**Introduction**

**Background**

Over 900 clients have been impacted by the closures of Adult Day Services statewide. Centers are located in Whitman, Spokane, King, Snohomish, Skagit, Pierce, Kitsap, Island, Clark, Thurston, Jefferson and Benton Counties. When making a decision about reopening, it is important to think about these centers in the context of the county in which they are located and what is occurring with COVID related prevalence, hospitalizations and deaths. The DOH [COVID Dashboard](https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/DataDashboard) contains county specific information related to the aforementioned.

**High Risk Population Defined**

High-Risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease.

**Client Demographics**

The population served by Adult Day Services typically:

* Suffers from multiple neurodegenerative, pulmonary and hematological comorbidities.
* Represents a broad age range from 18-99; however over 50% of clients are age 60 or greater.
* Is at an increased risk of experiencing a higher rate of COVID-19 hospitalizations and deaths due to age and underlying chronic conditions.

**County Phase Metrics**

Centers are located in [counties](https://coronavirus.wa.gov/what-you-need-know/county-status-and-safe-start-application-process) that range from Phase 1 to Phase 3 on Governor Inslee’s phased re-opening plan. In addition some counties or Long Term Care facilities have had to reduce the phase they are in due to changing prevalence of COVID in their geographic region.

**Phased Adult Day Services Reopening Recommendations and Requirements**

In response to requests for recommendations, the Department of Social and Health Services (DSHS) and the Department of Health (DOH) are presenting the following recommendations and phased reopening plan for Adult Day Services. The safest phase that will offer the most abundance of caution for reopening given the complexity of clients, age and underlying chronic condition is Phase 4. The Department recognizes the importance of Adult Day Services and the positive impact it has on our clients. Therefore, centers may provide services at their discretion. However, those service providers who wish to resume providing services must comply with all of the requirements set forth by the Center for Disease Control (CDC), Department of Labor and Industries (L&I), Department of Health (DOH) and their Local Health Jurisdiction (LHJ). Given the client demographics of this population, the Department would like to reemphasize the Governor’s advisement that it is strongly encouraged yet not required that the highly vulnerable patient population remain at home. Understanding the critical importance of limiting COVID-19 exposure within the centers, decisions on relaxing restrictions should be made:

* With careful review of various unique aspects of the different centers and communities in which they reside;
* In alignment with the Governor’s Proclamations and phased re-opening plan; and
* In collaboration with state and local health officials.

Because the pandemic is affecting communities in different ways, DSHS, DOH and the Governor’s Office should regularly monitor the factors for reopening and adjust the Washington reopening plans accordingly.

**Adult Day Services Reopening Requirements**

1. *Follow the Centers of Disease Control and Prevention (CDC), Department of Health (DOH), Labor and Industries (L & I) and local health jurisdictions’ (LHJs) (when applicable) infection control guidelines to slow COVID-19 spread.*
   * ***Must develop a written procedure for employee safety and client interaction per the Department of Labor and Industries guidance. To request a consultation, get help with Risk Management, or get other safety and health questions answered, contact an [L&I regional office near you.](https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/consultant-near-you)***
2. *Cooperate with the local health officer or his/her designee in the conduct of an outbreak investigation, including compliance with all recommended or ordered infection prevention measures, testing of staff, and testing of clients.*
3. *Follow this DSHS and DOH phased reopening plan which is based on the Governor’s Safe Start phased plan.*
   * Each business or entity operating in Phase 3 of Safe Start Washington, must developa[***written Safety Plan***](https://www.governor.wa.gov/sites/default/files/BusinessTemplate_Phase3_1.pdf)outlining how its workplace will prevent the spread of COVID-19 that is at least as protective as the requirements from the Department of Labor & Industry. ***This plan does not need to be submitted to a state agency or County Public Health Department for approval,*** but must be retained on the premises of the business and must be made available to the Washington State regulatory agencies or local health or safety authorities in the event of an inspection.
4. *Follow the “Washington Phased Approach for Modifying Physical Distancing”, Governor Proclamations and allowed phased* [*essential*](https://coronavirus.wa.gov/what-you-need-know/essential-business) *and nonessential business activities:* [*Safe Start Plan.*](https://coronavirus.wa.gov/what-you-need-know/safe-start/whats-open-each-phase#Phase3)
5. *The LHJ or DOH have the authority to return a center to more restrictive operations in response to any infectious disease and/or COVID-19 outbreak by imposing non-essential visitor restrictions and services defined by the Governor’s Safe Start Plan.*
6. *Provider is responsible for ensuring staff receive training on guidance and accompanying resource material to the guidance as appropriate.*

Examples that may require a center to return to a more restrictive phase of reopening include new outbreaks of COVID-19 in their center or the county returning to a more restrictive phase of reopening, as determined by the LHJ or DOH. The LHJ and DOH under WAC 246-101-505 and WAC 246-101-605 have the authority to conduct public health investigations and institute control measures.

Adult Day Services have state statute or rules that requires a center to impose actions to protect the clients by activating their infection control [plan](https://www.governor.wa.gov/sites/default/files/BusinessTemplate_Phase3_1.pdf). Please see [WAC 388-71-0772](https://apps.leg.wa.gov/wac/default.aspx?cite=388-71-0772) for more information.

**All centers must be prepared for an outbreak and make assurances they have;**

1. A response [plan](https://www.governor.wa.gov/sites/default/files/BusinessTemplate_Phase3_1.pdf) that reviews the critical actions that will be taken in contacting the appropriate authorities and key infection control risk mitigation task.
2. A [plan](https://www.governor.wa.gov/sites/default/files/BusinessTemplate_Phase3_1.pdf) to actively [screen](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf) all staff and clients per DOH guidance.
3. A [plan](https://www.governor.wa.gov/sites/default/files/BusinessTemplate_Phase3_1.pdf) in place describing the identification and dedicated space for isolation of staff and clients who demonstrate COVID-19 symptoms while attending the center. Plans may be requested by DSHS, DOH or the LHJs to conduct an outbreak investigation. Technical assistance for development of these plans can be received from LHJs. <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Checklist-BusinessesSuspectedConfirmedCasesCOVID-19.pdf>
4. Protected and promoted client rights while following standards of infection control practices including when a client requires quarantine or isolation due to individual disease status or an outbreak in a center or client home.

**Section I – Reopening of Centers**

**Phase 1**

Phase 1 is designed for vigilant infection control during periods of heightened virus spread in the community and potential for healthcare system limitations, which may include factors such as staffing, hospital capacity, Personal Protective Equipment (PPE), and testing.

| **Recommendation** | **Adult Day Service Mitigation Steps** |
| --- | --- |
| [High Risk Populations](https://www.governor.wa.gov/news-media/chart-washingtons-phased-approach) | ***Continue to Stay Home, Stay Healthy (strongly encouraged, yet not required).*** |
| Workplace Safety and Health Requirements (L&I)(Requirement)\* | Per L&I guidance***,*** all businesses operating must adopt a [***written procedure***](https://www.lni.wa.gov/forms-publications/f414-169-000.pdf) for employee safety and client interaction that complies with the safety and health requirements. ***To request a consultation, get help with Risk Management, or get other safety and health questions answered, contact an [L&I regional office near you.](https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/consultant-near-you)*** |
| Delivery of Provider Services During the COVID-19 Outbreak [H20-018](https://fortress.wa.gov/dshs/adsaapps/Professional/MB/Default.aspx?year=2020) | The provider must provide at least one of the following in-person or remote activities each day that the client is authorized services in order to bill for that day. The provider must not bill for more days than authorized without prior approval of the client’s case manager.  The following skilled services must be provided in person either at the center, an alternative site or in the client’s home:   * New OT and PT * RN skilled nursing tasks such as medication administration, wound care, etc.   The following services may be completed by the provider without in-person contact via telephonic or other electronic means:   * Speech/language therapy, when appropriate * Telephonic wellness check/reassurance * Medication management and treatment reminders/coaching * Meal or grocery delivery to the client * Medication pickup/delivery to the client * Telephonic support for active range of motion, OT/PT exercises, etc. |
| [Communal Dining](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf) | * Per [DOH Dining Closure document](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf), onsite dining is not allowed. Provide pick up, drive through, or delivery services instead. |
| [Screening](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf) | * Post visual alerts (e.g., signs, posters) at the entrance and in strategic places to provide instructions (in appropriate languages) about wearing a cloth face covering or facemask for source control and how and when to perform hand hygiene. * Actively screen clients and staff daily for cough, shortness of breath(new or worsening over baseline), gastrointestinal symptoms, new onset of loss of taste or smell, muscle aches, sore throat, chills, sneezing, temperature or not feeling well. Fever is either measured temperature of ≥100.0°F degrees or subjective fever. * Anyone with a temperature reading ≥100.0°F degrees or report or evidence of symptoms should be considered a failed screen and should not be admitted entry. * All staff should be checked for symptoms and fever daily. * Records of staff and client temperature and symptoms checks should be kept and maintained. * Ask if they have been advised to self-quarantine because of exposure to someone with SARS-CoV-2 infection. * [DOH COVID -19 Testing Advisement](https://www.doh.wa.gov/Newsroom/Articles/ID/1350/COVID-19-testing-still-advised-for-people-with-symptoms-and-close-contacts-of-confirmed-cases) * CDC Guidance * Do not screen EMTs or law enforcement responding to an emergent call. * Employees, volunteers and managers with coughing, shortness of breath, fever, or other symptoms of illness consistent with COVID-19 should not return to work until they have met [CDC return to work guidance](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html). This may be altered by medical diagnosis, local health direction, changing community conditions, or other factors. |
| [Testing](https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#who-should-get-testedhttps://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html) | * Per [DOH guidance](https://www.doh.wa.gov/Newsroom/Articles/ID/1350/COVID-19-testing-still-advised-for-people-with-symptoms-and-close-contacts-of-confirmed-casess), COVID-19 testing is still advised for people with symptoms and close contacts of confirmed cases. * CDC: [Considerations for who should get tested](https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#who-should-get-tested) * CDC: [Criteria for Return to Work for Healthcare Personnel with SARS-CoV-2 Infection ( Interim Guidance)](https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html#mitigate-shortages) * It is highly encouraged, yet **not required** that consideration be given to knowing the clients COVID status upon reopening. * For testing site information, please visit[Testing Site Online Resources by Health Jurisdiction](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/TestingSiteOnlineResources-LHJ.pdf) |
| Universal Source Control & Personal Protective Equipment (PPE) | * Provide supplies for respiratory hygiene and cough etiquette, including alcohol-based hand sanitizer (ABHS) with 60-95% alcohol, tissues, and no-touch receptacles for disposal at center entrances * Everyone that enters into the center must wear a cloth face covering or face mask. * All center staff and essential healthcare personnel must wear appropriate PPE when they are interacting with clients, and in accordance with CDC PPE optimization strategies. * All clients must wear a face covering that covers their nose and mouth before entering into the facility as per the [Governor’s mandate](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf). Exclusion is based upon the client’s medical, mental health, developmental or cognitive condition or disability that prevents wearing a face covering. * Essential personnel should continue to adhere to [Standard](https://www.cdc.gov/hicpac/recommendations/core-practices.html) and [Transmission-Based Precautions](https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html), including use of eye protection and/or an N95 or equivalent or higher-level respirator based on anticipated exposures and suspected diagnoses. * Additional universal source control recommendations can be found throughout this document (e.g., essential healthcare personnel). * Follow the LHJ guidelines for new admissions or readmissions of a client who was recently discharged from a hospital setting. |
| [Physical Distancing](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html) | * Modifying in-person group healthcare activities (e.g., group therapy, recreational activities) by implementing virtual methods (e.g., video format for group therapy) * Ensure clients practice social distancing by staying at least 6 feet from each other. * Example of social distancing include:   + Scheduling appointments to limit number of clients in seating areas   + Arranging seating so that clients can sit at least 6 feet apart. |
| Cohort, Isolation & Dedicated Staff | * Aplanin place to isolate clients who demonstrate symptoms of COVID-19. * A plan in place to identify dedicated staff who will isolate clients that demonstrate   symptoms of COVID-19.   * Appropriate PPE on site including use of eye protection and/or an N95 or equivalent or higher-level respirator, for staff that will care for clients being isolated. * A plan in place to manage:   + New admissions and readmissions and existing client with an unknown or known COVID- 19 status; |
| Group Activities/Social Gatherings | * Restrict group activities. * Engagement through technology is preferred to minimize opportunity for exposure. * Centers should have procedures in place for clients to engage remotely or virtually, where possible, in activities that improve quality of life. |
| [Safe Cleaning and Disinfection](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/CleaningandDisinfectingGuidanceforPublicSpaces.pdf) | * Establish a schedule for cleaning and disinfecting frequently touched surfaces in accordance with DOH guidelines |
| Education | * Educate workers in the language they understand best about [COVID -19](https://www.cdc.gov/coronavirus/2019-ncov/index.html)  and how to prevent transmission via [Infection Control Strategies](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html). |

**Note: It is recommended that Adult Day Care centers should not move into the next reopening phase until the Secretary of DOH approves the next Safe Start county phase for their respective county.**

**Phase 2**

Entry Criteria:

If the county in which a center is located has entered Phase 2, the center may begin implementing the criteria outlined in the grid below after meeting the following:

* 28 days have passed since the last positive or suspected client or staff case was identified **OR** any timeline required by the LHJ, whichever is greater
* Adequate staffing levels are in place. Please review [WAC 388-71-0754](https://apps.leg.wa.gov/wac/default.aspx?cite=388-71-0754).
* The center performs and maintains an inventory of PPE to assure at least a 14-day supply using the CDC PPE burn rate calculator: [https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html%20);
* The center performs and maintains an inventory of disinfection and cleaning supplies for clients;
* There is assurance by the LHJ that local hospital(s) have the capacity to accept referrals/transfers;
* The center is capable of isolating clients with dedicated staff in the case of suspected cases.

Centers may use discretion to be more restrictive, where deemed appropriate, through internal policies **and** in conjunction with the LHJ, even if they have moved to this Phase.

| **Recommendation** | **Adult Day Service Mitigation Steps** |
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| Workplace Safety and Health Requirements (L&I) (Requirement) | Per L&I guidance***,*** all businesses operating must adopt a [***written procedure***](https://www.lni.wa.gov/forms-publications/f414-169-000.pdf) for employee safety and customer interaction that complies with the safety and health requirements. ***To request a consultation, get help with Risk Management, or get other safety and health questions answered, contact an [L&I regional office near you.](https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/consultant-near-you)*** |
| Delivery of Provider Services During the COVID-19 Outbreak [H20-018](https://fortress.wa.gov/dshs/adsaapps/Professional/MB/Default.aspx?year=2020) | The provider must provide at least one of the following in-person or remote activities each day that the client is authorized services in order to bill for that day. The provider must not bill for more days than authorized without prior approval of the client’s case manager.  The following skilled services must be provided in person either at the center, an alternative site or in the client’s home:   * New OT and PT * RN skilled nursing tasks such as medication administration, wound care, etc.   The following services may be completed by The provider without in-person contact via telephonic or other electronic means:   * Speech/language therapy, when appropriate * Telephonic wellness check/reassurance * Medication management and treatment reminders/coaching * Meal or grocery delivery to the client * Medication pickup/delivery to the client * Telephonic support for active range of motion, OT/PT exercises, etc. |
| [Communal Dining](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf) | * Per [DOH Dining Closure document](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf), centers that serve people at higher risk for severe COVID-19 illness **should not** allow onsite dining. Provide pick up, drive through, or delivery services instead. * If you choose to open communal dining, follow all Safe Start and Governor’s requirements. |
| [Screening](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf) | * Post visual alerts (e.g., signs, posters) at the entrance and in strategic places to provide instructions (in appropriate languages) about wearing a cloth face covering or facemask for source control and how and when to perform hand hygiene. * Actively screen clients and staff daily for cough, shortness of breath(new or worsening over baseline), gastrointestinal symptoms, new onset of loss of taste or smell, muscle aches, sore throat, chills, sneezing, temperature or not feeling well. Fever is either measured temperature of ≥100.0°F degrees or subjective fever. * Anyone with a temperature reading ≥100.0°F degrees or report or evidence of symptoms should be considered a failed screen and should not be admitted entry. * All staff should be checked for symptoms and fever daily. * Records of staff and client temperature and symptoms checks should be kept and maintained. * Ask if they have been advised to self-quarantine because of exposure to someone with SARS-CoV-2 infection. * Do not screen EMTs or law enforcement responding to an emergent call. * Employees, volunteers and managers with coughing, shortness of breath, fever, or other symptoms of illness consistent with COVID-19 should not return to work until they have met [CDC return to work guidance](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html). This may be altered by medical diagnosis, local health direction, changing community conditions, or other factors. |
| [Testing](https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#who-should-get-testedhttps://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html) | * Per [DOH guidance](https://www.doh.wa.gov/Newsroom/Articles/ID/1350/COVID-19-testing-still-advised-for-people-with-symptoms-and-close-contacts-of-confirmed-casess), COVID-19 testing is still advised for people with symptoms and close contacts of confirmed cases. * CDC: [Considerations for who should get tested](https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#who-should-get-tested) * CDC: [Criteria for Return to Work for Healthcare Personnel with SARS-CoV-2 Infection ( Interim Guidance)](https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html#mitigate-shortages) * It is highly encouraged, yet **not required** that consideration be given to knowing the clients COVID status upon reopening. * For testing site information, please visit[Testing Site Online Resources by Health Jurisdiction](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/TestingSiteOnlineResources-LHJ.pdf) |
| Universal Source Control & Personal Protective Equipment (PPE) | * Provide supplies for respiratory hygiene and cough etiquette, including alcohol-based hand sanitizer (ABHS) with 60-95% alcohol, tissues, and no-touch receptacles for disposal at center entrances * Everyone that enters into the center must wear a cloth face covering or face mask. * All center staff and essential healthcare personnel must wear appropriate PPE when they are interacting with clients, and in accordance with CDC PPE optimization strategies. * All clients must wear a face covering that covers their nose and mouth before entering into the facility as per the [Governor’s mandate](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf). Exclusion is based upon the client’s medical, mental health, developmental or cognitive condition or disability that prevents wearing a face covering. * Essential personnel should continue to adhere to [Standard](https://www.cdc.gov/hicpac/recommendations/core-practices.html) and [Transmission-Based Precautions](https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html), including use of eye protection and/or an N95 or equivalent or higher-level respirator based on anticipated exposures and suspected diagnoses. * Additional universal source control recommendations can be found throughout this document (e.g., essential healthcare personnel). * Follow the LHJ guidelines for new admissions or readmissions of a client who was recently discharged from a hospital setting. |
| [Physical Distancing](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html) | * Modifying in-person group healthcare activities (e.g., group therapy, recreational activities) by implementing virtual methods (e.g., video format for group therapy) * Ensure clients practice social distancing by staying at least 6 feet from each other. * Example of social distancing include: * Scheduling appointments to limit number of clients in seating areas * Arranging seating so that clients can sit at least 6 feet apart. |
| Cohort, Isolation & Dedicated Staff | * Aplanin place to isolate clients who demonstrate symptoms of COVID-19. * Aplanin place to identify dedicated staff who will assist in isolating clients who demonstrate symptoms of COVID-19 while at the center. * Appropriate PPE on site including use of eye protection and/or an N95 or equivalent or higher-level respirator, for staff that will care for clients being isolated. * Aplanin place to manage:   + New admissions and readmissions and existing client with an unknown or known COVID- 19 status |
| Group Activities & Social Gatherings | * Modify activity restrictions; schedule to avoid high volume or congregate gathering and no more than **10 people** including staff. * Create policy for universal masking for clients, social distancing, flexible scheduling, locations, and minimizing client risk. * Client outdoor activities on center grounds require universal masking, social distancing, and center monitoring. |
| [Safe Cleaning and Disinfection](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/CleaningandDisinfectingGuidanceforPublicSpaces.pdf) | * Schedule for cleaning and disinfecting frequently touched surfaces in accordance with DOH guidelines |
| Education | * Educate workers in the language they understand best about [COVID -19](https://www.cdc.gov/coronavirus/2019-ncov/index.html)  and how to prevent transmission via [Infection Control Strategies](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html) |

**Note: It is recommended that Adult Day Care centers should not move into the next reopening phase until the Secretary of DOH approves the next Safe Start county phase for their respective county.**

**Phase 3**

Entry Criteria:

If the county in which a center is located has entered Phase 3, the center may begin implementing the criteria outlined in the grid below after meeting the following:

* 28 days have passed since the last positive or suspected client or staff case was identified OR any timeline required by the LHJ, whichever is greater;
* Adequate staffing levels are in place. Please review [WAC 388-71-0754](https://apps.leg.wa.gov/wac/default.aspx?cite=388-71-0754).
* The center performs and maintains an inventory of PPE to assure at least a 14-day supply using the CDC PPE burn rate calculator: https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html;
* The center performs and maintains an inventory of disinfection and cleaning supplies for clients;
* There is assurance by the LHJ that local hospital(s) have the capacity to accept referrals/transfers;
* The center is capable of isolating clients with dedicated staff in the case of suspected case

Centers may use discretion to be more restrictive, where deemed appropriate, through internal policies **and** in conjunction with the LHJ, even if they have moved to this Phase.

| **Recommendation** | **Adult Day Service Mitigation Steps** |
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| [High Risk Populations](https://www.governor.wa.gov/news-media/chart-washingtons-phased-approach) | ***Continue to Stay Home, Stay Healthy (strongly encouraged, yet not required)*** |
| Phase 3 Safe Start Plan (Requirement) | Each business or entity operating in Phase 3 of Safe Start Washington, must developa[***written Safety Plan***](https://www.governor.wa.gov/sites/default/files/BusinessTemplate_Phase3_1.pdf)outlining how its workplace will prevent the spread of COVID-19 that is at least as protective as the requirements from the Department of Labor & Industry. ***This plan does not need to be submitted to a state agency or County Public Health Department for approval,*** but must be retained on the premises of the business and must be made available to the Washington State regulatory agencies or local health or safety authorities in the event of an inspection. |
| Delivery of Provider Services During the COVID-19 Outbreak ([H20-018](https://fortress.wa.gov/dshs/adsaapps/Professional/MB/Default.aspx?year=2020)) | The provider must provide at least one of the following in-person or remote activities each day that the client is authorized services in order to bill for that day. The provider must not bill for more days than authorized without prior approval of the client’s case manager.  The following skilled services must be provided in person either at the center, an alternative site or in the client’s home:   * New OT and PT * RN skilled nursing tasks such as medication administration, wound care, etc.   The following services may be completed by The provider without in-person contact via telephonic or other electronic means:   * Speech/language therapy, when appropriate * Telephonic wellness check/reassurance * Medication management and treatment reminders/coaching * Meal or grocery delivery to the client * Medication pickup/delivery to the client * Telephonic support for active range of motion, OT/PT exercises, etc. |
| [Communal Dining](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf) | * Per [DOH Dining Closure document](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf), centers that serve people at higher risk for severe COVID-19 illness **should not** allow onsite dining. Provide pick up, drive through, or delivery services instead. * If you choose to open communal dining, follow all Safe Start and Governor’s requirements. |
| [Screening](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf) | * Remains the same as other phases. Screening 100% of all persons, clients, and staff entering/re-entering the center including: temperature checks, questionnaire about symptoms and potential exposure, observation of any signs or symptoms, and ensures all people entering the center or home have cloth face covering or facemask. |
| [Testing](https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#who-should-get-testedhttps://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html) | * Per [DOH guidance](https://www.doh.wa.gov/Newsroom/Articles/ID/1350/COVID-19-testing-still-advised-for-people-with-symptoms-and-close-contacts-of-confirmed-casess), COVID-19 testing is still advised for people with symptoms and close contacts of confirmed cases. * CDC: [Considerations for who should get tested](https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#who-should-get-tested) * CDC: [Criteria for Return to Work for Healthcare Personnel with SARS-CoV-2 Infection ( Interim Guidance)](https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html#mitigate-shortages) * It is highly encouraged, yet **not required** that consideration be given to knowing the clients COVID status upon reopening. * For testing site information, please visit[Testing Site Online Resources by Health Jurisdiction](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/TestingSiteOnlineResources-LHJ.pdf) |
| Universal Source Control & Personal Protective Equipment (PPE) | * Provide supplies for respiratory hygiene and cough etiquette, including alcohol-based hand sanitizer (ABHS) with 60-95% alcohol, tissues, and no-touch receptacles for disposal at center entrances * Everyone that enters into the center must wear a cloth face covering or face mask. * All center staff and essential healthcare personnel must wear appropriate PPE when they are interacting with clients, and in accordance with CDC PPE optimization strategies. * All clients must wear a face covering that covers their nose and mouth before entering into the facility as per the [Governor’s mandate](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf). Exclusion is based upon the client’s medical, mental health, developmental or cognitive condition or disability that prevents wearing a face covering. * Essential personnel should continue to adhere to [Standard](https://www.cdc.gov/hicpac/recommendations/core-practices.html) and [Transmission-Based Precautions](https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html), including use of eye protection and/or an N95 or equivalent or higher-level respirator based on anticipated exposures and suspected diagnoses. * Additional universal source control recommendations can be found throughout this document (e.g., essential healthcare personnel). * Follow the LHJ guidelines for new admissions or readmissions of a client who was recently discharged from a hospital setting. |
| [Physical Distancing](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html) | * Modifying in-person group healthcare activities (e.g., group therapy, recreational activities) by implementing virtual methods (e.g., video format for group therapy) * Ensure clients practice social distancing by staying at least 6 feet from each other. * Example of social distancing include:   + Scheduling appointments to limit number of clients in seating areas   + Arranging seating so that clients can sit at least 6 feet apart. |
| Cohort, Isolation & Dedicated Staff | * Plan must be in place to isolate clients who demonstrate symptoms of COVID-19 while at the center. * Aplanin place to identify dedicated staff who will assist in isolating clients who demonstrate symptoms of COVID-19 while at the center. * Appropriate PPE on site including use of eye protection and/or an N95 or equivalent or higher-level respirator, for staff that will care for clients being isolated. * Plans must be in place to manage:   + New admissions and readmissions with an unknown COVID-19 status. |
| Group Activities/Social Gatherings | * Modify activity restrictions; schedule to avoid high volume or congregate gathering and no more than **10 people** including staff. * Create policy for universal masking for clients, social distancing, flexible scheduling, locations, and minimizing client risk. * Client outdoor activities on center grounds require universal masking, social distancing, and center monitoring. |
| [Safe Cleaning and Disinfection](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/CleaningandDisinfectingGuidanceforPublicSpaces.pdf) | * Schedule for cleaning and disinfecting frequently touched surfaces in accordance with DOH guidelines |
| Education | * Educate workers in the language they understand best about [COVID -19](https://www.cdc.gov/coronavirus/2019-ncov/index.html)  and how to prevent transmission via [Infection Control Strategies](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html). |

**Note: It is recommended that Adult Day Care centers should not move into the next reopening phase until the Secretary of DOH approves the next Safe Start county phase for their respective county.**

**Phase 4**

Entry Criteria:

If the county in which a center is located has entered Phase 4, the center may relinquish all restrictions and return to a regular course of business provided:

* 28 days have passed since the last positive or suspected clients or staff case was identified **OR** any timeline required by the LHJ, whichever is greater;
* The center has adequate staffing levels in place;
* The center performs and maintains an inventory of PPE to assure at least a 14-day supply using the CDC PPE burn rate calculator: [https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html%20);
* The center performs and maintains an inventory of disinfection and cleaning supplies for clients and clients;
* There is assurance by the LHJ that local hospital(s) have the capacity to accept referrals/transfers;
* The center is capable of isolating clients with dedicated staff in the case of suspected cases

Centers may use discretion to be more restrictive, where deemed appropriate, through internal policies and in conjunction with the LHJ, even if they have moved to this Phase.

| **Recommendation** | **Adult Day Service Mitigation Steps** |
| --- | --- |
| [High Risk Populations](https://www.governor.wa.gov/news-media/chart-washingtons-phased-approach) | ***Resume public interactions, with physical distancing*** |
| Delivery of Provider Services During the COVID-19 Outbreak ([H20-018](https://fortress.wa.gov/dshs/adsaapps/Professional/MB/Default.aspx?year=2020)) | * In person services are permitted at center’s discretion |
| [Communal Dining](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf) | * Per [DOH Dining Closure document](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf), information will be posted when available. |
| [Screening](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf) | * Remains the same as other phases. Screening 100% of all persons, clients, and staff entering/re-entering the center including: temperature checks, questionnaire about symptoms and potential exposure, observation of any signs or symptoms, and ensures all people entering the center or home have cloth face covering or facemask. |
| [Testing](https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#who-should-get-testedhttps://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html) | * Per [DOH guidance](https://www.doh.wa.gov/Newsroom/Articles/ID/1350/COVID-19-testing-still-advised-for-people-with-symptoms-and-close-contacts-of-confirmed-casess), COVID-19 testing is still advised for people with symptoms and close contacts of confirmed cases. * CDC: [Considerations for who should get tested](https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html#who-should-get-tested) * CDC: [Criteria for Return to Work for Healthcare Personnel with SARS-CoV-2 Infection ( Interim Guidance)](https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html#mitigate-shortages) * It is highly encouraged, yet **not required** that consideration be given to knowing the clients COVID status upon reopening. * For testing site information, please visit[Testing Site Online Resources by Health Jurisdiction](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/TestingSiteOnlineResources-LHJ.pdf) |
| [Physical Distancing](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html) | * Ensure clients practice social distancing by staying at least 6 feet from each other. * Example of social distancing include:   + Scheduling appointments to limit number of clients in seating areas   + Arranging seating so that patients can sit at least 6 feet apart. |
| Universal Source Control & Personal Protective Equipment (PPE) | * Provide supplies for respiratory hygiene and cough etiquette, including alcohol-based hand sanitizer (ABHS) with 60-95% alcohol, tissues, and no-touch receptacles for disposal at center entrances * Everyone that enters into the center must wear a cloth face covering or face mask. * All center staff and essential healthcare personnel must wear appropriate PPE when they are interacting with clients, and in accordance with CDC PPE optimization strategies. * All clients must wear a face covering that covers their nose and mouth before entering into the facility as per the [Governor’s mandate](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf). Exclusion is based upon the client’s medical, mental health, developmental or cognitive condition or disability that prevents wearing a face covering. * Essential personnel should continue to adhere to [Standard](https://www.cdc.gov/hicpac/recommendations/core-practices.html) and [Transmission-Based Precautions](https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html), including use of eye protection and/or an N95 or equivalent or higher-level respirator based on anticipated exposures and suspected diagnoses. * Additional universal source control recommendations can be found throughout this document (e.g. essential healthcare personnel). * Follow the LHJ guidelines for new admissions or readmissions of a client who was recently discharged from a hospital setting. |
| Cohort, Isolation & Dedicated Staff | * Plan must be in place to isolate clients who demonstrate symptoms of COVID-19. * Aplanin place to identify dedicated staff who will assist in isolating clients who demonstrate symptoms of COVID-19 while at the center. * Appropriate PPE on site including use of eye protection and/or an N95 or equivalent or higher-level respirator, for staff that will care for clients being isolated. * Plans must be in place to manage:   + New admissions and readmissions with an unknown COVID-19 status. |
| Group Activities/Social Gatherings | * Permitted with center discretion. * Modify activity restrictions; schedule to avoid high volume or congregate gathering. * Create policy for universal masking for clients, social distancing, flexible scheduling, and minimizing client risk. * Client outdoor activities on center grounds require universal masking, social distancing, and center monitoring. |
| [Safe Cleaning and Disinfection](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/CleaningandDisinfectingGuidanceforPublicSpaces.pdf) | * Schedule for cleaning and disinfecting frequently touched surfaces in accordance with DOH guidelines |
| Education | * Educate workers in the language they understand best about [COVID -19](https://www.cdc.gov/coronavirus/2019-ncov/index.html)  and how to prevent transmission via [Infection Control Strategies](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html). * Provide staff training on phased guidance and accompanying resource material. |

**Until the COVID public health threat has ended centers will**:

* Screen 100% of all persons, clients and staff entering/re-entering the center including: temperature checks, questionnaire about symptoms and potential exposure, observation of any signs or symptoms, and ensures all people entering the center or home have cloth face covering or facemask;
* Use PPE, as determined or recommended by CDC, DOH, LHJs, and CMS guidelines as warranted;
* Universally mask
* Follow CDC, DOH and LHJ direction for any required testing.

**Section II- Resources**

\*\*This guidance was reviewed by subject matter experts at the Department of Health\*\*

| **Organization** | **Resource** |
| --- | --- |
| Center for Disease Control and Prevention | * [Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 in Healthcare Settings](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html) * [CDC’s Recommendations for Mitigation Strategies for Seattle –King, Pierce, and Snohomish Counties](https://www.cdc.gov/coronavirus/2019-ncov/downloads/Seattle_Community_Mitigation.pdf) * [Preparing for COVID-19 in Nursing Homes](https://www.cdc.gov/coronavirus/2019-ncov/hcp/long-term-care.html) * [Symptoms of Coronavirus](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) * [Cleaning and Disinfecting Your Facility](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) |
| Center for Medicare & Medicaid Services | * [CMS Reopening Guidance](https://www.cms.gov/files/document/qso-20-30-nh.pdf) |
| US Equal Employment Opportunity Commission | * Guidance from the Equal Employment [Opportunity Commission](https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws) regarding confidentiality of medical records from health checks |
| Office of the Governor | * [Proclamation 20-25 Stay Home- Stay Healthy](https://www.governor.wa.gov/sites/default/files/proclamations/20-25%20Coronovirus%20Stay%20Safe-Stay%20Healthy%20%28tmp%29%20%28002%29.pdf) * [Essential Business/ Essential Critical Infrastructure Workers](https://coronavirus.wa.gov/what-you-need-know/essential-business) * [Safe Start Washington – Phased Reopening County by County](https://www.governor.wa.gov/sites/default/files/SafeStartPhasedReopening.pdf) * [Safe Start: Business Guidance, County Status and What’s Open](https://www.coronavirus.wa.gov/what-you-need-know/safe-start) * [Phase 3 Safe Start Plan Template](https://www.governor.wa.gov/sites/default/files/BusinessTemplate_Phase3_1.pdf) * COVID-19 Risk Assessment [Dashboard](https://coronavirus.wa.gov/what-you-need-know/covid-19-risk-assessment-dashboardhttps:/coronavirus.wa.gov/what-you-need-know/covid-19-risk-assessment-dashboard) |
| Department of Labor and Industries | * [COVID-19 Phases 1 and 2 Workplace Safety and Health Requirements](https://www.lni.wa.gov/forms-publications/f414-169-000.pdf) * [Washington State Department of Labor & Industries’ General Coronavirus Prevention Under Stay Home-Stay Healthy Order (DOSH Directive 1.70)](https://www.lni.wa.gov/safety-health/safety-rules/enforcement-policies/DD170.pdf) |
| Department of Health | * [COVID-19 Guidelines for Restaurants](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DiningAreaClosureGuidance.pdf) * [Face Coverings- Statewide](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Secretary_of_Health_Order_20-03_Statewide_Face_Coverings.pdf) * [COVID -19 Data Dashboard](https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/DataDashboard) * [Checklist for Business with Suspected or Confirmed Cases of COVID-19](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Checklist-BusinessesSuspectedConfirmedCasesCOVID-19.pdf) * [Infection Prevention for Outpatient Settings](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/OutpatientGuidance-COVID19.pdf) * [Safe Cleaning and Disinfection Guidance for Public Spaces](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/CleaningandDisinfectingGuidanceforPublicSpaces.pdf) * [Washington State Local Health Departments and Districts](https://www.doh.wa.gov/AboutUs/PublicHealthSystem/LocalHealthJurisdictions) * [DOH’s Resources for Workplaces and Employers](https://www.doh.wa.gov/Coronavirus/Workplace) * [Testing Site Online Resources by Health Jurisdiction](https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/TestingSiteOnlineResources-LHJ.pdf) |