



Comprehensive Systems, Inc.  
COVID-19 Guide  
Update: August 27, 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 visits must be pre-authorized by the manager, Program Director, and the Director of Nursing and should occur on a Monday through Friday basis. 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. Outdoor visits are preferred, however, beginning next week, each area will have a designated area for indoor visits as well. There should be no more than two individuals visiting at one time and all visitors should be 18 years of age or older. The visit time has been extended and now may be up to one hour in duration. The manager will be available for the initial screening (taking temperature, sanitizing hands, and answering screening questions). The manager will distribute the appropriate Personal Protective Equipment (PPE). We are asking that all visitors wear a surgical mask that will be provided by Comprehensive Systems, Inc. The visitor and the individual can be left alone for the visit, or a staff can be available to assist if needed. A phone number will be provided to the visitor to call in case they need help with the individual or to let staff know that they are finished with the visit. A minimum of 6-foot social distancing should be maintained throughout most of the duration of the visit. However, hugs and close contact is okay for brief periods of time. The individual will also wear PPE as tolerated during the visit. No visiting signs continue to be posted on the doors of each residential location, as only visitors who have gone through the appropriate approval process and screening process will be allowed inside any residential or day location. Visitors may bring in snacks or treats, as per the individual's diet. We are asking that visitors not consume snacks or drinks with the individual. We are asking visitors to leave their PPE on during the entire visit to limit the possibility of exposure.

### 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 such activities as 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

Day and Small Group Employment Services are assessed on a routine basis to determine if these services can safely return. There have been a couple of residential areas that are testing the return to Day Hab. services. During their return, these groups are not intermixing with individuals from other residential areas or from other areas in the community. We are slowly assessing these services and the cleaning and sanitation to ensure that we can keep people safe and healthy.

## 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 (Monday-Friday 10:00 a.m.-3:00 p.m.). We have received the equipment that we were waiting for and have tentatively planned to re-open the Charles City Treasure Chest Store on 09.15.2020. No date has been established yet for individuals served to return to Small Group Employment Services.

## 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.

## OTHER DISCUSSION ITEMS:

Initially, our organization had planned on following a phasing schedule. We were not able to implement that due to increased COVID-19 cases in several of our service locations. A determination has been made to eliminate the phasing schedule.