



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

JOYCE MASSEY-SMITH, MPA •
Director, Division of Aging and Adult Services

**Interim Coronavirus Disease 2019 (COVID-19) Guidance for Community Gathering Facilities Containing
the Division of Aging and Adult Services' (DAAS) programs.**

Issued: May 28, 2020 Updated: July 27, 2020

Due to the vulnerable population that the Division of Aging and Adult Services' programs serve, important steps must be taken to prevent the spread of COVID-19.

This guidance is intended to help community gathering facilities, such as senior centers and congregate nutrition program sites, make informed decisions about COVID-19 and minimize the risk of exposure to staff, older adults and volunteers. It is meant to serve as a starting point in thinking about the reopening of such community gathering settings. The Division does not have the authority to mandate closures of community gathering facilities nor their re-opening. Operational decisions are at the discretion of local policies. This guidance outlines strategies to aid in a safe, thoughtful reopening of programs across the state. This guidance supports the overall goal of opening programs in a way that protects older adults, employees and volunteers from exposure to COVID-19 and preventing the virus's spread.

PHASE 2 (Executive Order 141) began May 22.

- Stay-at-home order would be lifted but vulnerable populations would be encouraged to continue to stay home
- The total number of people allowed together would increase
- Gatherings at entertainment venues would be allowed at reduced capacity

DAAS GUIDANCE

It is strongly recommended that these facilities do not operate during Phase 2 due to the vulnerable population these programs serve.

WHAT TO DO IN THIS PHASE?

- Evaluate current policies to see if any changes or modifications need to occur.
- Finalize any policies and procedures in relation to reopening, including but not limited to PPE requirements, actions related to non-adherence to guidelines, limitation on shared items (books, puzzles, etc.), establishment of smaller group activities, offering lower risk activities, etc.
- Determine your specific needs and begin procurement of needed materials and supplies for re-opening
- Educate and train your staff about your plan and prepare information for dissemination to the public

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LOCATION: 693 Palmer Drive, Taylor Hall, Raleigh, NC 27603
MAILING ADDRESS: 2101 Mail Service Center, Raleigh, NC 27699-2101
www.ncdhhs.gov • TEL: 919-855-3400 • FAX: 919-733-0443

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PHASE 3 (at least 4-6 weeks after Phase 2)

- Lessen restrictions for vulnerable populations with encouragement to continue practicing physical distancing
- Allow increase capacity at restaurants, bars and other businesses, houses of worship and entertainment venues
- The total number of people allowed together would increase
- Continue rigorous restrictions on nursing homes and other congregate living settings due to the vulnerability of the population served

DAAS GUIDANCE

It is strongly recommended that programs continue to follow re-opening restrictions and the information below about keeping your facility, staff, older adults and volunteers safe.

Anyone showing signs of illness of any kind or who may have been exposed to COVID-19 should not be in the community facility.

Symptoms of COVID-19

- Fever*
- Cough
- Shortness of breath or difficult breathing

Additional symptoms include at least two of the following symptoms: chills, shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell. Symptoms can range from mild to severe and may appear up to two weeks after exposure to the virus.

*Fever is determined by a thermometer reading 100.4 or higher

The following guidance applies across all programs.

- Post a sign that states individuals (older adults, staff, volunteers and visitors) who have a fever, cough or any sign of sickness should not enter the facility
- Ensure that all staff are trained accordingly, especially with regard to recognizing COVID-19 symptoms
- Ensure policies and expectations are communicated to both internal and external individuals and other community partners

Arrival/Drop-off Procedure

- Designate one entrance and assign staff or a volunteer, as applicable, to greet participants. The staff or volunteer should not be a person at higher risk for severe COVID-19.
- Conduct daily health screening at the designated entrance on all individuals that are entering the building using the Daily Health Screening checklist. This screening will exclude individuals who are in any one of these categories: person is showing any of the symptoms of COVID-19; person thinks they could have COVID-19; person has tested positive for COVID-19; and person is awaiting the results of testing for COVID-19 and person has been exposed to someone with COVID-19 within last 14 days.

- Daily, all persons entering the facility should have their temperature taken and be evaluated for other symptoms upon arrival and admittance. Temperatures should be taken by the least invasive means possible.
- After ensuring the participant, staff member or volunteer does not have any symptoms, have the person use hand sanitizer with at least 60% alcohol or hand washing for 20 seconds before full entry into the facility.
- When possible operate with contactless entry-no signing-in or card swiping. If not possible, there must be a method of disinfecting the writing implement or swipe card and machine.
- If a person displays symptoms upon arrival or while at the facility s/he must be sent home until cleared. If a participant develops any of the above-named symptoms while at the program, staff should separate the person in the treatment room or quiet space away from other people. Staff should then call the participant’s caregiver, if applicable, to inform him/her that their loved one is displaying symptoms and needs to be picked up from the program and taken home as soon as possible.
 - You can stop isolating and return to your program by clearing yourself when you answer “yes” to all three of these questions:
 - Has it been at least 10 days since your first had symptoms?
 - Have you been without a fever for one day (24 hours) without any medicine for fever?
 - Are your other symptoms improved?

Anyone who has been in close contact with you should stay home for 14 days and monitor themselves for symptoms before returning to the public.

***A test-based strategy is no longer recommended to discontinue isolation or precautions and employers should not require documentation of a negative test before allowing a worker to return.**
- Staff should monitor and discourage congregation at arrival/drop-off.

If your program contracts for transportation to bring participants and/or volunteers to and from the program, you should check with these companies about what their protocol is for COVID-19 and then share that information with participants, volunteers and staff.

Preventing the Spread in the Facility

Follow social distancing strategies:

- By maintaining six feet between all persons. Post signage to remind people of social distancing
- Consider your space capacity. What is being suggested for stores is to aim for the facility to be limited to 50% of fire marshal capacity
- Cancel or postpone special events such as festivals, holiday events and special performances
- Do not allow the usage of the facility by outside groups at this time
- Have one separate entrance and exit
- Consider staggered reopening with participants arriving and leaving at different times of the day or dividing participants into two groups that rotate attendance every other day.

Follow sanitation and hygiene practices:

Use Personal Protective Equipment (PPE)

- Employees should wear cloth face covering when possible and gloves as applicable
- Participants should be encouraged to wear face coverings when possible
- It is recommended that a facility keep a minimum quantity of 15-day supply of PPE
- PPE should not be shared by staff and participants
- Provide several places throughout the building to wash hands or apply alcohol-based hand sanitizer containing at least 60% alcohol
- Train participants, employees and volunteers in proper hygiene practices

Facility Maintenance

- Before daily public opening or at the end of each day your facility should be completely sanitized and disinfected prior to anyone returning
- Disinfect any high-traffic areas and frequently touched surfaces throughout the day. Remember items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, lockers, etc.
- Allow time for cleaning between activities
- Cleaning and disinfecting protocols should go beyond current measures
- Follow NCDHHS Environmental Health Section guidance for cleaning and disinfection recommendations (see resources information)
- Use an EPA-registered disinfectant (see resource information) that is active against coronaviruses.

All staff and volunteers should be trained on the proper use of PPE, cleaning procedures, etc. The following resource information may be useful for training in specific areas:

List of disinfectants that are approved to combat COVID-19:

<https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>

<https://epa.gov/listn>

Proper use of cloth face coverings:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Cleaning and disinfecting recommendations:

<https://ehs.ncpublichealth.com/empresp.htm>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

NCDHHS COVID information: <https://covid19.ncdhhs.gov/>

REMEMBER!

WEAR: a cloth face covering

WAIT: 6 feet apart

WASH: your hands often or use hand sanitizer

Disclaimer: Please be advised that some or all of the information contained in this document may not be applicable to some community facilities and may not include all information necessary for certain facilities. This guidance does not supersede or replace regulations on permitted and licensed facilities. Those facilities should consult with their regulating agency. As COVID circumstances continue to evolve, so will public health and safety recommendations and requirements, and as a result this document may not include all current governmental or health expert requirements and recommendations.

Sources: Centers for Disease Control (CDC): <https://www.cdc.gov>

Food and Drug Administration (FDA): <https://fda.gov>

North Carolina Department of Health and Human Services (NCDHHS): <https://www.ncdhhs.gov>

Wilmington Chamber of Commerce: <https://www.wilmingtonchamber.org>

Administration for Community Living: <https://acl.gov/COVID-19>

DAILY HEALTH SCREENING CHECKLIST

This screening will exclude individuals who are in any one of these four categories: person is showing any of the symptoms of COVID-19; person thinks they could have COVID-19; person has tested positive for COVID-19; and person is awaiting the results of testing for COVID-19; and person has been exposed to someone with COVID-19 within last 14 days.

Ask each person entering the facility the following questions that are included on the Daily Health Screening Log before entrance is allowed. Exclude anyone who answers YES to the following questions:

Everyone who enters the building

- Do you have a fever, cough, shortness of breath or difficulty breathing?
- Do you have at least two of the following symptoms: chills, shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell?
- Have you had any of these symptoms since the last time you were here?
- Have you been in contact with or possibly exposed to anyone with these symptoms since the last time you were here?
 - Make a visual inspection of the person for signs of infection.
 - Record temperature and/or any symptoms on the Daily Health Screening Log. If possible, conduct health screening repeatedly throughout the day on persons within the facility.

Temperature protocol if taking temperatures

- Individuals waiting to be screened should stand six feet apart from each other. Use tape on the floor for spacing.
- Use a touchless thermometer if one is available. If not available use a tympanic (ear), digital axillary (under the arm) or temporal (forehead) thermometers
- Use disposable thermometer covers, if applicable, that are changed between individuals
- Clean and sanitize and thermometer using manufacturer's instructions between each use

Do not take temperatures orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.

- For the person taking the temperature, cloth face coverings and gloves should be worn
- Wash hands or use hand sanitizer before touching the thermometer and after removing mask and gloves between direct contact with individuals

If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check



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DAILY HEALTH SCREENING LOG

Complete daily health screening for staff, older adults, volunteers and visitors upon arrival.

If possible, screening should be repeated periodically throughout the day to check for new symptoms developing.

Date	Person's Name/Initials	Temperature and time taken	Temperature and time taken	Comments
				<ul style="list-style-type: none"> • Do you have fever, cough, shortness of breath or difficulty breathing? • Do you have at least 2 of the following symptoms: chills, shaking with chills, muscle pain, headache, sore throat and loss of taste or smell? • Have you had any of these symptoms since the last time you were here? • Have you been in contact with or possibly exposed to anyone with these symptoms since the last time you were here?
				<ul style="list-style-type: none"> • Do you have fever, cough, shortness of breath or difficulty breathing? • Do you have at least 2 of the following symptoms: chills, shaking with chills, muscle pain, headache, sore throat and loss of taste or smell? • Have you had any of these symptoms since the last time you were here? • Have you been in contact with or possibly exposed to anyone with these symptoms since the last time you were here?

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				<ul style="list-style-type: none"> • Do you have fever, cough, shortness of breath or difficulty breathing? • Do you have at least 2 of the following symptoms: chills, shaking with chills, muscle pain, headache, sore throat and loss of taste or smell? • Have you had any of these symptoms since the last time you were here? • Have you been in contact with or possibly exposed to anyone with these symptoms since the last time you were here?
Expand rows as needed				