

MEMORANDUM

Ron DeSantis
Governor

DATE: September 29, 2020

Barbara Palmer
Director

TO: Life Skills Development 3 (Adult Day Training) Providers

State Office

FROM: Clarence Lewis, Deputy Director of Operations

SUBJECT: Revised: COVID-19 Guidance for Adult Day Training Providers

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Revision: This revision is provided in response to Executive Order 20-244, issued on September 25, 2020, initiating Phase 3 of Governor DeSantis' Safe. Smart. Step-by-Step. Plan for Florida's Recovery.

During the COVID-19 pandemic, many Adult Day Training (ADT) providers suspended or significantly reduced facility-based operations. APD understands that many ADT providers experienced a financial hardship because of taking these steps; however, they took them out of concern for the health and safety of their staff and the people they serve. APD shares these same concerns. As ADT programs resume or increase operations, APD is issuing this guidance on recommended ADT measures to promote the health and safety of participants, staff, and visitors by reducing the spread of COVID-19.

In Phase 3 of the [Step-by-Step Plan](#) individuals older than 65 years of age and individuals with a serious underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immune-compromised status, cancer, diabetes, severe obesity, renal failure and liver disease) can resume public interactions, but should practice social distancing, minimize exposure to social settings where distancing may not be practical unless precautionary measures are observed. Such high-risk participants and ADT staff should affirmatively inform their ADT that they are a member of the vulnerable population so that the ADT can plan accordingly.

In addition, participants and ADT staff who are not in a high-risk category should consider minimizing time spent in crowded environments.

During Phase 3, ADT programs should take prudent and practical measures to ensure participants and employees do not enter the premises if they believe they are infected with COVID-19 or show symptoms of influenza-like illness.

ADT programs should document in an operating plan the measures they are implementing to promote the health and safety of participants, staff, and visitors. ADT programs must provide a copy of their operating plan to APD, participants, and families upon request.

Below is a list of measures that ADT programs should consider including in their operating plans during Phase 3.

- Train staff on strategies to mitigate or prevent spread of COVID-19
- Train staff on infection control responsibilities
- Train participants on how to be safe and prevent the spread of COVID-19
- Maintain a daily log of all participants, employees, and visitors that come into the facility (including their name & contact information)
- Conduct and log temperature checks
- Conduct and log health screenings
- Require handwashing upon entering the building
- To the extent feasible, implement social distancing
- Conduct a hazard assessment of the facility
- Acquire sufficient personal protective equipment (PPE) per CDC guidelines
- Require employees, participants, and visitors to wear appropriate PPE as necessary
- Implement a process for social distancing and the wearing of masks during transport if transportation is provided by the ADT program
- Maintain a log of sanitation of all areas of the facility, including the frequency of cleaning
- Maintain a log of sanitization of vehicles
- Securely store all cleaning supplies and PPE
- Post handwashing protocols throughout the building
- Place hand sanitation supplies in each room of the facility
- Designate a location for isolating individuals who become ill during the day
- Maintain a log of individuals becoming ill during the day and protocols for when the person can return to the program

- Implement a process to notify all participants or their guardians, if a staff member or participant tests positive for COVID-19
- Maintain a log of cleaning/sanitation after someone becomes ill at the facility
- Develop a Preparedness Plan for the actions to be taken when there is a positive COVID-19 case involving participants, staff, or visitors

Links to the Florida Department of Health ([FDOH site](#)), the Centers for Disease Control and Prevention ([CDC site](#)), and the CDC [Guidance for Direct Service Providers](#) are provided to assist in the development of the measures. Each ADT programs' measures should be based on the unique needs and conditions of their clientele.