

COVID-19 Containment and Mitigation
Policy and Procedure for Triple-R Adult Day Programs

Triple-R is a state-licensed adult day program operated through YPCE/Older Adult Services with three locations serving older adults with dementia. The following policies and procedures reflect federal, state, and local guideline requirements and best practices to serve an elderly population.

Daily Health Checks and Screening:

Triple-R will stagger arrival times to accept participants and will perform a health screening, including temperature checks using a touchless thermometer to ensure participants do not have a fever of 100.4°F or higher. Staff will also monitor participants for symptoms of COVID-19 such as:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Headache
- Sore throat
- New loss of smell or taste
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Upon arrival to the program, caregivers of the participant with dementia will be asked to confirm that they or any co-inhabitants have not come into close contact with anyone that has tested positive for COVID-19, or are suspected of having COVID-19 in the past 14 days.

Mitigation Plan:

Participants will be required to notify Triple-R and self-quarantine for 14 days if they or any co-inhabitants have come into close contact with anyone testing positive for COVID-19.

Participants that have COVID-19 related symptoms or have tested positive must self-isolate and follow CDC guidelines.

Participants may return when ALL of the following criteria have been met:

- 72 hours with no fever without using fever-reducing medications
- Respiratory symptoms have resolved
- 10 days since symptoms first appeared

All program participants will be contacted when:

- A staff and/or participant tests positive for COVID-19
- A staff and/or participants' co-inhabitant comes into close contact with anyone testing positive for COVID-19

Triple-R Program Coordinators will contact the Triple-R Recreation General Supervisor immediately when:

- Their staff or program participants have symptoms or test positive for COVID-19
- Their staff, program participants and/or co-inhabitants have symptoms or test positive for COVID-19
- Their staff, program participants, and co-inhabitants come in close contact with someone testing positive for COVID-19

If the program is notified that a participant or staff member has tested positive for the COVID-19 virus, the following steps will be taken:

- Triple-R Coordinator will notify the Triple-R Recreation General Supervisor of the positive test result.
- Implement closure procedures allowing time for the local health officials to determine appropriate next steps.

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- Triple-R Recreation General Supervisor will work with Triple-R Program Coordinators to contact all caregivers immediately via telephone to inform them of the positive COVID-19 test and will notify California Department of Social Services, Community Care Licensing (CCL).
- Program Managers will notify local health officials of the positive case of COVID-19. Health officials will then help program administrators determine the next course of action.
- Based off local health office recommendations and CCL regulations, the program will determine whether the program/center needs to close for an extended amount of time to stop or slow the spread of COVID-19. The duration of time closed will be determined by the most up-to-date information regarding COVID-19.
- During the closure, the site/area will be disinfected and deep cleaned.
- The participant or staff that tests positive for COVID-19 may not return until they have consulted with their physician about resuming public activities.

Participant Phone Calls

Triple-R Program Coordinators will follow the below scripts when calling Triple-R caregivers. When reading the script only use one of the identifications of the individual either - staff, participant, and/or participants family member.

EXPOSURE

“As part of our programs protocol and communication procedures, we wanted to let you know that we had a (staff), (participant), or (participants family member), come into close contact with another individual who has tested positive for COVID-19. While, our (staff), (or participant), or (participants family member) has not experienced any symptoms, we are following the CDC guidelines and requiring them to self-quarantine for 14 days. If the situation changes, we will let you know.”

POSITIVE COVID-19 TEST

“As part of our programs protocol and communication procedures, we wanted to let you know that we had a (staff), (participant) test positive for COVID-19. We are following the CDC guidelines and are implementing the following actions recommended by local health officials....” (insert direction here)

Email Version – staff or change for participants, indirect exposure with no symptoms, lines in red will need to reflect programs info

Dear Triple-R Caregiver,

We have been informed that a staff member has been indirectly exposed to someone who has COVID-19 symptoms. While our staff member does not have any symptoms of COVID-19, for the wellness and safety of all, our staff member will self-quarantine for 14 days. We share your concerns during this time and have strict guidelines when it comes to anyone having symptoms or potential exposure. We continue to recommend that you take all necessary precautions, as recommended by our local, state, and federal government. For more information on those recommendations, social distancing, and the spread of the disease, please visit: [CDC Coronavirus website](#).

We will keep you informed if the situation changes or a positive case has occurred, but at this time this is just a precautionary measure. If you or anyone you know is showing signs or experiencing symptoms of COVID-19, please remain calm, limit your contact with others, and contact your physician- as soon as possible to discuss the most appropriate next steps. Please self-isolate until you are advised you are no longer contagious.

To learn more about how to prevent the spread of COVID-19 and protect yourself from the illness, please visit the [CDC’s Coronavirus Website](#). We highly recommend that all participants follow the CDC’s guidelines, including the site’s [Steps](#)

[to Prevent Illness.](#)

Please know that we are following the policy and procedures outlined for adult day programs from the California Department of Social Services, Community Care Licensing (CCL).

In response to the progressing information and the CDC's recommended guidelines, we are adhering to the following requirements:

- Staff wearing face coverings
- All staff and participants must have a negative test result for COVID-19 prior to returning to the program
- Staff retested regularly for COVID-19 on a rotating basis
- Highly recommending all participants wear a face covering
- Spraying down high touch surface areas regularly and in-between all program sessions
- Deep cleaning of program spaces daily
- Wellness checks, including symptom screening
- Temperature screenings
- Require all staff, clients, and visitors to wash their hands and/or use alcohol-based hand sanitizer upon entry and throughout their time in the facility
- Creating seating with 6 feet of distance or more between participants
- Assigning participants to a dedicated group of staff and 3 other participants to reduce exposure
- Staggered arrival/departure times and no-contact drop off
- Designating one entrance and exit for facility, if possible
- No visitors, including caregivers, inside program room
- Record name and contact information for individuals entering the facility for possible contact tracing at a later date
- Increasing ventilation in the program space—possibilities include fans running, portable filtration units, opening doors or windows as appropriate

If you have any questions or concerns, please free to speak with our staff or call us at (916) 808-1591.

Email Version – staff or change for participants, with COVID signs, lines in red will need to reflect programs info

Dear Triple-R Caregiver,

We have been informed that a staff member has symptoms of COVID-19. These symptoms can range from a sore throat, headache, cough, trouble breathing, muscle ache, and loss of smell or taste. Any staff and/or participants that have any of these symptoms, for the wellness and safety of all, will need to self-isolate and will be able to return once they are fever free for 24 hours, respiratory issues have resolved, and it's been 10 days since the onset of symptoms. We share your concerns during this time and have strict guidelines when it comes to anyone having symptoms or potential exposure. We continue to recommend that you take all necessary precautions, as recommended by our local, state, and federal government. For more information on those recommendations, social distancing, and the spread of the disease, please visit: [CDC Coronavirus website](#).

We will keep you informed if the situation changes or a positive case has occurred, but at this time this is just a precautionary measure. If you or anyone you know is showing signs or experiencing symptoms of COVID-19, please limit your contact with others and contact your physician as soon as possible to discuss the most appropriate next steps. Please self-isolate until you are advised you are no longer contagious.

To learn more about how to prevent the spread of COVID-19 and protect yourself from the illness, please visit the [CDC's Coronavirus Website](#). We highly recommend that all participants follow the CDC's guidelines, including, the site's [Steps](#)

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- Highly recommending all participants wear a face covering
- Spraying down high touch surface areas regularly and in-between all program sessions
- Deep cleaning of program spaces daily
- Wellness checks
- Temperature screenings
- Creating seating with 6 feet of distance or more between participants
- Frequent hand washing, including for both staff and participants upon arrival to the program
- Assigning participants to a dedicated group of staff and 3 other participants to reduce exposure
- Staggered arrival/departure times and no-contact drop off
- No visitors, including caregivers, inside program room

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Rev for Triple-R ADP 11/13/20



2/5/21
approved