

# How our facility is keeping clients and staff safe from COVID—19

Jay Randolph Developmental Services is prepared for the possible arrival of persons with coronavirus disease (COVID –19).

We are committed to keeping clients and staff safe and are taking the following steps to reduce the risk of COVID-19.

- **We are providing extra training for staff and education for clients about the importance of hand hygiene, and cough etiquette.**



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Tissues, alcohol-based hand sanitizer, and trash cans will be provided at the entrance and in the client areas. Soap and water will continue to be available at all handwashing sinks and in the restroom. Clients will have a dedicated handwashing schedule.

- **We are monitoring all staff and clients for symptoms of COVID-19**

We are instructing staff and clients who have symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, muscle aches, tiredness) to stay home and not come to work

- **We are monitoring visitors for symptoms of COVID-19**

Call ahead if you have fever, new cough, sore throat, tiredness, muscle aches or shortness of breath. This allows us to monitor the situation and make recommendations based on findings

- **We are prepared to quickly identify and separate persons with symptoms of COVID-19**



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All clients and staff will be screened upon entry to the facility and temperatures will be taken. Clients will be instructed to continue wearing their face masks or offered one. All persons will be instructed to wash hands and use sanitizer.

- **We are training staff about the proper use of personal protective equipment**

You may see a change in the personal protective equipment (i.e., gowns, masks, gloves) that staff are asked to wear



- **We are continuing our routine cleaning and disinfection procedures as these procedures are recommended for protecting staff and clients from COVID-19 in Day Programming settings**

We have implemented an intensive cleaning and disinfecting schedule in both areas before, during, and after programming making sure that surfaces that are frequently touched are cleaned several times a day (doorknobs, light switches, sinks, handles, countertops, desks, chairs, keyboards, computer mouse, re-  
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trols, etc)



- **We are continuing to follow the**

rules of

**Social Distancing**

In keeping with social distancing rules and based on our allotted space, we cannot have all clients in services at the same time. Twelve to 13 clients at one time will be allowed in the Prevocational Program on Monday, Wednesday and Friday and the other half in on Tuesday and Thursday. The next week this will be alternated.

In the Day Services area in Jay County we will stagger service days of Community Clients and Home Based Clients in the same manner to keep with social distancing.

Day services clients in Randolph County can all attend based on service numbers, however, Prevocational clients stagger days.

The enclave group will be limited to no more than 5 clients at a



time, and they may have to take turns going to jobsites depending on participation.

- **We are limiting staff and visitors from coming into the facility**

We are limiting non-essential staff and visitor entry into the facility by exploring ways to provide services and care remotely (using technology and telehealth options). We are restricting visitor access to only those essential for client care at all facilities. Visitors will be screened for fever and COVID-19 symptoms prior to entry. Visitors will be asked to wear face masks and limit their movement in the facility

- **We are encouraging clients, staff, and families to share all questions and concerns related to COVID-19**

Don't be afraid to use your voice. It is okay to ask questions about services and ways to protect yourself and your family