



Still Waters Adult Day Center COVID-19 Reopen Guidelines

The following policies and procedures have been put into place during this time to ensure the health and safety of all staff, Guests and families at both locations of Still Waters Adult Day Center. Herein Still Waters Adult Day Center will be referred to as “SW”, our Castleton location will be referred to as “SWC”, our Eastgate location will be referred to as “SWE”.

Overview and General Information:

1. SW will open for normal operating hours Monday through Friday beginning on June 22. Saturday hours at SWC will resume in July.
2. Only scheduled staff members and currently enrolled and scheduled Guests will be permitted through SW doors at this time. (This exclusion pertains to family members/caregivers, volunteers, lunch helpers, activity leaders, beauticians, and all visitors)
3. SW reserves the right to limit the number of guests who attend each day due to social distancing or other needs.
4. Staff will wear appropriate personal protective equipment at all times.
5. Guests will wear appropriate personal protective equipment if possible, especially when receiving personal care.
6. Social distancing of 6 ft. is to be maintained at every opportunity
7. If a Guest or Staff Member displays any symptoms suspected to be caused by COVID-19, they are to remain at home
8. If a Guest displays a temperature of 100 degrees or above, they will not be permitted to stay at the Center. The Guest will be unable to return to SW until they are fever free for 72 hours without the aid of fever reducing medication.
9. If a report of a positive case of COVID-19 is reported by a guest or staff member, the administrator in charge will immediately call the Marion County Public Health Department and follow their directions.
10. SW reserves the right to close SW for a period of 3-5 days following a positive case of COVID-19 to allow the virus to die on any contaminated surfaces and to sanitize the premises.
11. SW reserves the right to require a negative COVID-19 test result before returning. This applies to both staff and guests.

Center Cleaning:

1. **Staff will work in conjunction with Elite Cleaning (SWC) and Eastgate Christian Church (SWE) to ensure the building is properly sanitized each night.**
2. Staff will be given an updated sanitization list to be followed and initialed by the staff member who completes the task each night.
3. Staff will be responsible for following proper hygiene and sanitation procedures throughout the day (hand-washing, use of hand sanitizer, sanitizing tables, activity supplies, etc.)

4. Elite Cleaning & Eastgate Christian Church will also initial next to their designated cleaning responsibilities once the process has been completed each night.

Staff Arrival/Departure:

1. Staff is encouraged to take their temperature prior to leaving home.
2. Staff will enter the building through the main entry doors for each location (SWC door #3.)
3. Use provided sanitizer upon entering the building.
4. A member of the SW team will meet staff member to administer a temperature check and record it on the Daily Temperature Log. Anyone who is administering temperature checks will wear appropriate personal protective equipment.
 - If a staff member displays a temperature of 100 degrees or above, they will not be permitted to stay at the Center. The staff member will be unable to return to work until they are fever free for 72 hours without the aid of fever reducing medication.
 - If a staff member arrives no fever is detected, they will be permitted to enter SW.
5. Staff will utilize the clock in station.
6. Upon completion of clocking in, staff will apply appropriate personal protective equipment.
7. Staff will wash their hands for a minimum of 20 seconds in the restroom/handwashing sink.
8. Opening Staff will fill/refill all daily sanitization stations.

Guest Drop-Off Procedures:

1. Families will be encouraged to take the Guest's temperature prior to leaving their home.
 - If a fever is detected (100 degrees), families need to call Still Waters to cancel for the day and the Nurse will be notified for follow-up.
 - If no fever is detected follow step 2 below.
2. When Guests arrive at Still Waters, the families will be asked to call the Center (SWC 317-284-0837; SWE 317-820-3233) and remain in their vehicle.
3. An assigned Staff member wearing appropriate personal protective equipment will go outside and take the Guest's temperature prior to getting out of their vehicle.
 - If no fever is detected:
 - Family will get any assistive device(s) out of their vehicle.
 - Staff member will sanitize the assistive device(s).
 - Family member will assist the Guest out of the vehicle.
 - Family member will remove any personal protective equipment the Guest is wearing, as this will not be allowed in the Center.
 - Staff will assist the Guest with sanitizing and SW personal protective equipment prior to entering the Center.
 - Staff will sign the Guest in for the day and record temperature.

Guest Pick Up Procedures:

1. Families will call SW when they arrive to pick up the Guest.
2. Assigned Staff member (wearing appropriate personal protective equipment) will escort the Guest to the vehicle and remove any SW personal protective equipment from the Guest for sanitization at SW.
3. Staff will communicate how the day went with family.
4. Family will assist the Guest into the vehicle.

5. Staff will sanitize any assistive device(s) prior to family putting them in the vehicle.
6. Staff will sign Guest out for the day.

Tours/New Guests:

1. We are putting a temporary hold on new Guests at this time.
2. We will review every week to make adjustments as needed.
3. We are only providing virtual tours of SW at this time.
 - Once in person tours start, they will be scheduled outside of normal business hours.
 - The sanitization process will be followed at all times.

Activities:

1. Staff will plan daily activities to allow for social distancing and other sanitization procedures while at the Center.

Outside Therapies/Vendors:

1. At this time no outside therapies/vendors such as art, singing, music, drums and dancing will be taking place.
2. We will review this policy semi-monthly and adjust as COVID-19 changes.

Volunteers/Lunch Helpers:

1. We will not be allowing Volunteers or Lunch Helpers at this time.
2. We will revisit this bi-monthly and adjust as COVID-19 changes.

Non Food Donations:

1. Will be quarantined as recommended by the Centers for Disease Control guidelines.

Food Donations:

1. Outside carriers with containers will be sanitized.
2. Hot food will be heated to a temp of 165.

Meals:

1. Each table must go through 4 step sanitization process before and after meal.
2. We will be using only disposable plates and utensils at this time.

Personal Care/Toileting:

1. Personal protective equipment must be worn by staff (and Guest if possible) during the personal care process.
2. All waste from each personal care process must be immediately tied in a plastic bag.
3. Waste must be disposed of immediately before performing personal care on another Guest.
4. Staff must again wash hands using approved guidelines after performing personal care on a Guest and disposing of that Guest's waste.

| Date | Name of Guest | Caregiver Signature |
|------|---------------|---------------------|
|------|---------------|---------------------|

By my signature I acknowledge that I have received a copy of Still Waters Adult Day Center COVID-19 Reopen Guidelines dated June 10, 2020.

I agree to abide by the policies contained herein in order to help assure the safety and health of Still Waters' guests and staff. I understand that Still Waters has the right to change these policies in response to changing conditions and requirements relating to the COVID-19 threat.