



# Adult Services at The Faison Center

---

Health and Safety Plan





During this crisis, The Faison Center's number one priority has, and always will be, the safety and health of those who we serve and our staff. As with all plans during these challenging times, they are subject to change as more information is provided. This Health and Safety Plan is the most up-to-date plan that will apply to Adult Services programs. This plan, as was the case with the previous plan, followed and incorporated all guidance from the CDC and the Virginia Department of Health. Additionally, we convened a group of parents, staff, medical professionals, and autism community leaders to review and revise this plan along with the plan we are implementing for our other programs. The members of the Faison Health and Safety Review Team are listed on the following page. Finally, we reviewed our plan with the Henrico County's Emergency Response Team and Department of Health. These entities reviewed our plan and provided excellent feedback and guidance. The Emergency Response Team visited our campus to walk through how these plans would be implemented.

Just as with all plans to reopen anything in this environment—schools, businesses, recreation facilities—the purpose of this plan is to mitigate the risks associated with COVID-19. Furthermore, this plan is subject to revisions as the guidance and information we receive regarding the virus and the public health conditions change. We will notify you of any substantive revisions that may be made to this plan in the future.

To everyone who helped create this plan, I cannot thank you enough. Your dedication to the health and safety of those we serve in Adult Services and our staff is greatly appreciated and is clearly reflected in this plan.

Sincerely,

W. Brian McCann

President and CEO



<b>Member Name</b>	<b>Representation/Role</b>
Dilshad Ali	Parent
Lana Darby	Teaching Assistant
Sherwin Davis	Classroom Teacher
Sukhmani Dhillon	Teaching Assistant
Ann Flippin	Executive Director, Autism Society Central Virginia
Kiva Gatewood	Parent
Harry Gewanter, MD	Board Certified Pediatrician
Candice Hardy	Family Partner Provider for a Faison Student/Former Faison Teacher
Marquis Hazelwood	Teaching Assistant
Kathy Overcash, RN	Registered Nurse
Lisa Ward	Community Support Counselor, Faison Residence/Former Faison School TA
Rachael Webb	Teaching Assistant
Deborah Wilde	Classroom Teacher

<b>Staff Facilitators</b>	<b>Representation/Role</b>
Francesca Jones	Director of Human Resources & Operations
Beth Newcomb	Head of School & Director of Administration
Eli Newcomb	Director of Education & Research

## COVID-19 Richmond Team

<b>Member Name</b>	<b>Representation/Role</b>
Rachel Ernest	Senior Behavior Analyst
Harry Gewanter, MD	Board Certified Pediatrician
Francesca Jones	Director of Human Resources & Operations
Adam Warman	Vice President, Program Development ( <a href="mailto:aswarman544@faisoncenter.org">aswarman544@faisoncenter.org</a> )
Byron Wine	Chief Operating Officer
David Calkins	Virginia Health Department—Henrico Health District

# Table of Contents



- A. Preventative Procedures ..... 4
  - i. Universal Masking ..... 4
  - ii. Safe Behaviors ..... 4
  - iii. Universal Precautions..... 4
  - iv. Close Contact ..... 4
  - v. Facility Cleaning Protocol ..... 5
  - vi. Faison Staff Symptom Screening Protocol..... 5
  - vii. Visitor/Guest/Volunteer Protocols ..... 5
- B. Residential Services & Supports Protocols..... 6
  - i. Resident Daily Symptom Screening & Wellness Checks Protocol ..... 6
  - ii. Supports inside the individual's apartment ..... 8
  - iii. Leisure activities ..... 8
- C. Protocols to follow for Suspected or Confirmed Case of COVID-19 (Resident)..... 9
  - i. Asymptomatic..... 9
  - ii. Protocol timelines..... 10
  - iii. Notification..... 10
- D. Precautions Support Protocol ..... 11
- E. Appendix ..... 13

# Health and Safety Guidelines and COVID-19 Mitigation Plan



## Faison Center Adult Services

Last Updated: April 20, 2021

Protocols to Ensure Health and Safety of Individuals / Staff. These protocols are subject to change.

### A. Preventive Procedures

#### Universal Masking for source control:

- Staff are required to wear masks during all supports, and at all times on Faison campus.
- Residents are required to wear masks/face coverings during all supports/interactions. Masks/face coverings are items made of two or more layers of breathable, washable fabric that fits snugly against the sides of the face without any gaps, completely covering the nose and mouth and fitting securely under the chin. A face shield is not a substitute for a mask/face covering except in rare, specific circumstances. Disposable 2- or 3-ply masks may be worn, so long as they are fitted snugly without gaps.
- Individuals attending Day Support are strongly encouraged to wear face coverings during all supports/interactions, especially when they are within 6-feet of another person.

#### **All residents and individuals are taught and encouraged to practice safe behaviors when accessing their community. These include:**

- Wear a face covering when they leave their apartment or receive supports in-home.
- Do not touch their face
- Wash hands frequently and use an alcohol-based hand sanitizer between hand washing
- Use disinfectant wipes to clean off high touch surfaces in the community (shopping carts, door handles, etc.)
- Social distancing: maintaining at least 6-feet distance from others

All staff will use Universal Precautions while supporting individuals.

#### **Close Contact:**

If a staff or an individual has close contact with someone with suspected or confirmed COVID-19, the staff or individual and / or their authorized representative should follow CDC guidelines, which include:

- consult with their medical doctor
- self-quarantine for at least 14-days after (if the staff or individual has been vaccinated (see



Appendix 1), they do not need to quarantine so long as they remain symptom free, but must follow guidelines in Appendix 1), and

- closely monitor their health for any symptoms of COVID-19.

The staff or individual should also immediately call their program's on-call phone number and notify the on-call staff.

### **Facility Cleaning Protocol**

- At least twice daily, Faison staff and / or contractors will clean and / or disinfect all high touch surfaces including doorknobs, handrails, door handles, water fountains, and the elevator.
- Multi-use shared equipment will be sanitized between uses.
- Staff will clean Faison vehicles after each use.
- Individual resident apartments will be monitored for safety and cleanliness.
- Fitness Room and Community Room at Faison Residence will only be used for supervised program activities. These rooms will be cleaned both before and after each activity.

### **Faison Staff Symptom Screening Protocol**

- All staff are expected to monitor their health while they are home and before they come to work. If they feel sick or have symptoms of COVID-19, the staff must contact their supervisor before coming to work.
- A symptom screening station is setup immediately inside facility entrances, including the Faison Residence staff office. The symptom screening station will contain: Hand sanitizer, gloves, no-touch infrared thermometer, disinfectant wipes, paper towels, and a COVID-19 Symptom Checklist.
  - All staff must be screened upon arrival and before they interact with other staff or individuals.
  - If the staff member shows/reports any COVID-19 symptoms while at work or reports a recent close contact exposure, they will immediately be sent home.
  - Staff will complete a Return to Campus questionnaire if:
    - i. If they have had close contact with someone who has tested positive for COVID-19
    - ii. If they have tested positive for COVID-19
    - iii. If they have travelled to an area designated by the CDC with a Level 3 Travel Health Notice or as required by the VA Department of Health
    - iv. If they are returning to regularly scheduled in-person direct services after a period of remote work, isolation or quarantine.



## **Visitor/Guest/Volunteer Protocols**

- No volunteers on-site until further notice.
- Until further notice, only the following people are permitted to enter a resident's apartment:
  - The individual who lives in the apartment
  - Faison staff
  - Aircraft maintenance staff
  - Emergency first responders
- Residence Program: Limited Supervised Access by a Parent / Guardian:
  - Only one parent/guardian at a time is permitted to enter the individual's apartment.
  - These visits must occur between the hours of 8AM to 9PM (EST).
  - The visit must be scheduled at least 24-hours in advance by calling the Faison Residence phone number: 804-655-2840.
  - Visitor must call the Residence On-call Phone when they arrive: 804-683-5279
  - Visitor must be screened before entering the facility. Visitor cannot enter facility if they are showing/reporting any signs/symptoms of COVID. The visitor's temperature will be taken using a no-touch thermometer.
  - The visitor must notify the Residence On-call Phone when their visit is over and leave the facility.
- Visitors and guests can use the outside patio at the Residence to meet with individuals. This is the only approved setting where visitors can meet with residents.
- The bathroom in the Residence lobby is for Faison Staff only.
- Fitness Center and Community Room use are only permitted for activities supervised by Faison staff.

## **B. Residential Services & Supports Protocols**

### **Remote / Telehealth Services:**

- When possible, supports and services will be delivered remotely via the telephone or video conferencing technology.
- The individual and their support team will determine if/when remote or telehealth services are appropriate.

### **Resident Daily Symptom Screening & Wellness Checks Protocol**

- All residents must be screened for symptoms at least once per day.
- During the screening, staff will ask each resident if they:



- are experiencing any symptoms of COVID-19.
- have interacted with anyone experiencing symptoms of COVID-19.
- Staff will measure the individual's temperature using a no-touch thermometer or assist them with using their own personal thermometer.
- Elevated Temperatures: If an individual's temperature first measures between 98.7 and 100.4, staff will:
  - notify a Lead CSC or Program Manager,
  - change the individual's health status to "Follow-up" on the whiteboard in the Team Station,
  - ask the individual to relax in an air-conditioned room,
  - wait about 45-min to remeasure the individual's temperature.
- Staff will document the results from each resident's symptom screening within a progress note.
- Any signs/symptoms of COVID-19 or risks of exposure will be immediately reported to the Residence Program Manager and the Director of Adult Services.
- Signs and Symptoms (reported / witnessed) include:
  - Temperature measure at or above 100.4 degrees Fahrenheit
  - Dry cough
  - Shortness of breath
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore Throat
  - Nausea/vomiting/diarrhea
  - Loss of taste/smell
- Staff will also monitor any report any abnormal or out of the ordinary emotional states or behavior exhibited by the individual. Examples include but are not limited to crying, social isolation, refusal to accept support, complaints of pain, evidence of harm to self, or threats to harm to self or others. Staff will immediately notify the Residence Program Manager and Director, and they will complete an incident report before they complete their shift.
- Staff will complete a visual inspection of the individual's apartment to check for any health and safety risks that need immediate attention.
- Staff will ask the resident if they need additional face coverings or help them assess the condition of their face covering.



- Staff will ask the resident if they need help with purchasing food, cleaning supplies, or other essential supplies.

### **Supports inside the individual's apartment**

- Staff will wear a mask and use Universal Precaution when supporting individuals in their apartments.
- Staff will promote independence and use least to most prompting to support the individual to complete tasks
- When possible, staff will limit the duration of each support to 30-minutes. Supports will be determined by the individual's need and detailed within their Individualized Support Plan (ISP). Staff can schedule more than one support activity per day (as needed).
- Focus on activities of daily living/functional living skills, including but not limited to:
  - Cleaning
  - Meal planning/preparation
  - Cooking
  - Clothing care
  - Grooming/hygiene
  - Money management
  - Roommate relations

### **Leisure activities**

- Individuals and staff will continue to wear a mask/face covering when out in the community.
- Outdoor activities
  - Walking, bike rides, parks, etc.
- For all supervised Community Room activities
  - Staff will maintain an activity log to document each activity, attendees, date, start time, and end time
  - No more than 10 individuals, including staff, per activity
  - Maintain 6-ft apart
  - No shared snacks
  - Activities: movies, games, etc.
  - Staff will clean community room/disinfect all surfaces and high touch items (remotes, pool sticks, pool balls, etc.)
  - Staff must disinfect/clean community room after each use.



- Transportation
  - Individuals and staff must wear a mask/face covering during transportation
  - Limit to one vehicle, if possible
  - Limit to two individuals per vehicle per trip, not including staff
  - Clean vehicles at least once per day and after each use
  - Transport to and from work, medical appointments, grocery shopping, and pre-approved community-based leisure activities

## C. Protocols to follow for Suspected or Confirmed Case of COVID-19 (Resident)

The following protocols are initiated immediately when an individual:

1. shows or reports any signs/symptoms of COVID-19
2. has a confirmed diagnosis of COVID, or
3. has had close contact with someone with suspected or confirmed COVID-19

### Asymptomatic:

**If the individual is NOT demonstrating/reporting any signs or symptoms of COVID-19 but has come into contact (see Appendix 1 for close contact definition) with someone with suspected or confirmed COVID (e.g., their roommate), then:**

- Staff will notify a Lead CSC and the Program Manager
- Staff will change the individual's status to "Follow-up" on the whiteboard in the Team Station
- Staff will check-in on the individual at least twice daily and more frequently as needed to help the individual monitor their health for any symptoms of COVID.

### Symptomatic:

If the individual shows or reports signs and symptoms of COVID or has a confirmed diagnosis of COVID, then:

- Staff will notify a Lead CSC and the Program Manager
- The Lead CSC on-call will change the individual's status to "PRECAUTIONS" on the COVID-19 Health Status monitoring whiteboard in the Staff Office.
- The Lead CSC will immediately inform all staff who are on duty via face-to-face communication or via phone.



## Protocol timelines

The following protocol will remain in effect until:

- There is no fever for at least 24-hrs (without the use of fever-reducing medicine), AND
- other symptoms have improved, AND
- at least 10-days have passed since the symptoms first appeared (or date of positive test if asymptomatic).

A staff or student has been in prolonged\* contact with an individual diagnosed with COVID-19. Can return 14 days after the exposure.

\* Prolonged closed contact is defined as being within 6 feet of someone with confirmed COVID-19 for at least 15-minutes over a 24 hour period.

A written doctor's note/order from a licensed medical professional stating that the individual/staff can end their isolation following COVID-19 symptoms, be around others, return to work, etc.

## Notification

When there is a confirmed case of COVID-19, the following individuals will be notified:

- All program residents and/or their authorized representatives
- All Faison Richmond staff
- Artcraft manager
- DBHDS Office of Licensing

When applicable, Faison staff will support the individual with contact tracing and notifying others with whom they may have come into contact.

The Virginia Department of Health will be notified if there are 2 or more confirmed cases of COVID-19 within a 14 day period.

The Virginia Department of Labor will be notified if there are 3 or more confirmed cases of COVID-19 within a 14 day period

## D. Precautions Support Protocol

The following protocol will be amended as needed.

WHEN SOMEONE IS SHOWING SYMPTOMS OF/DIAGNOSED WITH COVID-19:

- Individual is encouraged to remain in a designated area that will only be used by him/her (e.g., their bedroom if sharing an apartment). They must not use common areas for at least 14-days.
- Immediately call and notify their guardian (if they have one).



- Call the individual's doctor. Follow doctor's recommendations. If they do not have a doctor, then call the Virginia Department of Health's COVID hotline and follow their recommendations. Make note of this call in an incident report.
- Incident Report: Date and time of reported/witnessed signs and symptoms and all actions taken by staff will be recorded on an incident report. Staff will document in the incident report if they contact anyone and the details of the contact (e.g., who was contacted, what info was shared, when, response of person contacted, etc.)
- Individual is encouraged to not leave their apartment, except to get medical care.
- Instruct individual to contact people/staff by phone.
- Continue practicing PREVENTIVE actions (above)
- DURING SUPPORTS
  - Staff will wear personal protective equipment (PPE; e.g., gloves and mask) during all interactions / supports with the individual.
  - Staff will wear additional PPE and use Universal Precaution whenever there is the possibility of direct contact with the individual, contact with their bodily fluids, or when they are completing aerosol generating supports. PPE will include:
    - i. Mask
    - ii. Face shield/goggles
    - iii. Gloves
    - iv. Scrubs
    - v. Shoe covers
  - All the individual's items/objects must remain within the quarantine setting.
    - vi. If bringing items into individual's space, those items must stay with the individual or in their apartment.
    - vii. DO NOT TAKE ITEMS from the individual or their apartment/bedroom.
  - Individual must wear a mask when interacting with others (e.g., staff, roommate, caregivers, etc.)
  - Try to maintain 6-ft distance from individual when supporting him/her.
  - Check temperature and record and signs and symptoms witnessed or reported by individual. First, use the individual's thermometer. If staff must use a Faison thermometer, DO NOT bring the thermometer out of the individual's apartment.
  - Upon ending supports/contact, staff will immediately return to the team station. Do not interact with anyone until you have completed the following:
    - i. Follow appropriate PPE doffing procedures
    - ii. Remove gloves first and discard in the trash



- iii. Wash hands for 20-seconds with soap and water
- iv. Remove mask and discard in trash
- v. Wash hands AGAIN for 20-seconds with soap and water
- Document all supports provided and the individuals response to supports in a progress note.



## Notification and Return to Center Protocols for COVID-19 Related Incidents

The Notification and Return to Center Protocol was developed in consultation with the Virginia Department of Health.

### Notification Protocol for COVID-19

Faison will provide a general notification to all staff members of a positive COVID-19 diagnosis on campus, but no additional information will be shared to protect that individual's confidentiality. Additionally, all individuals who had prolonged close contact with the individual will be notified and provided with appropriate resources and guidance.

### Duration of Absences

#### Diagnosis of COVID-19

A staff or individual is diagnosed with COVID-19. Can return 10 days after the onset of symptoms (or date of positive test if asymptomatic), provided the individual has not had a fever in the last 24 hours without taking fever-reducing medications, and other symptoms are improving.

#### Symptoms of COVID-19

A staff or individual is experiencing symptoms related to COVID-19. Depending on individual circumstances, the following protocol applies:

1. A staff or individual who has been vaccinated against COVID-19 (within established CDC guidelines) can return after the following criteria are met:
  - a. confirmation of no recent known exposure to an individual diagnosed with COVID-19; AND
  - b. clinical evaluation for COVID-19 - either:
    - i. resolution of symptoms and laboratory confirmed test showing Negative for COVID-19, OR
    - ii. a doctor's note specifying a return to work/school/center is allowed.
2. A staff or individual who has not been vaccinated against COVID-19 (within established CDC guidelines) or does not meet criteria above can return 10 days after the onset of symptoms, provided the individual has not had a fever in the last 24 hours without taking fever-reducing medications, and other symptoms are improving. Can return prior to 10 days with a doctor's note specifying a return to work/school/center is allowed.

#### Exposure to COVID-19

1. A staff or individual who has been vaccinated against COVID-19 (within established CDC guidelines) has been in prolonged\* close contact with an individual diagnosed with COVID-19. Must monitor themselves (or be monitored if appropriate) for symptoms of COVID-19 for 14 days after exposure. Can return without quarantine, ensuring compliance with mitigation strategies, if they remain without symptoms. Staff or students who have been vaccinated must still report close contact exposure.
2. A staff or individual who has not been vaccinated against COVID-19 (within established CDC guidelines) has been in prolonged\* contact with an individual diagnosed with COVID-19. Can return 14 days after the exposure.

\*Prolonged closed contact is defined as being within 6 feet of someone with confirmed COVID-19 for a cumulative total of 15 minutes over a 24-hour period.