Preparing for Reopening

Hosted by: Department of Disability and Aging Services (DAS)
Produced by: Virtual Outreach Team of the COVID Command Center (CCC)

April 20, 2021
Accessibility and Translation

- Closed Captioning: to activate, select the “more” or “...” buttons at the bottom of your screen and click “closed caption”

- Language interpretation is available in Cantonese and Spanish. To enable language interpretation, click the Interpretation icon and choose the language channel that corresponds to your needs.

- 提供即時口譯服務。如需此服務，請用滑鼠點擊即時口譯圖標，然後選擇您所需即時口譯的語言。

- Tenemos interpretación. Para habilitar la interpretación del idioma que desee, haga clic en el icono de Interpretación y elija el canal del idioma que usted necesite.
Agenda

- Welcome and Introductions
- Intended Audience: program and operational leadership developing reopening practices and policies at community sites (Mike Zaugg)
- Housekeeping (Mike Zaugg)
- Opening Remarks (Cindy Kauffman)
- Status Report (Cindy Kauffman)
- Review of Reopening Checklist (Mike Zaugg)
- Q and A (Cindy Kauffman, Mike Zaugg, Julie Wong)
- Closing
Housekeeping

- Today’s event is being recorded.
- Audio and Video: we respect all participants in this convening today and want to create a safe space for all. By default, all participants will be muted and video is disabled. Video will be on for speakers only.
- Chat: to participate in chat, please select the Chat button at the bottom of your screen and send your message to “Q&A – Mike Zaugg”
- Recommended: have copy of checklist on hand during this webinar for review
Opening Remarks / Status Report
Cindy Kauffman, Deputy Director, DAS

- Latest Health Orders
  - What it means
  - Guidelines / Restrictions
    - 25% of Capacity limit up to 25% of facility
    - Maximum 25 people
    - Face mask required
    - No eating or drinking allowed
  - Business and Activities Table

- What’s Next
  - Further Guidance
  - Timeline
Reopening Checklist

Mike Zaugg, Program Director, Office of Community Partnerships (DAS)

- Licensed facilities should follow guidance from licensing authorities:
  - CBAS / ADHC – California Department of Public Health / California Department of Aging
  - Adult Day Programs - California Department of Social Services, Community Care Licensing

- Licensing agencies have jurisdiction over operations, this reopening checklist is not meant as a substitute

- Not included currently in reopening checklist: congregate meal or nutrition programs
  - Must remain in ‘to-go’ or delivery operations until further guidance
### 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.

### 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.
- 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.
- Receive all infection control trainings. Follow local Health Directives to get COVID-19 testing.
- 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.
- Receive all infection control trainings. Follow local Health Directives to get COVID-19 testing.
- 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.

### Social Service
- Refer to Health Order for Essential Services for guidance.
- Receive all infection control trainings. Follow local Health Directives to get COVID-19 testing.
- 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.

### 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.
- Receive all infection control trainings. Follow local Health Directives to get COVID-19 testing.
- 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.

### Transportation
- Encourage silent ride.
- Refer to SFMTA Paratransit for updated guidance.
- Receive all infection control trainings. Follow local Health Directives to get COVID-19 testing.
- 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.

### 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 other staff and participants for symptoms development.

### Identify
- SFCOVID-19 Command Center (SFDPH)
  - Phone Number: 628-652-2830
  - 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

### Communication
### Senior Centers & Adult Day Programs Reopening Checklist Resources

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# Reopening Checklist

**Orientation**

- Organized into five columns
- Columns 1-3 (left to right): **Prevention**
  - Standards for reopening of sites and operation of services
- Columns 4-5 (left to right): **Action**
  - Actions to be taken if symptomatic staff or clients on site
- Each column includes list of actions to be taken to meet minimum requirements within that area
- Blue highlighted language include weblinks to relevant public health and licensing guidances
Second page is a table with resources and guidance, may of which were referenced in the page 1 chart.

Blue highlighted language include weblinks to relevant guidances from San Francisco Department of Public Health (SFDPH), California Department of Health (CDPH), and Federal Centers for Disease Control and Prevention (CDC).

Links to sample signage. Hard copies of the signs may be available by request, just ask!
Prevention

Column 1 - Facility Preparation and Operation

- Social Distancing Protocol checklist must be completed and posted for each site
- Monitoring entrance/exit paths, bathroom crowding, break room and gathering areas
- Staggering arrivals and departures
  - Decreases close interactions, transportation demand
- Regular cleaning and disinfection practices
- Air and ventilation
Prevention

Column 2 - Staff and Program Participant Guidelines

- Health screenings upon entry for staff and participants
- Use of masks, regular handwashing, maintain social distancing practices
- Stagger staff schedules to reduce staff on site at a given time; cohort staff and participants to lower risk
- Designate point person for communications with SFDPH
Prevention

Column 3 - Program Operations

- Program activities must operate in accordance with Facility and Staff & Participants guidelines (columns 1 and 2)

- Transportation services
  - Separate guidelines prepared for public transit and paratransit operations
  - Ramp-up of transportation services will delay return to full operations

- Modify activities to meet these guidelines
  - Indoor: reduce group size, shorten activity time
  - Outdoor activities are still best
Sites must be prepared for immediate action should a staff member or participant screen for COVID symptoms or report a positive test. Actions described in checklist include:

- Ability to screen, isolate, and ensure safe transport of individuals
- Identify area or room at site to separate anyone who exhibits symptoms
- Disinfect impacted areas of site, remove and monitor exposed staff or participants
- Sites must have pre-identified representative who will, as soon as possible, communicate incident information and status to:
  - Licensing Agency (if applicable) *and*
  - SF COVID Command Center – Community Branch: 628-217-6386

- Contact information listed in checklist.
- Reopening does not require pre-review or pre-approval by City officials but sites subject to licensure requirements from State of California (ADP, etc.) as applicable.
- Sites must develop a plan and ensure guidelines are met at time of reopened operations.
- DAS and other site visitors will ask to review reopening plan.
- Ongoing support and guidance is available. Email and phone contact information is included on reopening checklist.
- DAS contracted providers may contact assigned program analyst directly.
Get Vaccinated, SF!

Step up when it’s your time.

City & County of San Francisco
sf.gov/CovidVaccine
How to Participate:
- Send questions through “Chat” function to “Q&A – Mike Zaugg”
- Use “Raise Hand” function, we will call on you and ask you to unmute
Preparing for Reopening:
Thank you for joining us today.

For additional information and support: dayprograms@sfdph.org