changes to usual policies/procedures in response to PPE or staffing shortages 	<p>Yes</p>	<p>Staff has been receiving updates for these issues all along, and they will all receive refresher training on all these areas when they return prior to the Growers attending the Farm.</p>	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html • https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html • https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html • https://www.cdc.gov/coronavirus/2019-ncov/community/organizationns/disinfecting-transport-vehicles.html • https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html

Elements to be assessed	Assessment	Notes / Areas for Improvement	Resources
Agency has a plan for regular assessment and reinforcement of infection prevention and control protocols.	Yes	The supervisors and management team will constantly monitor the staff and Growers to be sure all are practicing safe social hygiene.	
Agency has a plan to educate individuals about the following: <ul style="list-style-type: none"> • COVID-19 (e.g., symptoms, how it is transmitted) • Importance of immediately informing staff if they feel feverish or ill • Actions they can take to protect themselves (e.g., hand hygiene, covering their cough, maintaining social distancing wearing masks when appropriate.) • Actions the agency is taking to keep individuals safe (e.g., visitor restrictions, use of PPE, policies on social distancing, following OSHA guidelines) 	Yes	Daily activities will include learning opportunities for the Growers. We will use social stories and role modeling to teach the Growers these safety measures. All staff will use masks when around Growers and other staff, and hand washing practices will be used often throughout the day.	
Agency has a process to assist individuals to acquire the skills needed in order to maintain their personal safety and safety of other community members as local communities begin to establish a re-opening process.	Yes	In addition to the safety protocols above we will use the resources from other sources such as behavior specialists and videos to help the Growers learn safe social hygiene skills.	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf □ https://paautism.org/resource/wearing-mask-social-story/ □ https://paautism.org/resource/desensitization-mask/ □ https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html □ https://www.cdc.gov/coronavirus/2019-ncov/community/mental-health-non-healthcare.html

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Agency has a process to mitigate risks related to individuals who cannot wear masks for medical reasons.	Yes	We will maintain cohort groups to minimize the risk these individuals pose to the group.	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf
Agency has a process to provide education for families regarding COVID- 19.	Yes	We have been sharing these with staff and families all along using our email blasts.	<ul style="list-style-type: none"> • https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html • http://www.aidinpa.org • https://paautism.org/resource/coronavirus-resources/
Agency has a process to train staff regarding mask use and storage.	Yes	We have been sharing these with staff and families all along using our email blasts. And we will provide refresher training when they return to work.	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html □ https://paautism.org/resource/desensitization-mask/ □ https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
Monitoring and screening			

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<p>For each facility prior to re-opening, agency must ensure the ability to implement a protocol for screening all individuals and staff for the symptoms or exposure to COVID-19 prior to service provision:</p> <ul style="list-style-type: none"> • Include temperature checks • Include screening questions • Consider single entry to facility to ensure 100% compliance with screening protocol • Identify an area for screening the health of participants and staff members which is separate from program areas (flexibility in determining what type of screening area. For example, a facility could determine that participants and staff could be screened in their cars prior to entering the building, in which case the screening area would be the parking lot.) 	<p>Yes</p>	<p>We will continue staff screening as they report to work and we will set up a Grower Check-in station out side in the yard area and send the Growers directly to their program area for the day.</p>	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
<p>Agency has procedures for the following situations:</p> <ul style="list-style-type: none"> • Positive screens for both individuals and staff • Someone who becomes symptomatic during service provision • Return of staff and individuals to a facility post recovery from COVID- 19 	<p>Yes</p>	<p>We will comply with all current protocols for ODP, DOH and CDC for reporting and quarantining individuals and staff who are positive. Guidelines for managing a positive screening case: 20-072: Coronavirus Disease 2019 (COVID-19) Home and Community Based Services At-a-Glance Reopening Guide by Phase, Reissuing Guidance on Masks, Screening, and Handwashing</p>	<ul style="list-style-type: none"> • https://www.osha.gov/Publications/OSHA3990.pdf • https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Elements to be assessed	Assessment	Notes / Areas for Improvement	Resources
<p>Agency procedure adheres to recommendations for facilities with suspected/confirmed COVID-19 exposure including:</p> <ul style="list-style-type: none"> • Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. • Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces. 	<p>Yes</p>	<p>We will comply with all current protocols for ODP, DOH and CDC for reporting and quarantining individuals and staff who are positive.</p> <p>Guidelines for managing a positive screening case: 20-072: Coronavirus Disease 2019 (COVID-19) Home and Community Based Services At-a-Glance Reopening Guide by Phase, Reissuing Guidance on Masks, Screening, and Handwashing</p>	<ul style="list-style-type: none"> • https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
<p>Agency maintains a list of symptomatic employees.</p>	<p>Yes</p>	<p>We will comply with all current protocols for ODP, DOH and CDC for reporting and quarantining individuals and staff who are positive.</p> <p>ODP Guidelines for Reporting: 20-049 UPDATE: Reporting Cases of COVID-19 and Requesting Personal Protective Equipment (PPE), and 20-065: Clarification Reporting Cases of COVID-19</p>	
<p>Agency is familiar with ODP's reporting requirements and procedures for reporting suspected or positive cases of COVID-19.</p>	<p>Yes</p>	<p>We will comply with all current protocols for ODP, DOH and CDC for reporting and quarantining individuals and staff who are positive. All supervisors will receive updated training as point persons for reporting and quarantining protocols.</p> <p>ODP Guidelines for Reporting: 20-049 UPDATE: Reporting Cases of COVID-19 and Requesting Personal Protective Equipment (PPE), and 20-065: Clarification Reporting Cases of COVID-19</p>	