

Daily Living Centers of Oklahoma
COVID-19 DAILY GUIDELINES

- No visitors permitted in Daily Living Centers, unless deemed essential to daily operations; visitors permitted entry will be subject to the same screenings as staff.
- The limos will be sanitized between each route. Participants will be strongly encourage to wear masks when entering the limo. The driver will wear a mask and will use hand sanitizer as needed after contact with a participant.
- Before entering the limo, the driver will take and record the temperature of each participant. If participant's temperature is 99.4 or above, the driver will refuse pick-up.
- Upon arrival to center, each participant and staff will have their temperature checked. Observation of respiratory status will be done (do they have a cough, shortness of breath).
- Any participants or staff with symptoms will not be able to enter the center. Any participants that have traveled out of the country or to states with travel advisories will be required to quarantine for 14 days. Any staff that have traveled out-of-state will be required to quarantine for 14 days and may return with a negative Covid-19 test.
- If temperature of 99.4 occurs, participant will need to be picked up and fever free without use of medication for 24 hours before returning. If temperature of 100.4 or above occurs, the participant will be isolated and monitored. All appropriate contacts will be notified. Participant will need to be picked up ASAP. For any participants that have a suspected case of COVID-19, testing is required and results will need to be shared with Daily Living Centers. Participants who test positive must wait 14 days to return and have a negative COVID-19 test. ****See Emergency Preparedness/Exposure Action Plan**
- Participant temperature will be taken again at 1:00 pm each day. Staff and visitor temperatures will be taken again upon exit.
- Hand sanitizer will be used on participant's hands prior to entering. Hand hygiene with handwashing sites and hand sanitizers will be used throughout the day. All participants will be encouraged to wash their hands every hour.
- All participants will be strongly encouraged to wear masks at all times.
- All employees will wear masks on the floor at all times.
- Staff will wash hands after contact with each participant. Hand sanitizer can be used in between contact.
- Staff to change gloves between contact with each participant when gloves in use. Also wear and change gloves when using cleaning materials.

- Social distance will be maintained within all areas of Daily Living Centers at all times. (6 feet apart)
- During Activities participants will be separated by 6 feet. Activities materials will be placed in individual plastic bags labeled with participant's name to prevent cross contamination and will be sanitized at the end of the day.
- Lunch times will be staggered in order to accommodate proper social distancing of 6 feet at each dining table.
- Surfaces to be wiped down throughout the day and as needed between uses with sanitizers.
- **Rockwell Center only: Until further notice** Administrative staff will separate from care area and participants, including separate entry points for direct care staff and administrative staff in order to limit exposure. Drivers may not enter the admin side of the building; instead, they will get needed supplies at the back door.

Daily Living Centers of Oklahoma

COVID-19 EMERGENCY PREPARENESS/EXPOSURE ACTION PLAN

- If a participant or Daily Living Centers staff displays signs/symptoms of illness (elevated temp of 100.4 or more, cough, shortness of breath, difficulty breathing, sore throat), they will not enter the center or will immediately be put into designated isolation room with access to a secondary exit, away from the community population.
- For any participants that have a suspected case of COVID-19, testing is required and results will need to be shared with Daily Living Centers. Participants who test positive must wait 14 days to return and have a negative COVID-19 test.
- Mask and gloves will be used by staff as well as any other PPE as indicated. Handwashing will be completed by staff after glove removal. ** Full PPE and PPE training will be provided for staff.
- All participants will be strongly encouraged to wear masks at all times.
- All areas participant has been in contact with will be thoroughly disinfected immediately.
- Notification of family and Primary Care physician will be made.
- Families of other participants in attendance that day will be notified of possible exposure to the virus.
- Notification of Oklahoma State Department of Health @ 405-271-5600; DDS @ DDS.Covid.reporting@OKDHS.org, Advantage Case Managers and Harmony will be updated; all other appropriate notifications will be made.
- Encourage self-monitoring for 72 hours for possible exposure for caregivers, participants and staff.

If any participant, caregiver, staff member, or visitor believes they have symptoms of Covid- 19 after attendance at our center, please call Jessica Clayton at 405-792-2401.