



## CCS Transition to Direct Services

### Covid-19 Plan

June 2020

*How do we keep everyone safe; people in services, SCs and staff?*

On May 15, 2020, Governor Scott issued Executive Order 01-20, Addendum 14, that outlined the continued phased re-opening of businesses and social gatherings. The addendum states that older adults (age 65 and over), and people with underlying medical conditions, should continue to shelter in place, and that Vermonters should do everything they can to help keep them safe. It also says, “Businesses and non-profit and government entities which have not been authorized to resume

As providers prepared for the eventual re-opening of in-person “non-essential” services and the delivery of congregate services (such as senior centers and adult day centers), it is important that providers learn how to implement the **Mandatory Health and Safety Requirements for all Business, Nonprofits & Governmental Operations as required by the Vermont Department of Health, Centers for Disease Control and Prevention (CDC) Guidelines, Vermont Occupational Safety and Health Administration (VOSHA) and The Vermont Agency for Commerce and Community Development.**

To stay up to date with the current guidelines, CCS will refer to Restart Vermont Resources • Agency of Commerce and Community Development Recovery Resource Center o Mandatory Health & Safety Requirements o Model Pre-Screening Health Survey o Model Pre-Screening Procedures o Request for Additional Help Online Form o Restart Vermont FAQ o Signage • VOSHA – Mandatory Training & Materials • VOSHA – Reopening & Training Plans

### Considerations:

- Transportation: Only two persons in a vehicle at a time (consumer and staff), as per the Governor’s order. If two individuals live in the same household it is acceptable for them to share rides.
- CCS will assess needs for each person in services.
- Individuals under State Guardianship: Guardian visits will be outdoor in-person visits and CCS staff will not enter households unless it is clinically necessary. All individuals attending meetings will be health screened.
- CCS will begin a slow start for 1:1 community supports effective Tuesday, June 16 based on the individuals team agreement and staff availability
- Supplementary Shift Differential will no longer be in effect after June 15 for direct supports
- The State is supporting a soft-roll-out of services.
- 1:2 is not yet approved unless the individuals live in the same household
- CCS will not be opening for group gatherings at this point.

- Home visits will continue to be done remotely unless it is clinically necessary to be seen in-person. Should an in-home visit be necessary, all required PPE will be utilized.

### Preparation:

- CCS will be conservative in returning to typical services
- Personal Protective Equipment (PPE): Wearing masks/face shields/hats with shields – CCS has invested in PPE and will maintain the necessary inventory. Distribution will be based on need. Car care kits will be provided for all staff.
- CCS will prioritize service locations: work, transportation, home, community & groups (as per individualized need)
- Surveys and assessments for staff, guardians, and people in services are being conducted
- Testing is not currently required but is encouraged for population health screening based on availability
- Staff training – All staff have had VOSHA training and access to resources as needed. Health Officer training has been completed. As new information arises, staff will be trained.
- Communication – CCS will continue to maintain open communication, continued support, distribute of information, and implementation of recommendations about how to safely return to services.
- COVID-19 ISA's will be completed/adjusted with considerations for Phase 2 (transitioning to direct services)
- Billing for services: continue billing as directed

### Information gathering:

#### (Look at needs and then look at resources.)

- Staff surveys (completed)
- Employment return to work plan – start services here – person by person. The workplan is a guide document that lists all the supports, jobsite info etc that enable a person to be successful at a job and enables the team to know what is needed. Not all agencies use a workplan as a staff tool, for those who do, the workplan is a good place to think of what needs to be put in place to enable a person to go back to work. Others could put that info in the monthly progress notes
- Return to Community assessment plan – – it is guidance, not a requirement. The difference is that this tool is about community activities and not specific supports, broader than just about community supports delivered as a service. The tools are to protect the individuals we serve, the staff and any individuals they come in contact within the community.
- **Covid19 ISA Phase 2 (does this include the two above?)**
- Guardianship permission, comfort level of the team and input from all parties will be included in the individuals plan.
- CCS group gatherings will be assessed individually