**Non-Residential Congregational Settings REOPENING Preparedness and Prevention Checklist**

**FACILITY**

- Physical Setting (Guidance for Gathering)
  - Facilities must complete and post a Social Distancing Protocol and layout the facility by using: Floor Markings or Visual Cues.
  - Entrance: Designate one area to enter the facility and a different area to exit the facility.
  - Bathroom: Limit sharing of supplies and other high touch materials as possible.

- Arrived and Departures
  - STAFF and PARTICIPANTS
    - Practice Universal Prevention measures with Face Masking, Physical Distancing and Hand Hygiene.
    - Stay at home when they are sick or with a fever or who live with anyone COVID-19 positive.
    - Keep the same staff and participants in a cohort to lower risk of exposure by limiting the number of people they interact with.
    - Receive all infection control trainings. Follow local Health Directives to get COVID-19 testing.
  - STAFF and PARTICIPANTS
    - Perform staff health screening upon entry and start of shift.
    - Perform health screening for participants upon entry of facility.
    - Stagger staff schedules to reduce the number of people in the facility at one time.
    - Prepare an alternative staffing plan as to congregate or touch items like salad bars, condiment caddies.
    - Not to bring food or items to share with others.
    - Stay in same cohort to lower risk of exposure to others.
  - All Programs/Services
    - Practice Universal Prevention measures with Face Masking, Physical Distancing and Hand Hygiene.
    - Redesign layout of designated areas to allow proper physical distancing.
    - Follow Ventilation Guidance.
    - Follow Cleaning and Disinfection protocol.
    - Stay at same staff and participants in a cohort to lower risk of exposure.
    - Refer to SFMTA Paratransit for updated guidance.

- Staff or Participants who report COVID-19 symptoms or get tested positive for COVID-19
  - MUST stay at home and DO NOT enter the facility.
  - Follow SFDPH Guidance for COVID Isolation and Quarantine and Get Tested.

- Staff or Participants who Developed Symptoms while in the program:
  - If facility needs to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
  - Immediately require any staff or participants to wear a face covering and wait in an isolation area/room until they can be transported home or to a healthcare facility, as soon as practicable.
  - Establish safety procedures for transporting symptomatic staff or participants to home or healthcare facility.
  - Contact client’s family, or primary care provider if needed.
  - For serious illness call 9-1-1.
  - Close off and clean and disinfect areas used by symptomatic staff or participants.
  - Monitor staff and participants for symptoms development.

**STAFF & PARTICIPANTS**

- Cleaning and Disinfection
  - Windows, doors, and/or switches.
  - Railings, frequency to 'high touch' surfaces (railing, doorknobs, switches).

- Air Ventilation
  - Keep good ventilation by opening windows, doors, and/or using portable air cleaners.

- PPE equipment
  - Maintain an adequate supply of PPE on site.

- Adult Day Health Care Centers
  - Follow the Healthcare Personnel and Facilities guidance.

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**PROGRAMS**

- Facilities guidance
  - Distancing Protocol
  - Using: Floor Markings
  - Do not share
  - Post required signs in break room
  - Lay out the facility

- Break Room: Post required signs
- Bathroom: Limit number of participants that use the Bathroom at one time.
- Entrance: Designate one area to enter the facility.
- Facilities guidance
  - Settled
  - Must
  - Use
  - Post
  - For

- Senior Nutrition/Meal Services
  - Refer to SFMTA
  - For
  - Prevention

- Transportation
  - Refer to SFMTA Paratransit for updated guidance.
  - Encourage silent ride.
  - Monitor
  - Other
  - Staff
  - Participants
  - For
  - Symptoms
  - Development.

**IDENTIFY**

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**ACTION**

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**See:** BUSINESS CAPACITIES & ACTIVITIES TABLE for Restrictions & Suspensions

**COMMUNICATE**

- SFCOVID-19 Command Center (SFDPH)
  - Phone Number: 628-217-6100 or 3-1-1
- Community Branch – Senior Sites
  - Phone Number: 628-217-6386
  - Email: DayPrograms@sfdpd.org
- CA Dept of Social Services - Community Care Licensing – Adult Day Program
  - Phone Number: 650-266-8800
  - Email: cclascpsanbrunoro@dss.ca.gov
- CA Dept of Aging – Community-Based Adult Services – Adult Day Health Program
  - Phone Number: 916-419-7545
  - Email: cbascda@aging.ca.gov
- CA Dept of Public Health – Adult Day Health Program
  - Phone Number: 415-330-6353
  - Email: CDPH-LNC-DALYCITY@cdph.ca.gov

**COVID-19 Testing:**
https://sf.gov/get-tested/confirm
**COVID-19 Vaccine:**
https://sf.gov/covid-19-vaccine-san-francisco
### Senior Centers & Adult Day Programs Reopening Checklist Resources

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