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| *This checklist can be used as a guide for Adult Day Services programs when a decision has been made to reopen on-site activities for participants.*  |
| **Submit re-opening documents to DHS** |
| * Complete and submit [Notification About Resuming Facility Operation for Adult Day Centers](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7313E-ENG)
* Complete COVID-19 Preparedness Plan  [Plan template in Word](https://www.dli.mn.gov/sites/default/files/doc/COVID_19_business_plan_template.docx)
 |
| **Create strategies for participant invitations, how you will cohort, and timing of shifts.**  |
| * Determine number of participants that can be accommodated within DHS restrictions.

**Consider prioritizing for attendance*** Individuals living alone
* Individuals living with a frail family caregiver
* Individuals needing a bath
* Individuals who are food insecure
* Caregiver need for respite

 **Consider delaying in-person services*** Individuals in high risk categories
* Individuals living with a family member who is high risk
* Individuals whose trauma may be triggered by staff in mask
* Individuals who may be disoriented/agitated by shortened daily attendance at the center
* Individuals who live in congregate settings including assisted living, foster homes, licensed residential communities.
* Individuals with high risk conditions such as chronic lung disease, moderate to severe asthma, serious heart conditions, immunocompromised, obesity, diabetes, chronic kidney dialysis.
* Develop shift and cohorting plan based on optimal number of participants.
* Develop list of probable participants.
* Invite participants and record acceptance/declines.
* Finalize shift and cohorting schedules.
* Determine & communicate transportation options and protocols.
* Communicate visitation restrictions including nonessential volunteers.
 |
| **Train staff on implementation plan and document the training** |
| * Important components of the implementation plan to reinforce with staff.
* Infection control precautions – cleaning between shifts
* PPE
* Co-horting, social distancing,
* Reporting symptoms
* Educare option for training on COVID-19.
* Document date and time of training.
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| **Prepare site for social distancing and infection control precautions.** |
| * Develop visual indicators for 6-foot social distancing in all areas.
* Add physical barriers as necessary to facilitate social distancing.
* Add hand-hygiene stations as needed for participants and alcohol-based rubs for hand sanitizing.
* Post COVID-19 Preparedness Plan on site so it is readily accessible to staff and participants.
 |
| **Create policies and procedures reopening activities.** |
| * [Participant/Staff Screening & COVID-19 Suspected or Confirmed Case Policy Template](http://www.leadingagemn.org/assets/docs/COVID19-ADSReopen-ResidentStaff_ScreenConfirmed-Suspected_Case_Policy-071720.docx)
* [Arrival/Departure Policy Template](https://www.leadingagemn.org/assets/docs/COVID19-ADSReopen-Arrival_Departure_Policy-071720.docx)
* [PPE COVID-19 Policy Template](https://www.leadingagemn.org/assets/docs/COVID19-ADSReopenn-PPEPolicy-071720.docx)
* [Visitor and Vendor Restrictions Policy Template](http://www.leadingagemn.org/assets/docs/COVID-19%2B_ADS_Visitor__Vendor_Restrictions__Screening_Policy_v2.docx)
 |
| **Communicate new processes to participants and families.** |
| * [Sample Invitation to Return – Participants/Families](https://www.leadingagemn.org/assets/docs/COVID19-ADS_Reope-Invitation_to_Return-ParticipantFamily-071720.docx)
* [Sample High Risk Individuals – Participant/Family Letter](https://www.leadingagemn.org/assets/docs/COVID19-ADSReopening-High_Risk-ParticipantFamily-071720.docx)
* [Sample Letter for Returning Participant/Family Letter](https://www.leadingagemn.org/assets/docs/COVID19-ADS-SampleReturn_to_the_CenterLTR-071720.docx)
* [Sample Letter for Confirmed Case Notification to Participants/Families](https://www.leadingagemn.org/assets/docs/COVID19-ADS-ConfirmedCase-ResidentFamily-071720.docx)
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