



# RETURN TO DAY SERVICES



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## GUIDING PRINCIPALS

LOGAN is guided by its mission, vision and values in all decision making. We place the utmost importance on the health and safety of our program participants, employees, volunteers, and visitors.

### MISSION

LOGAN supports people with intellectual and developmental disabilities so they and their families may achieve their desired quality of life.

### VISION

LOGAN envisions a community in which every individual, regardless of obstacles or challenges, is able to reach their full human potential.

### VALUES

Respect – We value each other, and everyone associated with LOGAN.

Kindness – We are concerned for one another, considerate of the well-being of our constituents and welcoming to all who wish to connect with LOGAN.

Honesty – We conduct ourselves in a moral and ethical way with truthfulness and integrity.

Loyalty – We are loyal to one another, to the LOGAN mission, to our community, and ultimately to the people and families we serve.

Quality – We strive for excellence in everything that we do.

## LOGAN'S RETURN TO DAY SERVICES PLAN

The information contained in LOGAN's Return to Day Services Plan is being provided to program participants, families, guardians, employees, and other interested parties. A copy of this plan has been sent to the primary contact for each program participant; his or her legal guardian, if applicable; and if appropriate, the residential provider via their preferred method (i.e., email or regular mail). Case Managers were also provided a copy via email. Employees have received a copy of this plan via email.

LOGAN's approach to reopening is cautious and methodical. We want to open in a manner that we believe will keep all individuals as safe and healthy as possible and will pose the least risk to the health and well-being of all. We have identified risk groups and will use this to determine the order of return to services. It is our intent initially to reopen in small groups and ensure minimal exposure to other groups while in a LOGAN facility or out in the community. When it is safe to do so, we will bring additional groups of program participants back to day services. Similarly, we will begin the integration of these smaller groups into larger groups. As we consider resuming day services for more individuals and those in higher-risk groups, we will monitor the numbers of new cases locally and seek advice from the local health department. While our first month includes specific dates for return for some groups, we are hesitant to provide specific dates and timelines beyond the month of July. When LOGAN is prepared for a program participant to return to LOGAN day services, the primary contact for each participant will be contacted directly, and a specific date for his or her return will be proposed.

Risk groups of program participants are identified below:

- Individuals who are believed to be safety compliant (wear facemask, exercise hand washing protocols, and practice social distancing).
- Individuals who are age 65 and older.
- Individuals who are under the age of age 65 and have chronic health conditions that put them at higher risk.
- Individuals who exhibit behavioral challenges related to safety precautions.
- Individuals who are totally safety dependent and cannot by themselves practice any safety protocols

Furthermore, LOGAN has identified groups of program participants by their place of residence and considered this in determining the order of return to services. These groups are identified as follows:

- Individuals who live in a LOGAN group home or a supported living site.
- Individuals who live with family.
- Individuals who are served residentially by other providers.

Again, when LOGAN is prepared for a program participant to return to LOGAN day services, the primary contact for each participant will be contacted directly, and a specific date for his or her return will be proposed. While we have identified an order for program participants to return to services, LOGAN will work with each individual's support team to identify the individual's interest and desire to return to services and develop a plan for his or her return.

This plan was developed with the information provided by the St. Joseph County Health Department, Indiana State Department of Health, DDRS (Division of Disability and Rehabilitative Services), INARF (our industry trade association), and Centers for Disease Control. We also had extensive input from LOGAN staff and other industry providers in the development of this plan.

## TIMELINE TO RETURN TO SERVICES

Date	The Studios at LOGAN Center	The Studios at LOGAN Industries	The Studios at Hannah and Friends	AIM Vocational Training	Beyond Limits	Community Habilitation
<i>Please know that these timelines are subject to change based on changes in the health situation</i>						
June 22			Combine all who live in Supported Living from the 3 homes on location into one group using Gym and Rec Center			
June 29			Begin group of 5 from LOGAN Supported Living and family homes			
July 6	Begin group of 19 from LOGAN Group Homes			Begin group of 15 from LOGAN Supported Living and Group Homes	Begin group of 14 from LOGAN Supported Living and Group Homes	
July 13		Begin group of 6 from LOGAN Group Homes				Begin some individual or groups with those who are not in any other day service
July 20	Add a group of 8 from family homes on Monday and Tuesday and another group of 8 from family homes on Wednesday, Thursday, and Friday		Add individuals from family homes one at a time integrating them into the larger groups	Begin group of 10 from family homes	Begin group of 10 LOGAN Supported Living and family homes	
July 27		Add a group of 4 from family homes on Monday and Tuesday and another group of 4 from family homes on Wednesday, Thursday, and Friday				
TBD	As we consider resuming day services for more individuals and those in higher-risk groups, we will monitor the numbers of new cases locally and seek advice from the local health department. While our first month includes specific dates for return for some groups, we are hesitant to provide specific dates and timelines beyond the month of July.					

# KNOW THE SYMPTOMS OF COVID-19

## SYMPTOMS OF CORONAVIRUS DISEASE 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

FEVER



COUGH



\*Symptoms may appear 2-14 days after exposure.

SHORTNESS OF BREATH



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



CS115257-4 March 16, 2020, 1:32PM

For more information: [www.cdc.gov/COVID19-symptoms](https://www.cdc.gov/COVID19-symptoms)

# HOW TO WEAR A NON-MEDICAL MASK SAFELY

## HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

### Do's →



### Don'ts →



A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



# HOW TO WEAR A MEDICAL MASK SAFELY

## HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](http://who.int/epi-win)

### Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

### Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

**Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.**

EPI·WIN



# PREPARING PROGRAM PARTICIPANTS

## Preparing for Returning

Services at LOGAN will be different for the foreseeable future. We will be practicing social distancing, limiting the number of people in buildings, restricting visitors, and limiting face to face meetings when possible. We know that change can be difficult for all of us, and particularly our program participants. You know the program participants best, so think about how you can help them prepare or things you can start doing with them at home to help ease the transition back to day services.

### **Practice Wearing a Mask**

Please help the individual practice wearing a mask before returning to LOGAN day services. Wearing a mask can be uncomfortable, and it takes a while to get used to it. Even though the individual may not like wearing a mask or even be willing to try, please keep trying. Wearing the mask for even short periods of time is better than not at all. According to the CDC, a significant number of those spreading COVID-19 are unaware that they have it. Wearing a mask is more about protecting others. If we all wear masks, we can significantly decrease the spread rate if an asymptomatic person is in our facilities. Family caregivers should wear masks at times, also, so individuals get used to see people wearing masks.

### **Talk about Social Distancing**

For the time being, we will be practicing social distancing at LOGAN, which means staying at least six feet apart from others and not touching others. Many program participants enjoy giving hugs, shaking hands, or giving fist bumps. Please talk to the individual about why people may not want to do this with them. Please explain that it is not because the person is mad at them or does not like them but rather is trying to keep them safe.

### **Personal Belongings**

We ask that when the program participant returns to day services, he or she bring as minimal personal belongings as possible to limit surface exposure. Please help them prepare to bring less with them to day services.

### **COVID-19 Educational Guide**

A COVID-19 Educational guide has been prepared for program participants. To help them prepare, a copy of this guide is enclosed for your use with the program participant before returning to day services. Please talk with them about things that will be different when they return to day services. Once back to day services, staff will be using this guide with program participants on an ongoing basis.

## TRANSPORTATION TO AND FROM LOGAN

### Preparing for Returning

Many program participants were transported to and from day services by their residential provider, a family member, specialized transportation services, or public transportation.

For those that used *TRANSPO* or *TRANSPO ACCESS*, this service will likely look different than it had in the past. All businesses in South Bend have had to change their processes to accommodate social distancing requirements. Be prepared to wear a mask while riding public transportation. Because of social distancing protocols, likely, *TRANSPO* vehicles will not be able to transport as many people at one time as they have in the past. We have spoken to *TRANSPO*. They are encouraging the use of masks while riding on the vehicles. On *TRANSPO ACCESS*, they are limiting passengers to four ambulatory users and one wheelchair user per trip. This significantly reduces their capacity.

LOGAN will be implementing temperature checks of every program participant upon arrival. For program participants, if the temperature is detected at 100.4 or higher, the individual will be required to leave. When the program participant was transported by *TRANSPO* to LOGAN, the driver will not be able to return the program participant to their home if their temperature is 100.4 or higher. In such instances, the Program Manager or Coordinator will notify the primary contact of the need for the program participant to leave day services. Until their ride arrives, the program participant will be placed in a room apart from others and will be monitored. Please take this into consideration and be sure to monitor the health of the program participant before allowing them to board a *TRANSPO* vehicle. The best way for guardians/caregivers to protect against these situations is to do their own temperature and symptom checks upon departure from home.

Program participants may want to consider alternatives other than public transportation to get to and from LOGAN day services.

## SAFETY PROCEDURES

### **Wearing Masks**

Masks are expected to be worn in all LOGAN facilities. Masks are not required in individual offices or meetings where social distancing (six feet apart) is possible. Masks must be worn by all staff in program areas. Program participants are expected to wear masks as much as they are able. Further guidance on the use of masks will be noted in each program description. There are many different types of masks. The primary purpose wearing a mask is to help prevent the spread from an asymptomatic person to others. Handmade or disposable masks may be worn. We will provide program participants with masks if they do not have one.

### **Handwashing Routines**

In addition to the usual handwashing when needed (i.e. after eating, using the restroom, and blowing nose), we have built into the daily schedule in each program a routine for regular handwashing throughout the day.

### **Daily Temperature Checks**

Of course, we want LOGAN employees and program participants to stay home if they are showing any symptoms of COVID-19 or any other illness. This is the most effective prevention. However, LOGAN will be implementing temperature checks of every program participant upon arrival. For program participants, if the temperature is detected at 100.4 or higher, the individual will be required to leave. Program participants will also be asked to leave for any other illness related issue. Timely pickups are essential to prevent the spread of infection. Until their ride arrives, the program participant will be placed in a room apart from others and will be monitored. The Program Manager or Coordinator will notify the primary contact of the need for the program participant to leave day services. The best way for guardians/caregivers to protect against these situations is to do their own temperature, and symptom check upon departure from home.

LOGAN employees will be going through a similar screening process, are being asked to stay home when they are ill and are being sent home if they become ill during the day.

### **Cleaning Protocols**

Part of the regular duties of the program staff is specific cleaning and disinfecting protocols done throughout the day, which will include periodically wiping down high touch surfaces in all used spaces, including restrooms. Housekeeping will do a thorough cleaning and sanitizing routine each day before or after program hours.

## SAFETY PROCEDURES

### Multiple Programs, Rooms, and Buildings

To control the risk of exposure and limit the number of people to whom program participants are exposed, until further notice individuals can attend only one LOGAN program, in one classroom, in one building. While we know that going to different activities in different LOGAN facilities and in the community was meaningful to many, we feel this a necessary step to keep everyone safe and healthy.

Environmental changes were required to be compliant with social distancing guidelines. LOGAN will not be able to accommodate as many people as they had before physically. This is particularly true in the Studios classrooms. Schedules of program participants will likely be altered for the time being.

### Zones

Each LOGAN building is considered a zone, and even within these larger zones are smaller zones. Zones are determined by the sharing of classroom space, restrooms, and other common areas. LOGAN program participants and employees will be assigned to only one zone and will not cross zones.

### Notification of a Positive COVID-19 Case

As stated earlier, LOGAN wants employees and program participants to stay home if they are showing any symptoms of COVID-19 or any other illness. When there is a confirmed case of COVID-19 in the zone of the program participant or the employee, the LOGAN Program Coordinator/Manager will inform the primary contact for each program participant. We will not, however, share the name of the individual, but we will advise you as to what steps must be taken to address the possible exposure.

- Program participants will be asked to be tested, even if they are not showing any symptoms.
- Staff will be required to be tested.
- The zone will be closed for the period of time needed to complete a thorough cleaning and disinfecting of the zone. This will also allow time for test results to be received.
- Test results for both staff and program participants must be acquired before they can return to work or day services.
- If a program participant or staff tests positive for COVID-19, they will be asked to shelter in place at their own home and return to day program in accordance with return to work procedures

## SAFETY PROCEDURES

### Return to Work Procedures after Positive COVID-19 Case

Use one of the below strategies to determine when a staff or program participant may return to work or day services. Choose whichever is appropriate for the specific circumstances.

#### **Tested for COVID-19**

If a staff or a program participant had the COVID-19 testing completed at certified testing site, have the documentation from the site, and have tested positive, the individual will be excluded from work or day services until:

- Resolution of fever without the use of fever-reducing medications (such as Tylenol)
- and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath)
- and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart (total of two negative specimens)

Supporting documentation of the above must be received before returning, stating that they are no longer considered contagious and that they may return to work or day services. A physician signed Authorization to Return must be received before returning, stating that the staff or program participant is no longer considered contagious and that they may return to the program.

#### **Symptomatic but not tested for COVID 19**

If a program participant has not been tested but has been instructed by a health care professional to self-isolate until fever is gone and symptoms have improved, the program participant will be excluded from day services until:

- At least three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).
- and**
- At least seven days have passed since symptoms first appeared.

A physician signed Authorization to Return must be received before returning, stating that the program participant is no longer considered contagious and that they may return to program. If the program participant is prescribed medication for a contagious condition, the program participant must be on the prescribed medication a full 24 hours prior to return.

# The Studios at LOGAN

## LOGAN Center

### **Safety Measures**

Masks must always be worn by all staff in program areas. When providing personal care to program participants, all other necessary PPE will also be utilized. Program participants are expected to wear masks as much as they are able. Program participants will regularly receive instruction on wearing masks, handwashing, and social distancing. Regular handwashing routines will be included throughout the day. Sufficient staff will be in place to clean high touchpoint areas in the program areas throughout the day. When moving from one activity area to another, surfaces will be disinfected.

Curriculum activities that involve a lot of hands-on objects that are difficult to clean will be avoided for the foreseeable future. As much as possible, individuals will be provided with their own box of materials to use throughout the day.

Tables and chairs will be spaced apart in accordance with social distancing guidelines. Each program area will be put into various zones, limiting use of restrooms and common spaces to that zone only. As much as possible, movement across zones will be prohibited.

For the time being, activities in the community as part of Studios will be limited to outdoor activities and that do not require transportation in vehicles.

### **Personal Belongings**

Program participants are encouraged to bring minimal personal belongings with them to day services each day. They will each have a small bin in which to store their belongings.

### **Lunch**

Lunch will be taken in the classroom as it has been in the past. To reduce the spread through high touch point areas, staff will be assigned to heat all lunches. Please bring a cold lunch as you are able.

### **Drop off and Pick Up**

Program participants will be entering only through the client services entrance in the rear of the building. We will unload one vehicle at a time, and program participants must remain in the vehicle until it is their turn. Each program participant will be met at the door as they arrive. He or she will have their temperature taken by a LOGAN employee before entering the building. Transport staff must remain with the program participant while his or her temperature is being taken. If his or her temperature is 100.4 or higher, they will be asked to leave immediately with the person who accompanied them. The best way for guardians/caregivers to protect against these situations is to do their own temperature and symptom checks upon departure from home.

If the temperature is below 100.4, they will enter the building with program staff. Pick up at the end of the day will be at the same door as for morning arrival. The program participant will be taken to their ride. At no time can the transport staff enter a LOGAN facility, unless they are a LOGAN employee. Visitors are not permitted at any LOGAN facility.

# The Studios at LOGAN

## LOGAN Industries

### **Safety Measures**

Masks must always be worn by all staff in program areas. When providing personal care to program participants, all other necessary PPE will also be utilized. Program participants are expected to wear masks as much as they are able. Program participants will regularly receive instruction on wearing masks, handwashing, and social distancing. Regular handwashing routines will be included throughout the day. Sufficient staff will be in place to clean high touchpoint areas in the program areas throughout the day. When moving from one activity area to another, surfaces will be disinfected.

Curriculum activities that involve a lot of hands-on objects that are difficult to clean will be avoided for the foreseeable future. As much as possible, individuals will be provided with their own box of materials to use throughout the day.

Tables and chairs will be spaced apart in accordance with social distancing guidelines. Each program area will be put into various zones, limiting use of restrooms and common spaces to that zone only. As much as possible, movement across zones will be prohibited.

For the time being activities in the community as part of Studios will be limited to outdoor activities and that do not require transportation in agency vehicles

### **Personal Belongings**

Program participants are encouraged to bring minimal personal belongings with them to day services each day. They will each have a small bin in which to store their belongings.

### **Lunch**

Lunch will be taken in the classroom as it has been in the past. To reduce the spread through high touch point areas, staff will be assigned to heat all lunches. Please bring a cold lunch as you are able.

### **Drop off and Pick Up**

Program participants will be entering through the northeast entrance as they have in the past. Each program participant will be met at the door as they arrive. We will unload one vehicle at a time, and program participants must remain in the vehicle until it is their turn. There will be two different entrances used at the LOGAN Industries building, so transport may be required to stop two times in the parking lot as they drop off program participants if they are in two separate day services programs. He or she will have their temperature taken by a LOGAN employee before entering the building. Transport staff must remain with the program participant while his or her temperature is being taken. If his or her temperature is 100.4 or higher, they will be asked to leave immediately with the person who accompanied them. If the temperature is below 100.4, they will enter the building with program staff. The best way for guardians/caregivers to protect against these situations is to do their own temperature, and symptom checks upon departure from home. Pick up at the end of the day will be at the same door as for morning arrival. The program participant will be taken to their ride. At no time can the transport staff enter a LOGAN facility unless they are a LOGAN employee. Visitors are not permitted at any LOGAN facility.

## The Studios at LOGAN Hannah and Friends

### **Safety Measures**

Masks must always be worn by all staff in program areas. When providing personal care to program participants, all other necessary PPE will also be utilized. Program participants are expected to wear masks as much as they are able. Program participants will regularly receive instruction on wearing masks, handwashing, and social distancing. Regular handwashing routines will be included throughout the day. Sufficient staff will be in place to clean high touchpoint areas in the program areas throughout the day. When moving from one activity area to another, surfaces will be disinfected.

Curriculum activities that involve a lot of hands-on objects that are difficult to clean will be avoided for the foreseeable future. As much as possible, individuals will be provided with their own box of materials to use throughout the day.

Tables and chairs will be spaced apart in accordance with social distancing guidelines. Program participants will be designated by groups. To allow maximum use of the facilities, both the rec center and the gym will be utilized as program space throughout the day. All program participants will use both the rec center and the gym with cleaning and disinfecting being done by staff between the use of the area by one group and another.

For the time being activities in the community as part of Studios will be limited to outdoor activities and that do not require transportation in agency vehicles

### **Personal Belongings**

Program participants are encouraged to bring minimal personal belongings with them to day services each day. They will each have a small bin in which to store their belongings.

### **Lunch**

Lunch will be taken in the program area, including the gym. To reduce the spread through high touch point areas, staff will be assigned to heat all lunches. Please bring a cold lunch as you are able.

### **Drop off and Pick Up**

Each program participant will be met at the door as they arrive. He or she will have their temperature taken by a LOGAN employee before entering the building. Transport staff must remain with the program participant while his or her temperature is being taken. If his or her temperature is 100.4 or higher, they will be asked to leave immediately with the person who accompanied them. The best way for guardians/caregivers to protect against these situations is to do their own temperature, and symptom checks upon departure from home. If the temperature is below 100.4, they will enter the building with program staff. Pick up at the end of the day will be at the same door as for morning arrival. The program participant will be taken to their ride. At no time can the transport staff enter a LOGAN facility unless they are a LOGAN employee. Visitors are not permitted at any LOGAN facility.

## Pre-Vocational Services

### The Old and the New -- LOGAN Industries

Since we have been able to take a pause on day services for a few months, we have decided to restructure our services on the workshop floor. Previously, this area was often referred to as the "Sheltered Workshop" or Pre-Vocational Services. We are implementing a new program structure complete with new names and are formally discontinuing the use of the term "Sheltered Workshop" and "Shop."

Since there is considerable space on the production floor at LOGAN Industries, 8,298 square feet, to be exact, we have broken this space into three zones.

- AIM Vocational Training: Achieve – Inspire – Motivate**  
All activities in this program are designed to assist the program participant to discover his or her interests and develop their employability skills. This will include activities both in the facility and the community. It will also allow the program participant the opportunity to earn money at sub-minimum wage. This will continue to be billed as Pre-Vocational Services on the Medicaid Waiver.
- Beyond Limits:**  
This is the new addition. The array of activities will be constructed with the intent of assisting participants in engaging in endeavors that will be of interest and have meaning. This will include activities both in the facility and the community. The program will offer daily opportunities in the following areas:

Personal Interests - Art, Gardening, Cooking, etc.  
Daily Living Skills – Hygiene, healthy choices, self-advocacy, etc.  
Social Opportunities - Trivia, current events, games, etc.  
Physical Fitness – walking group, chair exercise, yoga, etc.

This will be billed as Facility or Community Habilitation on the Medicaid Waiver.

In reviewing our list of program participants, their past year's earnings, and their interest levels, we have identified the program participants whom we believe would best fit with each group.

We will be talking to the support teams of each program participant as we plan to reopen to determine their level of interest in the new and revised options.

Additionally, we have offered LOGAN employment to some. These individuals were former pre-vocational employment program participants who consistently performed at a high level of productivity and possessed valuable manufacturing skills. They are now LOGAN employees as Production Workers earning an hourly wage.

# AIM Vocational Training

## Pre-Vocational Services -- LOGAN Industries

### Safety Measures

Masks must always be worn by all staff in program areas. Program participants are expected to wear masks as much as they are able. However, due to the rising temperatures on the production floor during the summer months, it may be difficult to wear a mask all the time. That said, masks will be worn when a safe social distance cannot be maintained and to provide personal care and/or instruction. When providing personal care to program participants, all other necessary PPE will also be utilized.

Medications will be dispensed in the program areas so as not to jeopardize zoning.

Program participants will regularly receive instruction on wearing masks, handwashing, and social distancing. Regular handwashing routines will be included throughout the day. Sufficient staff will be in place to clean high touchpoint areas in the program areas throughout the day. When moving from one activity area to another, surfaces will be disinfected.

Tables and chairs will be spaced apart in accordance with social distancing guidelines. Each program area will be put into various zones, limiting the use of restrooms and common spaces to that zone only. As much as possible, movement across zones will be prohibited.

For the time being activities in the community as part of AIM will be limited to outdoor activities and that do not require transportation in agency vehicles

### Personal Belongings

For the foreseeable future, lockers will not be available for program participant use. Program participants are encouraged to bring minimal personal belongings with them.

### Lunch

Lunch and breaks will be taken in the cafeteria and will be the only group utilizing this space. Zoning and social distancing will be maintained in the cafeteria too. To reduce the spread through high touch point areas, the use of microwaves is discouraged. Staff will be assigned to heat all lunches. Please bring a cold lunch as you are able. Vending machines are no longer available. Please bring all food and beverages with you.

### Drop off and Pick Up

Program participants will be entering through a new entrance, the patio entrance on the north side of the building. The driver will enter the parking lot as they have the past. A LOGAN employee will meet them at the corner after they have made the turn. There will be two different entrances used at the LOGAN Industries building, so transport may be required to stop two times in the parking lot as they drop off program participants if they are in two separate day services programs. Transport staff must remain with the program participant while his or her temperature is being taken. He or she will have their temperature taken by a LOGAN employee before entering the building. If his or her temperature is 100.4 or higher, they will be asked to leave immediately with the person who accompanied them. The best way for guardians/caregivers to protect against these situations is to do their own temperature and symptom checks upon departure from home. If the temperature is below 100.4, they will walk behind the building to the patio where they will find the entrance. All program participants are familiar with this door. Pick up at the end of the day will be at the same door as for morning arrival. The program participant will be called taken to their ride. At no time can the transport staff enter a LOGAN facility unless they are a LOGAN employee. Visitors are not permitted at any LOGAN facility.

## BEYOND LIMITS

### Facility and Community Based Services -- LOGAN Industries

#### **Safety Measures**

Masks must always be worn by staff in program areas. Program participants are expected to wear masks as much as they are able. However, due to the rising temperatures on the production floor during the summer months, it may be difficult to wear a mask at all times. That said, masks will be worn when a safe social distance cannot be maintained and to provide personal care and/or instruction. When providing personal care to program participants, all other necessary PPE will also be utilized.

Program participants will regularly receive instruction on wearing masks, handwashing, and social distancing. Regular handwashing routines will be included throughout the day. Sufficient staff will be in place to clean high touchpoint areas in the program areas throughout the day. When moving from one activity area to another, surfaces will be disinfected.

Medications will be dispensed in the program areas so as not to jeopardize zoning.

Tables and chairs will be spaced apart in accordance with social distancing guidelines. Each program area will be put into various zones, limiting the use of restrooms and common spaces to that zone only. As much as possible, movement across zones will be prohibited.

For the time being activities in the community as part of Beyond Limits will be limited to outdoor activities and that do not require transportation in agency vehicles

#### **Personal Belongings**

Program participants are encouraged to bring minimal personal belongings with them.

#### **Lunch**

Lunch and breaks will be taken in assigned zones. To reduce the spread through high touch point areas, the use of microwaves is discouraged. Staff will be assigned to heat all lunches. Please bring a cold lunch as you are able. Vending machines are no longer available. Please bring all food and beverages with you.

#### **Drop off and Pick Up**

Program participants will be entering through a new entrance, the patio entrance on the north side of the building. The driver will enter the parking lot as they have the past. A LOGAN employee will meet them at the corner after they have made the turn. There will be two different entrances used at the LOGAN Industries building, so transport may be required to stop two times in the parking lot as they drop off program participants if they are in two separate day services programs. Transport staff must remain with the program participant while his or her temperature is being taken. He or she will have their temperature taken by a LOGAN employee before entering the building. If his or her temperature is 100.4 or higher, they will be asked to leave immediately with the person who accompanied them. The best way for guardians/caregivers to protect against these situations is to do their own temperature and symptom checks upon departure from home. If the temperature is below 100.4, they will walk behind the building to the patio where they will find the entrance. All program participants are familiar with this door. Pick up at the end of the day will be at the same door as for morning arrival. The program participant will be called taken to their ride. At no time can the transport staff enter a LOGAN facility unless they are a LOGAN employee. Visitors are not permitted at any LOGAN facility.

## Community HABILITATION

Many LOGAN program participants received Community Habilitation Services at LOGAN. Volunteering or engaging in activities in the community and not in a building added meaning to each program participant's service array and improved the quality of their day. Some received it as part of their day with the Studios at LOGAN, and others received it as part of their day through Pre-Vocational Services. Most received it through what we called Community Habilitation Services; this included extensive volunteer opportunities as well as other adventures and opportunities in the community at large.

For all of us, our ability to engage in activities outside of our homes and in the community has been significantly curtailed over the last few months. Opportunities to do this again are increasing but do pose more significant risks than some other activities.

We will begin this service again but on a very limited basis. As said earlier, for the time being, individuals will be able to participate in only one LOGAN program. This is to minimize the risk of exposure to COVID-19 that occurs from interaction with multiple groups of people. Likely the individuals receiving Community Habilitation Services, will, for the time being, receive only this day service from LOGAN. Program activities may be shorter in duration than they may have been previously.

### **Safety Measures**

Masks must be worn by all staff when providing services. Program participants are expected to wear masks as much as they are able. Program participants will regularly receive instruction on wearing masks, handwashing, and social distancing. Regular handwashing routines will be included throughout the day. Sufficient staff will be in place to clean high touchpoint areas in the vehicles throughout the day.

### **Personal Belongings**

Program participants are encouraged to bring minimal personal belongings with them to day services each day.

### **Drop off and Pick Up**

Program participants will be picked up from their homes. Prior to getting into the vehicle, LOGAN staff will take their temperature. If it is above 100.4, then the individual will not be able to participate. Program participants will be returned to their home at the end of the activity.

## Key Take-Aways

### Preparing for Returning

- **When LOGAN is prepared for a program participant to return to LOGAN Day Services, the primary contact of the program participant will be contacted directly, and a specific date for his or her return to day program will be proposed.**
- **LOGAN Center, LOGAN Industries, and Hannah and Friends will remain closed to the public, even once Day Services resume.**
- Program Participants will be returning to small groups.
- Small groups will be zoned together to lessen the risk of community spread.
- Those program participants who have been isolating together in LOGAN group homes or supported living sites will be grouped upon their return to day services.
- Those who live with family and can be safety compliant can begin returning to day services.
- Those program participants who are supported residentially by other providers will return on a case by case basis based on individual safety factors.
- Those program participants over the age of 65 will not be returning until later.
- Those program participants under the age of 65 with chronic health conditions will not be returning until later.
- Those program participants who live with family and have behaviors or physical challenges the increase risk to self and others will not be returning until later.

The contact person for each program participant will be contacted by the Program Director or the Program Manager or Coordinator individually to arrange a time for the program participant's support team to meet and discuss the individual's return to day services.

As the Michiana area has allowed businesses to reopen, permitted dining in restaurants, and permitted larger gathering of people, the number of positive cases has increased. LOGAN will be resuming day services in such a manner to limit the risk of community spread. The procedures outlined here are subject to change at any time as LOGAN management deems it in the best interest of program participants and staff. If service altering changes are made, LOGAN will contact the primary contact for each program participant through their preferred method of communication, either phone or email. Please be sure to update your records with LOGAN, so we have the necessary means to communicate with you.

For questions and discussion about program return, you will be contacted directly but, in the meantime, our contact information is noted below.

The Program Directors for the day services described in the document are as follows:

**The Studios at LOGAN:** Barbie Pickut, [bpickut@logancenter.org](mailto:bpickut@logancenter.org), 574-289-4831, ext. 51506

**AIM and Beyond Limits:** Holly Tobolski, [htobolski@logancenter.org](mailto:htobolski@logancenter.org), 574-289-0385, ext. 5615

**Community Habilitation:** Deb Beach, [debbeach@logancenter.org](mailto:debbeach@logancenter.org), 574-289-4831, ext. 51527

Vice President and Chief Program Officer for Adult Services:

Cheryl Schade, [cheryls@logancenter.org](mailto:cheryls@logancenter.org), 574-289-4831, ext. 51517

# Employee Guide

## All Day Services

### Safety Measures

Part of your regular duties will include cleaning high touchpoint areas in the program areas throughout the day. This will consist of wiping down surfaces after use by a program participant. You will receive specific instructions as to what is required of you in your specific program area. Housekeeping staff has designated duties to perform for cleaning and disinfecting program spaces at the beginning or end of the program day.

You will regularly provide program participants instruction on wearing masks, handwashing, and social distancing. The most effective way to prevent the spread of COVID-19 is by regular and effective handwashing. Regular handwashing routines will be included throughout the day. Facemasks must always be worn by all persons in all LOGAN facilities. Masks are not required in individual offices or meetings where social distancing (six feet apart) is possible.

Staff are assigned to a designated zone and must be respectful of the boundaries these zones designate. Please be mindful not to visit in other parts of the building or in offices. Staff to client ratios will be adequate to ensure effective safety protocols can be maintained.

### Employee Health Screening

Take your temperature one hour before reporting to your shift. If you have a temperature of 100.4 or higher, stay home. Do not report to work if you are ill. As you attempt to punch in for work, you will be required to respond yes or no to five statements. Any YES response to these questions will require you to talk to your supervisor immediately before you can proceed further. These statements are:

- I have a new or worsening cough.
- I am experiencing shortness of breath out of the norm.
- I have a fever of 100.4 or above or possible fever symptoms like alternating chills and sweating.
- I have been exposed to someone diagnosed with COVID-19 that I have not previously reported to LOGAN.
- I have been advised by a health care professional to self-quarantine for 14 days.

After talking with your supervisor, you may still return to work, depending on the nature of your responses.

Upon arrival at work, you will have your temperature retaken. If it is 100.4 or above, you will be asked to leave. Monitor your symptoms and consult your physician about your health. We do not want you to work when you are ill.

## Employee Guide

### All Day Services

The safety of you and the program participants is our priority. If you find an area for improvement, we welcome all questions and comments on how we can better meet this expectation.

#### **Commitment to Safe Practices**

Everyone must commit to doing their part to keep our workplace and programs safe and healthy for all you engage in them. Please do your part by:

- Practicing social distancing protocols whenever possible.
- Wear facemasks in all program areas and common spaces.
- Wash your hands with soap and water throughout the day and sanitize frequently.
- Keep your work area clean and clear of clutter, making it easier to sanitize.
- Contact your supervisor if you are experiencing symptoms.
- Take your temperature before reporting to work.
- Truthfully complete the health screening questionnaire when signing in.
- Practice safety protocols on your personal time as what you do on your own time can contribute to the overall health of our workplace.