Helping Hands Adult Day Program 17645 Penn Valley Drive, Penn Valley, CA 95946 (530) 432-2540 ACRC Facility HA0934 ADC State License #297004181

**Risk Mitigation Physical Opening Safety Plan**

**Physical Plant**

The entire program area will be cleaned and sanitized, including having the carpet professionally cleaned.

Tables, chairs, recliners, pillows, blankets, other physical items used daily will be sanitized before use between participant use. Bathroom counters and toilet seats will be wiped down by staff every hour during program using approved or recommended cleaning products, and a thorough cleaning/sanitizing at the end of each day.

Tables will have plexiglass shields installed between clients at the recommended distance for all meals and activities.

All participant meals will be served using disposable paper products by safe serve practices. Food preparation and safety regulations will be followed per our licensing agency.

Free PPE is readily available for everyone’s use.

Several HEPPA filter air purifiers will be within the indoor areas used regularly to circulate clean air.

**Individuals**

All staff will be fully vaccinated prior to opening. Volunteers and participants are highly recommended to be vaccinated before attending due to the vulnerability and co-morbidity status of our client base. They are encouraged to only attend Helping Hands Adult Day Program at this time. until herd immunity is acquired and restrictions have been lifted. Should a participant need to travel or gather with any outside groups they will voluntarily self-quarantine at home for 3-5 days before returning to the Adult Day Program.

Everyone entering the facility will be required to wear face coverings such as masks, or face shields when breathing is impaired, stay socially distanced and follow safe hygiene practices.

When entering the facility temperatures will be taken and pertinent COVID-19 questions asked to evaluate safety. Anyone presenting with symptoms or possible exposure to the virus will not be allowed in the facility.

Singing or chanting will not be allowed. Musical entertainment will be spaced 10-15 feet away and will perform behind a plexiglass shield/screen.

Group activities will be carefully monitored to minimize risks of inadvertent cross contamination.

ADA bus services will have only Helping Hands clients on those trips to and from the program.

Staff will be tested at 25% per week o as mandated. Staff will work at regulation ratio of 1:4 with adequate back up staff available to work as needed.

**Program Design**

1. Activities will be planned in small groups of no more than 3- 6 participants each to provide adequate safe social distancing. Groups will rotate every 30-45 minutes. Two activities will be planned and implemented in the morning and two in the afternoon. Lunch will be served from 11:30 am to 12:30 pm.
2. Staff will guide participants in activities and remind of safety protocol.
3. More activities will be planned outdoors as weather permits.
4. Participants will be asked to hand wash/sanitize upon entry, prior to and after eating, and when using the restroom. Staff will follow all safety protocols for business practices. Staff will assist participants with tasks as needed.
5. Participants will have pre-arranged attendance schedules to keep limits at a maximum of 12 participants in the facility at any time prior to community herd immunity being achieved. Half day scheduling will be allowed from 9:00 am to 12:00 pm and 12:00 pm to 3:00 pm. A half day is an option to ensure all caregivers receive adequate respite time when attendance of enrolled participants exceeds the allowed limit of 12.
6. Staff will meet virtually or by phone with each participant and caregiver to update participant needs and renew activity care plan that allows for maximum input of each participant, enabling staff to implement best practices that meet everyone’s needs.
7. Zoom virtual activity sessions will continue as established at this time for those unable to physically attend or those choosing to or required to remain at home due to exposure, illness, or travel.

**In the event of an exposure**

1. In the event of an exposure within the program from any source, those exposed will be notified and required to follow protocol of quarantine and testing before returning.
2. For multiple individual exposure, the program will temporarily close for a minimum of 3 days while medical staff monitor participants for symptoms and testing as indicated prior to returning to program. Nevada County Public Health will be informed of any potential participant or staff exposures or COVID- positive tests and safety protocol followed as directed.
3. All Federal and State guidelines and regulations for COVID employee safety are in place. All reporting requirements will be followed.
4. In-service programs for staff and volunteers relating to all of the above protocols will be held and documented on a monthly basis.
5. All other licensing requirements will be maintain in compliance with regulation.

**Submitted by:**

**Colleen Bond, RN**

**Executive Director**