



Comprehensive Systems, Inc.  
COVID-19 Guide  
Update: August 12, 2020

This COVID-19 Guide has been implemented to provide a quick review of frequently asked topics. This guide will be updated each week as new information arises and guidelines are changed.

### VISITATIONS

All in-person outdoor visits must be pre-authorized by the manager, Program Director, and the Director of Nursing. Things taken into consideration for the visit are whether the individual can tolerate this type of visit, the number of COVID-19 cases in the visitor's community, and the present level of exposure of the individual. There should be no more than two individuals visiting at one time. The visit should be no more than 30 minutes in duration. Visits should occur on a Monday through Friday basis while the manager is present. Proper PPE should be distributed to the visitor(s) to be worn for the entire visit. A minimum of 6 feet social distancing should be maintained throughout the duration of the visit. The individual will also wear PPE as tolerated during the visit. No visiting signs will be posted on the door of each residential location. The manager for the area should be aware of any window visits that will be taking place. The screen should not be open during the window visit, as a solid barrier should be maintained. Window visits can happen at a convenient time for the visitor and the individual. Staff will document all window and in-person visits through the sent message format on Edoc. Some families have chosen to do in-person visits and these visits have gone well.

### RETURN TO FACILITY FROM HOME VISITATION

In order to keep all individuals safe, home visits are not recommended at this time. Those wishing to take their child/family member home and then bring them back to the facility are subject to strict guidelines for their return. This includes assessing case of COVID-19 in the facility, the individual's exposure or infection with COVID-19, the individual's ability to self-isolate upon return to the facility, etc.

## OUTINGS

Areas not experiencing COVID-19 and individuals who are not in isolation are able to get out for limited activities. This may include a ride in the vehicle, a picnic at the park, or a walk on a public walking path. Group sizes are limited so that social distancing can occur in the vehicle and while on the outing. The group should not associate with other individuals or other groups while on the outing. All individuals should stay a minimum of 6 feet away from others at any public outing location.

## DAY SERVICES/WORK

All day services and work services are put on hold during this pandemic. Day and work services are assessed on a routine basis to determine if these services can safely return. There has been some discussion of implementing a very limited group of individuals in Day Hab services next week (only a couple of areas) and only individuals who already reside together. This will be re-evaluated on 08/17/2020.

## TREASURE CHEST

The New Hampton Treasure Chest has opened up with a limited time schedule for donations (Tuesday, Thursday, and Friday 8:00 a.m.-3:00 p.m. and a limited schedule for store hours (Tuesday-Friday 10:00 a.m.-3:00 p.m.). At this point, we are waiting on equipment and assessing our local needs prior to opening up the Charles City Treasure Chest Store.

## MEDICAL APPOINTMENTS

Determination on whether individuals should go out for medical appointments is being made by the Director of Nursing. Factors being considered is the need for the appointment, the number or COVID-19 cases in the community of the appointment, etc.