

**Return to Direct Supports Guidance**

**06/17/2020**

In an effort to keep the CCS community safe, we will be returning to partial in-person employment and community services as deemed necessary. We will continue to provide virtual and remote supports to meet individual needs.

CCS will use the following State-defined essential supports as criteria to determine this phase of in-person supports.

* + Isolation is impacting wellbeing
  + Suicide or risk of dangerous behavior
  + Acute experiences are impacting wellbeing
  + Having difficulty securing basic needs
  + Requires social emotional support
  + Requires medication support
  + Recent hospitalization
  + Remote services are not adequately meeting needs
  + At risk of losing home placement
  + At risk of losing employment

The following criteria will be followed for in-person supports:

1. Face covering

**For Staff**

* + Staff must complete daily health screening each day they work.
  + Staff are required to wear masks when around anyone, indoors.
    - Masks are not required if you are alone. For example, in your office, driving, etc.
    - Masks are required when staff are meeting together indoors, even in large spaces and even when windows open.
  + Masks are required for staff in a car when transporting clients.
  + Masks are optional for staff outdoors if maintaining 6 feet of separation.

**For People in services**

* Mask are required to be worn unless an individual need prevents them from wearing one.
* People in services should bring a mask to their visit or provided with one by a staff member.
* People in services should wear a mask when entering a facility, in a shared waiting area, and travelling through the halls.
* Face Shields are available if someone is unable to wear a mask, work with individual team to find alternatives.

**Who should NOT wear a mask?**

* Children under the age of 2
* Anyone who has trouble breathing, or unconscious
* Anyone who is unable to remove the mask without assistance
* Such as inability to remove it themselves
* Inability to wear one due to sensory needs after all other facial covering options have been considered

1. The start of your workday

* Self-Screen and log the following:
  + Take your temperature before leaving home each day.
  + Ask yourself if you have been exposed to anyone with Covid-19 or if you have any new symptoms of illness, including: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell.
  + If you answer ‘yes’ to any of these, inform your supervisor and do not do any in-person work today.
* Wash your hands upon entry, every time you enter the building. A health screening will be done at the building
* Staff who are sick cannot remain at work. If you start to feel ill during the day while you are doing in-person work, go home and then notify your supervisor.

1. Pre-screening people in services and their team before providing in-person services
   * Individual will have temperature taken by whomever they live with, if they live alone staff will assist in reminding them to take their temperature before they go out.
   * When you arrive at individual’s home, and before individual gets in your car, ask whether anyone in the home:
     + Has been diagnosed with Covid-19?
     + Had close contact with someone who has Covid-19?
     + Has a fever or other symptoms as outlined in #2 above?
   * Log information on pre-screen tool
   * If the answer is yes to any of these, including fever, inform your supervisor and do not provide in-person services to the client that day.
2. Transportation for community based staff
   * Car kits containing essential cleaning supplies, PPE and facial coverings for staff and people in services will be provided by CCS, but staff will maintain personal supply.
   * Every DSP will have a car kit.
   * Only 2 people in the car at a time, unless two individuals in services reside in the same home
   * People in services will ride in the back seat, passenger side (based on individual need)
   * Both people should wear masks.
   * Windows should be open.
   * Passenger area wiped down after each passenger.
   * Car care kits will include: hand sanitizer, gloves, masks (including extra masks or face shields for people in services), wipes.
   * If individual is unable to wear a mask, work with individual team to come up with alternative plan i.e. SLP/Family member will provide transportation.
3. Cleanliness:
   * Wash your hands frequently. Use hand sanitizer if soap and water are not available.
   * Disinfect surfaces before / after you touch them.
   * Don’t touch your face.
   * Cover your mouth when you cough or sneeze. Use a tissue or your elbow, not your hands.
   * Don’t share pens, etc.
   * hand hygiene is the best method for protection, wearing gloves does not protect you or others from Covid19 (unless you are washing your gloved hands every 30m)
4. Social Distancing

* Maintain 6 feet of distance between you and other people. There are some situations (like personal care) where this is challenging. Do your best and wear proper PPE
* Staff meetings should be either Zoom or maintain 6 feet separation in person and wear masks.
* At this point CCS is still promoting remote work when possible

1. Out of State Travel
   * If you travel out of state for more than a day, or you have visitors come to you from out of state, notify your supervisor.
   * You will need to follow the state of Vermont’s rules about quarantining

When providing approved in person supports be mindful of:

Using good hand hygiene is top priority. Proper hand hygiene will be done every 30 minutes and before, after and during each activity

Masks will be worn at all times unless eating at a minimum of 6-8 foot distance

Taking a short car ride (20 minutes max) to a destination

Taking a walk/roll outside, not strenuous, with minimal exertion

No enclosed spaces (other than the car)

Can use public restrooms with mask and hand hygiene, using universal precautions.

CCS is still discouraging group gatherings. Maximum of 8 people (staff and self-advocates) congregating outside with a minimum of 6 feet apart.  I.E. playing games, walks outside, picnic, parks, beach, etc)

CCS building is only available for administrative use and not for individual support time.

The bathroom in Don Kent Wing is available if necessary. Respectfully, no hanging out. All protocols set in place by the agency for building must be followed.

CCS is supporting food to-go and social distancing while eating

CCS is supporting walks in the rain with proper raingear and if there is not a thunder/lightning storm. Be prepared with a rain plan i.e. home supports on covered porch, going home early, individual stays home with slp/family, etc

Use good common sense.