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| **Initial Effective Date** | mm/dd/yyyy |
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| **Authorized/Reviewed By** | Individual or Committee Name |
| **Standard** | 22VAC40-61-290 |

**Definition and Overview (define the infection control practice)**

COVID-19 is a disease caused by the virus SARS-CoV-2. Like other respiratory viruses, COVID-19 is highly contagious and easily spreads when an infected person breathes out droplets and particles. This COVID-19 policy describes practices to reduce the likelihood that infected persons will spread the COVID-19 virus, thereby increasing the safety and well-being of center staff, participants, volunteers, vendors, contractors and visitors.

**Purpose (why this policy/procedure is important)**

Infection control practices [i.e., practicing hand hygiene, wearing personal protective equipment (PPE) and physical distancing] when used appropriately and consistently reduce the likelihood that the COVID-19 virus will spread and make additional individuals sick.

**Responsibility (who is responsible for following this policy/procedure)**This policy applies to staff, volunteers, contractors, vendors, visitors and participants.

**Policy and Procedure**

* Education/Symptom Monitoring/Reporting/Testing/Staying Home
* *Education***:** All staff must be provided with education on the COVID-19 virus and applicable measures to prevent transmission.
* Education of staff and volunteers must be conducted at least annually.
* Education must be documented.
* *Symptom Monitoring*:Consistent surveillance tracking system is used to monitor symptoms and trends in illness among participants and staff. Describe your center’s procedures for symptom monitoring.
* *Reporting:*Reportingis performed asmandated by governing agencies.
* Virgina Department of Health (VDH)
* Report confirmed Coronavirus infection, (e.g., SARS-CoV-MERS-CoV) *severe case* immediately.
* Report outbreak immediately.
  + An outbreak is defined as “a sudden rise in the number of cases of a disease above what is normally expected in a specific location or population over a specific period of time.”
* Report Coronavirus disease 2019 (COVID-19 or SARS CoV-2) within 3 days.
* Virginia Department of Social Services (VDSS)
  + Report outbreak within 24 hours of outbreak confirmation.
* *Testing:* Testing for COVID-19 will be performed per local and/or regional health department and Centers for Disease Control and Prevention (CDC) guidelines. Staff, participants and volunteers will comply with expectations for testing.
* If symptoms ***are*** present, testing will take place as soon as possible.
* If symptoms ***are not*** present, but exposure occurred, testing should take place five (5) days after exposure.
* *Staying Home:* The decision for staff and/or participants to stay home must be made with the overall safety and well-being of all individuals in mind and will follow local and/or regional health department and CDC guidelines. Describe your center’s procedure for staying home if different from the actions below.
* Regardless of vaccine status, staff volunteers and participants who have symptoms must avoid coming into the center.
* Staff, volunteers and participants who are not fully vaccinated and have come into contact with someone who has tested positive for COVID-19 in the last 14 days must avoid coming into the center.
* Communication
* Communication regarding COVID-19 test results related to specific individuals will be made to the individual designated by the center to receive results in a manner that maintains confidentiality.
* Communication regarding COVID-19 test results will be made to local and state agencies as mandated (see *Reporting*).
* Communication related to an outbreak of COVID-19 among staff and/or participants of the adult day care center will be communicated to staff, participants, volunteers, family members, etc. as determined by center leadership.
* Infection Prevention Measures
* Hand Hygiene (*see center Hand Hygiene policy – attach link)*
  + As a cornerstone of infection prevention, hand hygiene will be performed appropriately and consistently by staff, volunteers, contractors, etc. Staff will encourage and remind participants to perform hand hygiene and assist participants with hand hygiene as necessary.
* Hand hygiene components (including alcohol-based hand rub, soap, and water and sinks) are readily accessible throughout the center.
* Signage is posted throughout the center listing expectations for hand hygiene.
* Respiratory etiquette
  + Measures that reduce the likelihood of transmission of respiratory germs include covering coughs and sneezes.
* Signage is posted throughout the center listing expectations for respiratory etiquette.
* Personal Protective Equipment (PPE)(*see center policy for PPE – attach link)*.
  + PPE, when used appropriately and consistently, has been shown to reduce the risk of transmission of germs. PPE will be available to staff and to symptomatic individuals, as appropriate. PPE includes, but is not limited to, the following:
* Masks: Approved by the center and meets NIOSH expectations.
* Gowns: Clean, non-sterile and long sleeved in sizes available to accommodate all staff. Gowns provide protection from low to moderate fluid exposure.
* Gloves: Clean, non-sterile in sizes available to accommodate all staff.
* Eye protection or face shields that cover the front and side of the face.
* Physical Distancing
  + Infectious droplets and particles build up closer to the person releasing them. Maintaining distance from persons suspected of or known to have COVID-19 may reduce the likelihood of an individual getting the virus.
* Staff or participants with COVID-19 symptoms must maintain physical distance from other staff and/or participants until they leave the center.
* Vaccines
* Documented education is provided to staff about the availability of vaccines to prevent COVID-19.
* Environmental Cleaning & Disinfection(*Insert link to Environmental Cleaning policy*)
  + Regular cleaning and disinfection of surfaces in the center helps prevent the spread of germs.
* Cleaning of all surfaces occurs routinely.
* Sanitizing of all surfaces occurs routinely.
* Disinfection is performed routinely using an FDA approved product for use against COVID-19.
* Air Quality/Ventilation
  + Airborne viral particles spread between people more readily indoors than outdoors. Indoors, the concentration of viral particles is often higher than outdoors. Protective indoor ventilation practices can reduce the airborne viral concentrations and the overall viral exposure to occupants.
* Ensure through regular checks that the HVAC systems provide at least the minimum outdoor air ventilation requirements in accordance with design codes.

**Guidelines and Resources for Policy/Procedure Development**

* [Respiratory Virus Guidance | CDC](https://www.cdc.gov/respiratory-viruses/guidance/respiratory-virus-guidance.html)
* [How to Protect Yourself and Others | CDC](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)
* [COVID-19 Guidance for Adult Day Services Centers | CDC](https://www.cdc.gov/ncbddd/humandevelopment/covid-19/adult-day-care-service-centers.html)
* [Cleaning, Disinfecting, and Ventilation | CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html)
* [About List N: Disinfectants for Coronavirus (COVID-19) | US EPA](https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0)
* [Virginia Reportable Disease List | VDH](https://www.vdh.virginia.gov/content/uploads/sites/134/2023/03/VIRGINIA-REPORTABLE-DISEASE-LIST.pdf)
* [COVID-19 Testing - Coronavirus | VDH](https://www.vdh.virginia.gov/coronavirus/protect-yourself/covid-19-testing/)
* [COVID-19 Testing: What You Need to Know | CDC](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html)
* [2024 Interim Infection Prevention and Control Recommendation for Healthcare Personnel During the Coronavirus Disease 2019 (COVID-19) Pandemic | CDC](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html)

**Notes/Recommendations**

* Describe additional language and/or best practices a center can incorporate into their policies related to:
  + Participant education
  + Vaccination information to participants
* The center should consider a surveillance tracking system to document and track symptoms and illness trends among participants and staff. Consider using one of these tracking tools for that purpose:
  + [Surveillance Tracking Tool for Assisted Living Facilities and Adult Day Care Centers User Guide | HQIN](https://hqin.org/wp-content/uploads/2023/09/Surveillance-Tool-User-Guide_508.pdf)
  + [Surveillance Tracking Tool for Assisted Living Facilities and Adult Day Care Centers | HQIN](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fhqin.org%2Fwp-content%2Fuploads%2F2023%2F10%2FSurveillance-Tracking-Tool_rev10.23.23.xlsx&wdOrigin=BROWSELINK)
* Consider providing documented education to participants (in addition to staff) about the availability of vaccines to prevent COVID-19.
* All sources, standards, guidelines and resources should be verified annually, or more frequently as your center policy dictates, to ensure the most up to date information is provided.