
COMMUNITY DAY SERVICES PROGRAM
Community-Based Services During COVID-19

I. Purpose

To establish and describe policy and procedures for New Star consumers and staff participating in community-based services during the COVID-19 pandemic and recovery period.

II. Policy

New Star consumers and staff participating in community-based services and programming must adhere to the following guidelines to prioritize the health and safety of all New Star consumers and staff.

III. Procedures

A. Before the Activity

- When planning to access the community consumers and staff will need to make prior arrangements with their program manager and all activities involving travel need to be communicated in advance to families and group homes for the foreseeable future. At this time all activities in the community need to be at an outdoor location that is not overcrowded with members of the public.
- Before leaving the building, staff need to make sure they have the following with them:
 1. Consumer Face Sheets.
 2. Prefilled community pack that has the following items: Nitrile gloves, masks, hand sanitizer, liquid soap, disposable towels, disinfecting wipes/spray, and a first aid kit.
 3. Vehicle PPE and Disinfecting Kit.
- Consumers should be encouraged to go to the bathroom before leaving to help minimize the need to use public restrooms.

B. During the Activity

- Should a group arrive at a location that does not have adequate spacing for social distancing they need to contact their program manager immediately for further instructions. Groups should be prepared with a backup location in the event of this happening.
- While in the community staff and consumers need to utilize the following safety measures:
 1. Social distancing with each other and members of the community.
 2. Masks must be worn at all times.
 3. Any surfaces/items that are being utilized must be disinfected before use and after one person is finished using it. (E.g. tables, benches, materials for activities).

4. Hands must be washed or sanitized frequently: when changing activities and/or at least every hour.
- If consumers need to access a public restroom when in the community, staff should do the following:
 1. Assess the overall cleanliness of the bathroom, teaching the consumers what to look for to ensure cleanliness.
 2. Make sure the consumer washes their hands with soap and water, using a paper towel to turn off the faucet if needed.
 3. Provide hand sanitizer after leaving the bathroom.
 - If a consumer begins to show symptoms or falls ill while in the community, the staff needs to contact their program manager immediately. Staff need to provide their manager with the following information: Name of consumer, symptoms they are exhibiting, what they were doing before symptoms became apparent.
 - The program manager will work with the consumer's coordinator to arrange for the consumer to be picked up from the community location.

C. Subject to Change Clause

- These policies and procedures are subject to change as the situation in Illinois regarding COVID-19 also changes. As the governor and other municipalities update their regulations, this document will be updated as new information unfolds.