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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. |
| **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+_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) |