

Non-Residential Congregational Settings REOPENING Preparedness and Prevention Checklist (4821)

PREVENTION

ACTION



FACILITY

STAFF & PARTICIPANTS

PROGRAMS

IDENTIFY

COMMUNICATE

See: [BUSINESS CAPACITIES & ACTIVITIES TABLE for Restrictions & Suspensions](#)

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 number of participants that use the Bathroom at one time.
- Break Room: Post required signs in break room and remind staff to stay 6 feet apart and practice masking and hand hygiene.

[Adult Day Health Care Centers](#)

- Follow the [Healthcare Personnel and Facilities guidance](#)

Arrival and Departures

- Stagger arrival and departure times with participants and staff.

[Cleaning and Disinfection](#)

- Develop cleaning schedule for general areas (bath, kitchen) & increase cleaning frequency to 'high-touch' surfaces (railings, 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.

[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 the 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

- 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 prepare for staffing shortage.
- Designate a point person for communications with SFDPH

Participants

- 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 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.

Senior Nutrition/Meal Services

- Follow Local [Health Directive & guidance for Dining reopening](#).
- Stagger meal services to avoid crowds.
- Close areas where participants may congregate or touch items like salad bars, and/or condiment caddies.

Social Service

- Refer to [Health Order](#) for Essential Services for guidance.

Activity Program ([Tips for Gathering](#))

- Encourage small groups and cohorts with shortened activity time.
- Modify activities to practice prevention measures.
- Limit sharing of supplies and other high touch materials as possible.

[Transportation](#)

- Encourage silent ride.
- Refer to [SFMTA Paratransit](#) for updated guidance.

Staff or Participants who reports 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:

- 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 other staff and participants for symptoms development.

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@sfdph.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

| Checklist | SFDPH Health Orders/Guidance | PINs & Guidelines | CDC Guidance | Suggested Signage |
|---------------------------------|---|--|--|---|
| Health Orders | SF Health Directives | CDPH Guidance Safer Economy ADHC All Center Letters | CDC Guidance | Outreach Toolkit |
| Facility | Business Capacity and Activity Table Guidance for Gathering Social Distancing Protocol | PIN 20-33-ASC CDPH Guidance for ADHC Prevention Guidance | Guidance for Community Based Organizations | Reopen Safety Health Screening Workplace Stay 6 feet Apart Safe Socializing Masking, Masking |
| Healthcare providing facilities | Healthcare Personnel and Facilities guidance | | CDC Healthcare Personnel and Facilities Guidance | |
| Activity Program | Tips for Gathering | PIN 20-33-ASC CDSS Guidance for Adult Day Programs PIN 20-23-ASC CDSS Guidance for Adult Day Programs | | |
| Air Ventilation | FAQs: General Ventilation | Guidance for Ventilation | CDC Ventilation Guidance | Break Room Ventilation Checklist Air Quality |
| Cleaning and Disinfection | Cleaning Safety | | CDC Guidance | |
| Dining | SFDPH Health Order SFDPH Guidance | CDPH Guidance for Restaurants Checklist for Restaurants | CDC Guidance for Restaurants | |
| Isolation and Quarantine | SFDPH Guidance Guidance for Vax | Guidance for Self-Isolation Guidance for Self-Quarantine | | Resource |
| Screening Tool | Screening Tool for Non-Personnel Screening Tool for Personnel | | | Get Tested, Get Tested |
| Transportation | SFDPH Guidance | | CDC Guidance | |
| COVID Vaccine | COVID Vaccine | | | COVID Vaccine Vaccine FAQs Getting Vaccine |