



**LEE SERVICES**  
PROVIDING LEARNING ENRICHMENT EXPERIENCES

# **Covid-19 Action Plan**

May 2021

## **LEE Services**

401 South Main Street

Phillipsburg, NJ 08865

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*This plan has been written following the guidelines of the CDC, the New Jersey Department of Health, and The New Jersey Department of Human Services, Division of Developmental Disabilities*

**OBJECTIVE**

To develop the LEE Services COVID-19 plan of action for a **projected re-open date of May 17<sup>th</sup>, 2021**. This plan provides the necessary policies and procedures to support participants, staff, and essential (individuals providing direct assistance to participants) visitors to maintain optimal/good health in a safe environment. The COVID-19 plan of action will be incorporated into the agency's Communicable Disease Policy and Procedures and is developed to build skills and model behaviors that will help protect all individuals within the program site and community activities during the COVID-19 pandemic and beyond.

**PROVIDER SUPPLY REQUIREMENTS**

LEE Services is committed to maintaining a healthy environment by providing the following required supplies: Sufficient supply of PPE, including items to address personal care needs of participants; Sufficient supply of face coverings for all staff and participants (for participants face coverings are used as they are tolerated/medically advisable for the person, but are not required for return considering all other factors); Sufficient supply of hand sanitizer that is at least 60 percent alcohol; Vehicle sanitizing supplies and safeguards; Availability and use of social distancing program markers/stickers; and Disposable utensils, additional furniture, materials for activities, etc. to support cohorts of participants.

**HEALTH & SAFETY/SCREENING and ADMITTANCE:** Following CDC/DDD Requirements

1. Day program re-opening and capacity is determined by the following factors:
  - A. LEE Services meeting all the criteria set forth in the DDD Congregate Day Program Re-Opening Requirements.
  - B. The most recent New Jersey Department of Health COVID-19 Activity Level Index (CALI).
  - C. As of 4/29/2021, CALI Indexes for DDD Day Program capacity are as follows:
    - 1) 25% in Very High (Red)
    - 2) 50% in High (Orange)
    - 3) 50% in Moderate (Yellow)
    - 4) Full (100%) capacity in Low (Green)
2. The total number of individuals permitted at LEE Services will be a percentage of the established Certificate of Occupancy, which for 401 South Main St., Phillipsburg, NJ is 35 participants, which does not include staff.

- A. For LEE Services this translates as follows:
  - 1) 25% in Very High (Red) - 8 participants and 2 staff will be allowed in the facility.
  - 2) 50% in High (Orange) & 50% in Moderate (Yellow) - 17 participants and 4 staff will be allowed in the facility.
  - 3) Full (100%) capacity in Low (Green) - 35 participants and 8 staff will be allowed in the facility.
3. Screening of Participants, Essential Visitors and Staff
  - A. LEE Services will use the indoor reception area that is separated by a closed door from the program area as a screening station.
  - B. The screening station will have hand sanitizer, extra face coverings, disinfect wipes, gloves, touchless thermometer, writing utensils and a binder of COVID-19 Daily Health Screening sheets.
  - C. A format for recording COVID-19 Daily Health Screening has been established and incorporated into LEE Services operational procedures (*see Appendix A- COVID-19 Daily Health Screening Form*).
  - D. All individuals including staff, participants and essential visitors must pass COVID-19 daily screening assessment before entering the facility.
  - E. Participants being transported by LEE Services must pass COVID-19 daily screening assessment before getting on agency vehicle.
4. Hand sanitizing stations are in place at the entrance of the facility and throughout the agency.
5. Staff at all levels are required to wear face coverings and compliance will be monitored by Program Manager.
6. Participants will be strongly encouraged to wear face covering whenever feasible and not medically contraindicated.
7. Meetings with participants receiving virtual services or that are unable to accommodate social distancing and PPE guidelines will be provided virtually.
8. The following regulations are in-place for modified/abbreviated programming due to COVID-19 level increase and includes:
  - A. LEE Services, Director of Operations will monitor CALI at least weekly or more often as required by CDC/DDD guidelines.

- B. If the CALI designation changes to one that will result in reduced capacity:
- 1) LEE Services, Director of Operation will inform all caregivers, guardians, participants, and staff, the date of the CALI change in designation and date of projected reduction in capacity as soon as possible.
  - 2) Director of Operations will identify the appropriate reduced capacity for participants/staff and 14-day implementation plan to reduce capacity accordingly by the date projected.
  - 3) Director of Operations will also inform DDD's Provider Performance and Monitoring Unit at [DDD.PPMU@dhs.nj.gov](mailto:DDD.PPMU@dhs.nj.gov) as soon as possible of the capacity change.
- C. If within the 14-day implementation period (before projected implementation date) the CALI designation returns to one that does not require a change in capacity, then the plan to reduce capacity will not move forward.
- 1) LEE Services, Director of Operations will inform all caregivers, guardians, participants, and staff, the date of the CALI change in designation as soon as possible.
  - 2) Director of Operations will also inform DDD's Provider Performance and Monitoring Unit at [DDD.PPMU@dhs.nj.gov](mailto:DDD.PPMU@dhs.nj.gov) as soon as possible that there will be no change in capacity.
- D. If the CALI changes to a designation that allows for increased capacity:
- 1) LEE Services, Director of Operations will inform all caregivers, guardians, participants, and staff, the date of the CALI change in designation as soon as possible.
  - 2) Director of Operations will identify the appropriate increase in capacity for participants/staff and projected implementation date for increase in capacity.
  - 3) Director of Operations will also inform DDD's Provider Performance and Monitoring Unit at [DDD.PPMU@dhs.nj.gov](mailto:DDD.PPMU@dhs.nj.gov) as soon as possible that projected date of increase in capacity.
9. If for any reason LEE Services elects to further limit capacity beyond the guidelines set forth by DDD or elects not to re-open:
- A. LEE Services, Director of Operations will inform all caregivers, guardians, participants, staff and DDD's Provider Performance and Monitoring Unit at

[DDD.PPMU@dhs.nj.gov](mailto:DDD.PPMU@dhs.nj.gov) as soon as possible.

### **DAILY HEALTH OPERATIONS GUIDELINES:**

1. Signage will be posted at all entrances encouraging anyone entering program to wear face covering while on premises except where doing so would inhibit a person's health, masks will be provided for those in need.
2. Hand sanitizer that is at least 60 % alcohol will be available at the entrance of the facility and throughout the facility. Hand sanitizer stations will be monitored by LEE Services, Program Manager to safeguard from improper use and accidental ingestion.
3. These hand sanitizer stations do not replace hand washing but are there as an extra precaution, and encouragement for Participants/Staff to use frequently.
4. All Participants/Staff must successfully pass the COVID-19 Daily Health Screening assessment before entering the facility.
  - A. Anyone feeling ill, has a mild cough, or is running a fever will be advised to stay home.
  - B. Participants/Staff will be denied entry if any aspect of this screening indicates health concerns.
  - C. If the individual is denied access, they will be advised to contact a healthcare professional to be evaluated for COVID-19 and to contact LEE Services, Director of Operations immediately if the individual tests positive for COVID-19.

### **Response Procedures for COVID-19 Symptoms Regardless of Vaccination Status**

1. If a Participant/Staff member develops symptoms of COVID-19 at the facility (e.g., fever of 100.4, 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, sneezing, nausea or vomiting, diarrhea), they must be immediately separated from the others in the Sensory Room area until they can safely vacate/picked up.
2. If Participants and/or Staff present with a fever over 100.4 and other symptoms, the facility will require a negative test for COVID-19 and documentation of medical provider's clearance before their return.
3. If the individual has symptoms or presentation, COVID-19 related or otherwise, and

could pose an immediate life-threatening risk the staff person in charge must immediately call 911.

4. LEE Services shall contact the symptomatic individual's emergency contact and arrange for their transport home.
5. A Staff member must wait with Participant in the isolation area and wear their face covering. Social distancing shall be maintained as much as practicable.
6. The individual or caregiver picking the individual up shall be advised to contact a healthcare professional and have them evaluated for COVID-19.
7. The individual or caregiver picking up the Participant/Staff will be advised to inform the facility immediately if the person tests positive for COVID-19.
8. LEE Services shall immediately notify the Warren County health department of any confirmed or suspected cases of COVID-19 occurring at the Day Program facility and inquire if the facility should continue to operate or close.
5. LEE Services shall also cooperate with the health department related to any contact tracing that may be needed. After that notification, confirmed cases of COVID-19 must also be reported to the Division through established Unusual Incident Reporting Procedures. (see *Appendix B- COVID-19 UIR Form*). Additionally, LEE Services will notify the PPMU liaison via phone or email [DDD.PPMU@dhs.nj.gov](mailto:DDD.PPMU@dhs.nj.gov) of positive Participants/Staff members.
9. Any Participant/Staff who has been exposed to COVID-19 (defined as 15 or more cumulative minutes within 24-hours with someone who has recently tested positive for COVID-19) cannot return to LEE Services for 14 days following the last day of that exposure.
10. Fully vaccinated Staff who may have been exposed to COVID-19 and who are asymptomatic do not need to be restricted from work for 14 days following their exposure.

### **PROGRAMMING/LOGISTICS**

1. Everyone at LEE Services will practice social distancing, following the CDC guidelines of six feet separation. Signage will be posted where appropriate throughout the site.
2. Social distancing requirements will also apply to the evacuation sites identified in updated 2021 Emergency Evacuation Plan.

3. LEE Services will follow a “touchless” policy: No hugging, kissing, hand holding, and sharing of items.
4. To reduce risk of exposure, Participants/Staff will be grouped into cohorts.
5. When determining the composition of cohort groups, several factors must be considered.
  - A. Overall compatibility and underlying medical issues.
  - B. Participants who share the characteristics such as: reside together; do not reside together but spend time with each other outside of day program; and reside in the same geographic area.
6. LEE Services shall maintain cohort groups of 5 or fewer Participants and include the same Participants in the groups each day.
7. Where possible program supplies will be individualized.
8. To the extent practical, the same Staff shall be assigned to care for the same group each day. This will remain consistent no matter the activity occurring or location the activity is taking place (i.e., within the facility or in the community).
9. Each day, a record of Participant/Staff cohorts shall be maintained in the event there is a need for contact tracing.
10. Groups will have designated areas within the facility that are separated by physical partitions.
11. Ample activity supplies will be available to decrease the need for sharing items.
12. Staff/Participants will clean and disinfect on an hourly/daily basis by Staff/Participants including, but not limited to tables, doorknobs, light switches, countertops, handles, computer keyboards, toilets, faucets, and sinks (*see Appendix C- Daily Cleaning Disinfecting Schedule*).

### **PROMOTING HEALTHY HYGIENE PRACTICES**

1. Hand washing shall occur frequently with soap and water for at least 20 seconds, including upon arrival at LEE Services, before eating, after toileting and after spending time outside.
2. All levels of staff shall wash their hands upon arriving at the facility, before entering their assigned area, before meals or snacks, after community outings or time spent outside, after going to the bathroom, and prior to leaving for home.
3. Participants are encouraged to do the same to the best of their ability and be monitored

by Staff to ensure proper technique.

4. Staff must use PPE when providing physical assistance to Participants that require personal care needs.
  - A. This PPE shall be changed after caring for a Participant's personal needs like toileting.
  - B. PPE shall also be changed between working with different Participants needing personal care assistance.
  - C. Special care should be taken when changing adult briefs as COVID-19 may be present in fecal matter.
  - D. Staff shall change the Participant's clothes when soiled. Any contaminated clothes should be placed in a plastic bag immediately or washed in a washing machine.
  - E. Areas and equipment used during assistance with personal care needs shall be cleaned and sanitized after each use.
2. Staff/Participants and essential visitors will be expected to practice good hygiene while at LEE Services. This includes but is not limited to:
  - A. Covering coughs & sneezes with a tissue, throwing the tissue away in an approved trash can, then washing your hands following CDC guidelines. (20 seconds, soap & warm running water, drying with a single-use towel)
  - B. Washing hands multiple times daily following CDC guidelines. (20 seconds, soap, & warm running water, drying with a single-use towel)
  - C. Cleaning work areas and removing trash before moving on to the next activity (for example, do a puzzle, spray with disinfectant if possible, return to storage container, wipe down table and chair arms where you were sitting).
3. LEE Services will encourage mask-wearing and will monitor health safety/comfort levels and will adapt accordingly to allow for as much time as possible with masks-off.
  - A. Masks should always be "WITH" individuals. We recommend a lanyard, ribbon, or chain to connect the ear strings and keep the mask accessible around the neck.

### **PHYSICAL MODIFICATIONS OR UPDATES**

1. The physical site at 401 South Main Street, Phillipsburg, NJ will be professionally cleaned and sanitized prior to the projected reopen date.
2. The HVAC system will be serviced, and filters changed according to manufacturer guidelines prior to the projected reopen date and ongoing as required.



3. LEE Services has a ventilation system with” Hospital-Grade Filtration.”
4. Designated eating areas will be established to provide space for sufficient social distancing in small groups, so that Participants/Staff can have masks off for the purpose of eating/drinking.
5. All Participants/Staff must bring their own food/drink to the Day Program and eat in designated areas.

### **TRAINING AND PREPAREDNESS**

Staff at all levels will receive education and training on COVID-19 policies/protocols.

Training will include the following modules:

- A. COVID-19 symptoms, how it is transmitted, and observation of individuals for symptoms.
- B. Division of Developmental Disabilities (DDD) reporting requirements and procedures for suspected or positive cases of COVID-19.
- C. Review of LEE Services sick leave policies and importance of reporting illness, and not remaining at work when ill.
- D. Infection, prevention, and control (IPC) mandated practices including:
  - 1) Hand washing hygiene
  - 2) Donning and doffing of personal protective equipment (PPE)
  - 3) Required storage of equipment
  - 4) Social distancing protocols
- E. Required adherence to cleaning and disinfection of the following:
  - 1) Hard (non-porous) surfaces
  - 2) Electronics
  - 3) Soft (porous) surfaces
  - 4) Linen, clothing, and other items that can be laundered
- F. Guidelines for any changes to the current COVID-19 policies/procedures in response to PPE or staffing shortages.

### **PARTICIPANT/CAREGIVER/GUARDIANS EDUCATION**

1. Participants/Caregivers/Guardians will receive a copy of this guide electronically and it will be available on LEE Services website prior to projected re-open date.
  - A. Using DDD’s Individual Needs and Risk Assessment- LEE Services, Director of

Operations will provide COVID-19 education on symptoms, how it transmitted, etc. to Participants/Caregivers/Guardians. Information will include but not be limited to: Protective measures that can be to protect themselves (e.g., hand hygiene, covering their cough, maintaining social distancing, wearing face coverings).

- B. Requirements for Staff taking immediate action to inform management if they feel feverish or ill.
- C. New policies and procedures to keep Participants/Staff safe (e.g., visitor restrictions, use of PPE, policies on social distancing, following OSHA guidelines).
- D. Ongoing training and modeling of CDC & DDD COVID-19 guidelines for acquiring the skills needed to maintain their personal safety and safety of other community members from COVID-19.