



CHECKLIST FOR DAY HABILITATION SITES

The following are the minimum recommended health protocols for all day habilitation sites choosing to operate in Texas. Day habilitation sites deliver habilitation, personal care, and other services to persons with intellectual and developmental disabilities with the purpose of helping them engage with their peers and larger community.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die. The individuals who attend these day habilitation sites are considered at higher risk of contracting COVID-19 than the general population because many reside in group settings and are at higher risk of developing complications if they contract COVID-19 due to pre-existing health conditions. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Day Habilitation Sites should stay informed and take actions based on common sense and wise judgment that will protect health. Day habilitation sites should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of individuals and staff.

Health protocols for essential personnel and individuals

- Train all essential personnel regarding appropriate cleaning and disinfection, hand hygiene, respiratory etiquette, and signs and symptoms of COVID-19.
- Screen essential personnel and individuals before coming into the day habilitation site:
 - Send home any essential personnel or individual who has any of the following new or worsening signs or symptoms of possible COVID-19
 - cough
 - shortness of breath
 - chills
 - repeated shaking with chills
 - muscle pain
 - headache
 - sore throat
 - loss of taste or smell

- diarrhea
 - feeling feverish or a measured temperature equal to or greater than 100.0 degrees Fahrenheit
 - known close contact with a person who is lab confirmed to have COVID-19
- All persons (both individuals and essential personnel) must undergo screening for signs and symptoms and temperature checks before entering the day habilitation site as noted above.
 - Do not allow essential personnel or individuals with new or worsening signs or symptoms listed above to return to the day habilitation site until:
 - in the case of an essential personnel or individual who is diagnosed with COVID-19, the person may return to the day habilitation site when all three of the following criteria are met: 1) at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); 2) the person has improvement in symptoms (e.g. cough, shortness of breath); and 3) at least 10 days have passed since symptoms have first appeared; OR
 - in the case of an essential personnel or individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the person may not return to the day habilitation site until all three of the above criteria are met; OR
 - if the essential personnel or individual has symptoms that could be COVID-19 and wants to return to the day habilitation site before completing the above self-isolation period, the person must obtain a medical professional's note clearing the person for return based on an alternative diagnosis.
 - Have essential personnel and individuals maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
 - Consistent with the actions taken by many employers and businesses across the state, consider having all essential staff and individuals wear cloth face coverings (over the nose and mouth). If available, essential staff and individuals should consider wearing non-medical grade face masks.
 - Limit access to your site.

- Prohibit any but the following individuals from accessing your site:
 - Essential personnel (including employees and contractors of the day habilitation site)
 - Direct care workers, nurses, therapist;
 - Service coordinators from Local Intellectual and Developmental Disability Authorities (LIDDAs);
 - Staff from an individual's IDD waiver or ICF provider.

- All essential personnel and individuals must wash or sanitize their hands upon entering the day habilitation site, before and after meals and using the restroom, and in between each scheduled activity or close interaction between essential personnel and individuals.

Health protocols for your sites

- Regularly and frequently clean and disinfect any regularly touched surfaces such as doorknobs, tables, chairs, and restrooms.

- Disinfect surfaces before opening the day habilitation site each day, before and after meals (for surfaces where food is placed), and before and after each activity if a surface was touched by individuals and/or essential personnel.

- Disinfect any objects touched or handled by essential staff and/or individuals.

- Cleaning and disinfecting efforts should be intensified over the pre-COVID-19 standards. Additional CDC guidance can be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectants readily available for use by individuals and essential personnel.

- Place readily visible signage at the front entrance and within the day habilitation site to remind everyone to follow hygiene practices. Ensure that signage is culturally appropriate, and appropriate for a range of intellectual ability.

- For day habilitation sites with more than 10 employees present at one time, consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the employer are being successfully implemented and followed.

- Consider separating individuals into smaller groups and assign staff consistently. Discourage mixing between groups.

Transportation

Close seating on vehicles makes person-to-person transmission of respiratory viruses more likely.

- Keeping windows open might reduce virus transmission.
- Cleaning and disinfecting vehicles: Open the windows after runs and let vehicles thoroughly air out. Vehicles should be cleaned after each use. Handrails can then be disinfected with an EPA-approved safer disinfectant. Windows must be kept open while cleaning to prevent buildup of chemicals that could cause eye and respiratory problems.
- A driver is considered essential employee/personnel and must also undergo screening procedures before transporting individuals.

Meals

- Day habilitation sites should not serve family style meals. If the day habilitation site provides a meal for individuals, the site is recommended to have the meal individually packed for each individual.
- If the individual brings their own food from home, the staff should discourage the sharing of food between individuals.
- Sinks used for food preparation should not be used for any other purpose.
- Staff should ensure individuals wash hands prior to and immediately after eating.
- Staff should wash their hands before preparing food and in between and after helping individuals to eat.
- Day habilitation sites should follow all other applicable federal, state, and local regulations and guidance related to safe preparation and storage of food.
- Have essential personnel and individuals maintain at least 6 feet separation from other individuals including during meal times. Essential personnel who assist with meal times are encouraged to wear face coverings or non-medical grade masks and gloves. When possible, consider using a fresh pair of gloves when switching between caring for individuals. Staff should sanitize or wash their hands in between assisting different individuals.

- Day habilitation sites should avoid using shared facilities such as water fountains. However, the day habilitation site must provide individuals and essential employees access to non-shared hydration options.

Activities/Programming

- Events and group activities are strongly discouraged in day habilitation sites. If for some reason an event must occur, day habilitation sites should follow current state and local guidance and [CDC guidance](#) about the size of gatherings and events.
- Individuals are permitted to engage in outside activities (such as walking in public parks) and maintain at least 6 feet separation from other individuals.