



DATE: May 17, 2021

TO: Adult Day Health Care Centers
Adult Day Care
PACE Centers

FROM: Louisiana Department of Health

RE: Re-opening ADC, ADHC and PACE Center Guidance

Consistent with the Governor's Roadmap to Restarting Louisiana, we are issuing guidance to Adult Day Health Care (ADHC), Adult Day Care (ADC) and Program for All-inclusive Care for the Elderly (PACE) centers. This guidance is relative to operating centers once day services are allowed to reopen for participants.

This guidance expounds upon the State Health Officer Order dated May 15, 2021. Contact Allison Vuljoin (OAAS) at Allison.Vuljoin@la.gov, Rosemary Morales (OCDD) at Rosemary.Morales@la.gov, or Wanda Rodney-Wagner (HSS) at wanda.rodney-wagner@la.gov with questions.

Public Health Guidance

Category	Action Item
General Re-opening	<ul style="list-style-type: none">- Centers are eligible to open at 100% capacity.- Transportation may resume as long as the center ensures that passengers that are unvaccinated wear masks and are socially distanced from fully vaccinated passengers.- Any center may impose stricter policies than mandated provided that the center has a policy and procedure in place to address such restrictions.- Centers are not required to re-open.- Participants are not mandated to return.- Centers shall follow any local ordinance and/or COVID-19 restrictions that are more stringent than this order.- Centers shall establish a system to receive curbside delivery of supplies including the designation of staff to retrieve supplies.- Initial and periodic testing for COVID-19 for ADC, ADHC and PACE centers will not be provided by the state at this time.
Masking and Social Distancing	<ul style="list-style-type: none">- Participants and staff that are fully vaccinated do not need to wear a mask or social distance while at the center.- Participants and staff that are not fully vaccinated must wear masks and social distance while at the center.

	<ul style="list-style-type: none"> - Explore and pilot options to appropriately serve unvaccinated cognitively impaired participants while still meeting masking and social distancing requirements – smaller groups, additional supervision, types of activities, how to serve meals, etc.
<p>Symptom Monitoring – Staff, Participants, -</p>	<ul style="list-style-type: none"> - Reinforce to staff the importance of staying home if they are ill or experience COVID-19 symptoms. - Educate and train staff on precautions for keeping themselves and families from contracting COVID-19. - Educate and train staff on how to assess a participant’s health and how to take temperature. - Use screening questions to identify commonly associated symptoms of COVID-19 for participants and staff that are not fully vaccinated: <ul style="list-style-type: none"> • Cough • Shortness of breath • Chills • Repeated shaking with chills • Headache • Sore throat • New loss of taste or smell • Muscle pain - Anyone with a confirmed temperature of 100.4°F or above shall not be allowed in building. - If at any point on entry or during the day any individual is identified with temperature at or above 100.4°F, the center shall: <ul style="list-style-type: none"> • Isolate the individual from others in a safe location; • Arrange for participant to return home; and • Clean and disinfect surfaces in isolation area after participants have left for the day.
<p>Ensure Healthy Personal Hygiene</p>	<ul style="list-style-type: none"> - Practice proper hand hygiene. This is an important infection control measure. Wash hands regularly with soap and water for at least 20 seconds. - Follow standard infection control precautions per training and policies and procedures. - Participants and staff must wash or sanitize their hands at arrival, at least every two hours, before and after eating, and at exit. - Participants who are not fully vaccinated shall wear masks at the center and socially distance at the center (as appropriate and according to clinical conditions and cognitive status). - Cloth masks are recommended by the CDC. - Cloth masks must be washed daily by the provider. - Disposable masks are acceptable and can be used by one person for an entire day before being discarded.

Transportation	<ul style="list-style-type: none"> - Bus must be disinfected prior to starting the day, in between trips and at the end of the day. - Driver should wash hands before shift and as needed throughout the day. - Driver shall wear a mask if not fully vaccinated. - A supply of hand sanitizer must be in each van at all times for use by participants and drivers. - Develop a seating plan that ensures social distancing to separate vaccinated and unvaccinated participants. - Masks shall be worn at all times on the bus/van by participants that are unvaccinated. - Center may assign staff to accompany driver to assist with masking and social distancing along the route.
Environmental Cleaning and Disinfectant Efforts	<ul style="list-style-type: none"> - Shared indoor facilities are to be cleaned after every group's use. - Consult EPA guidance for acceptable disinfectants (see resource link below). - Consult the CDC for guidance on establishing cleaning and disinfecting protocol for various surface types and materials (see resource link below). - High touch surfaces must be cleaned multiple times per day including bathrooms (door handles, soap dispensers, faucets, hand drying areas, light switches, doors, benches, chairs, kitchen countertops, carts, trays and other identified surfaces). - Minimize sharing of materials between participants. - Staff should wear gloves when performing cleaning activities to protect their skin from disinfectants. - Consider the use of electrostatic sprayers to disinfect transportation vehicles and the center.
Ventilation	<ul style="list-style-type: none"> - Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible (ex. opening doors and windows).
PPE Required to Re-open	<ul style="list-style-type: none"> - PPE must be provided by the center. - Necessary PPE includes: <ul style="list-style-type: none"> • Cloth and/or disposable masks for unvaccinated staff and participants (CDC recommends cloth masks) • Wipes • Antibacterial soap and hand sanitizer • EPA approved disinfectant (see link in resources) - Soap and water should be used when available. Hand sanitizer is not a substitute to washing with soap and water; however, hand sanitizer must be used when soap and water is not available. - Hand sanitizer must be alcohol-based and contain at least 60% alcohol; however, it should not contain more than 80% alcohol.

Administrative – Participant Services	<ul style="list-style-type: none"> - Develop re-opening plan and adhere to it. - Elicit and incorporate input from staff representing all aspects of program operations into your re-opening plan, e.g. activities, food service, transportation, etc. - Assess how space will be configured to meet social distancing requirements for those who are unvaccinated and determine capacity limits as needed. - Assess all rooms in the center to determine how to meet social distancing and masking for those participants that are not fully vaccinated and how to set-up and clean: <ul style="list-style-type: none"> • Day room, • Kitchen/food service, • Quiet rooms, • Reception areas/entryways, • Staff offices and workspaces • Staff break rooms; and • Conference rooms. - In addition to wearing masks, unvaccinated staff must practice social distancing at all times, including time spent in offices and break-rooms. - Have unvaccinated staff take breaks outside or in his/her car, as opposed to break rooms which may easily become congested and cannot accommodate all staff without compromising social distancing. - Assess availability of appropriate supplies/PPE and identify supply sources. - Assess availability of staff and begin development of staffing plan.
Communication	<ul style="list-style-type: none"> - It is Imperative that participants, families and staff receive frequent updates regarding re-opening. - Routine communication should be provided even when news is limited. - Must communicate to caregivers: <ul style="list-style-type: none"> • the importance of keeping participants home when they are sick; • that unvaccinated participants must wear masks in public places to the extent possible to minimize exposure; • the steps being taken by the center to ensure the health and safety of participants; and • other important information related to limiting COVID-19 exposure. - Post signs at entryways stating that masks must be worn inside the center by staff, participants, and others who are not vaccinated.

General Business Guidance

Staffing	<ul style="list-style-type: none"> - Identify staffing needs as operations are resumed. - Recruit as needed in advance of the center re-opening and resumption of services.
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	<ul style="list-style-type: none"> - Use time to evaluate staff and develop needed competencies for new policies, procedures or business opportunities. - Consider implementing a paid time off (PTO) policy that prevents staff from coming in sick, e.g. 80 hours (PTO) if staff member or family are sick due to COVID-19. - Consider implementing a system for staff to "punch in" remotely. - Consider using a COVID-19 screening tool App that does the following: <ul style="list-style-type: none"> • Allows unvaccinated staff to submit answers to COVID-19 screening questions using their phones; • Sends an email containing staff results to the COVID-19 screening; and • Allows supervisors to generate reports on staff. <p>NOTE: This is a new resource, so research must be done if considering this option.</p>
<p>Administrative – General Business Operations</p>	<ul style="list-style-type: none"> - Update infection control, HR and other policies and procedures implemented as a result of COVID-19. - Continue to follow standard infection control policies and procedures. - Update emergency preparedness plan, as needed. - Train staff and monitor for proper implementation, as needed. - Daily schedule/hours of operation may initially be reduced and increased over time. - Unique opportunity to reassess business processes, models, and goals, including current and projected revenue streams. - Review basic business processes – billing, scheduling, building maintenance, etc. for opportunities to improve efficiency when the center re-opens. - Opportunity to add services on a permanent basis. - Have a plan for response should a participant or staff member exhibit symptoms of COVID-19 and/or test positive for COVID-19; the plan shall comply with the provisions set forth in the LDH document entitled “COVID-19”.
<p>Licensing</p>	<ul style="list-style-type: none"> - If the provider cannot resume operations, they are to contact Health Standards and each individual situation will be evaluated. - Health Standards will not be performing onsite inspection of each center. - Complaint or routine surveys will be performed as required. - Every provider is expected to have appropriate processes in place to minimize exposure to the virus.
<p>Technology</p>	<ul style="list-style-type: none"> - Recognizing that a participant’s access to technology may be limited, use HIPAA compliant platforms for face-to-face interaction with participant, when necessary.

	<p>- Applications such as Apple FaceTime, Facebook Messenger, WhatsApp, Zoom and Skype allow for “non-public facing” remote communication which means they allow only the intended parties to participate in the communication. As a result, these applications meet HIPAA requirements and are allowable for video-communication with participants. The U.S. Department of Health and Human Services has issued guidance and a list of authorized applications. See resources for link to this list.</p>
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Resources:

Louisiana Department of Health

<http://www.ldh.la.gov/>

OAAS COVID-19 FAQ

<http://ldh.la.gov/assets/docs/OAAS/ProviderMemos/OAAS-P-20-011-COVID-19-FAQ.pdf>

Plain Language pamphlet on COVID19

<https://selfadvocacyinfo.org/wp-content/uploads/2020/03/Plain-Language-Information-on-Coronavirus.pdf>

Coronavirus Tips for Staying Healthy/Self Determination

<https://www.youtube.com/watch?v=V7Yl-BesvDw&feature=youtu.be>

Centers for Disease Control COVID-19 Self-Assessment Tool

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>

Wheelchair and AT Users: Precautions for COVID19

https://www.aahd.us/wp-content/uploads/2020/04/WC_COVID-19-Precautions.pdf

Federal Emergency Management Agency (FEMA) Fact Sheet

<https://www.fema.gov/news-release/2020/04/30/planning-considerations-organizations-reconstituting-operations-during-covid>

Community Transportation Association of America

<https://ctaa.org/covid-19-resources/>

Centers for Disease Control

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Cleaning your facility: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Environmental Protection Agency

Approved disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Occupational Safety and Health Administration

www.osha.gov/SLTC/covid-19

Office of the State Fire Marshal

<http://sfm.dps.louisiana.gov/>

U.S Department of Health and Human Services, Office of Civil Rights FAQ on Telehealth and HIPAA during COVID-19 Nationwide Public Health Emergency

<https://www.hhs.gov/sites/default/files/telehealth-faqs-508.pdf>

NOTE: Guidance is subject to change. Ensure that the most recent version is being used.