

GUIDANCE MEMORANDUM

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DATE: September 8, 2020

SUBJECT: On-site Monitoring/Licensing Visits for APD-Licensed Homes

In response to the COVID-19 pandemic, APD issued Emergency Order 20-01 on March 23, 2020, which included the temporary suspension of on-site licensing and monitoring visits to APD-licensed homes by APD staff as required by Rule 65G-2.0032.

As the state of Florida proceeds with implementing a phased reopening plan, APD staff will resume on-site licensing and monitoring visits once adequate supplies of Personal Protective Equipment (PPE) are available. Once on-site visits resume, the following safeguards will be implemented to protect residents and staff.

1. APD licensing/monitoring staff with positive test results will be required to isolate until they meet the CDC criteria for recovery.
2. APD licensing/monitoring staff must notify their immediate supervisor if they are exposed to someone who is COVID-19 positive while not wearing appropriate PPE. Staff will be required to quarantine for a period of 14 days before being allowed to conduct any on-site visits. During this time period, if on-site monitoring visits cannot be conducted by another regional monitoring person prior to the end of the month, the monitoring visit can be conducted virtually for that month. Licensing visits will need to be rescheduled if the region does not have another staff member who can conduct that on-site visit.
3. APD licensing/monitoring staff must wear appropriate PPE per CDC guidelines and be equipped with hand sanitizer.
4. APD licensing/monitoring staff visiting residences with COVID-19 positive residents must take the following precautions.
 - a. Be informed by the region of those facilities with positive COVID-19 residents.
 - b. Be provided by the region with gloves, gowns, N-95 mask, face shield, and hand sanitizer.
 - c. Change gloves, if worn, between each monitoring visit. Face shields, gowns, and masks may be worn for the entire workday unless the gown or mask becomes wet and requires replacement.

5. APD licensing/monitoring staff must submit to facility entry requirements, which should at a minimum include:
 - a. health questionnaire;
 - b. temperature check;
 - c. visitor log sign-in; and
 - d. washing of hands at the beginning of the visit and upon exiting the facility.