

July 15, 2020

Re: Opening Vinfen's Massachusetts Developmental Day Services

To: All Members Served, Residential Providers, Guardians, et al:

Vinfen's Developmental Services Day Programs and Day Habilitation sites, guided by state recommendations and in collaboration with DDS/MassHealth/EOHSS, will open with a reduced capacity August 3rd. We are doing this slow phase back out of an abundance of caution to keep both members served and staff as safe as possible and settling into our new normal.

Staff and members alike will be required to wear mask and social distance as much as possible. Increased hand washing and regular disinfecting of high touch surfaces will be increased to help further reduce the possibility of spreading the COVID-19 Virus. The movement around our service locations will be significantly limited for both members and staff to reduce interactions with large groups.

We will need your help to ensure a safe opening and the continuation of services without any further interruption due to COVID-19, as follows:

- Guardian and/or member must sign Acknowledgement of Risk and return to the day program prior to return (see attached Acknowledgement of Risk form)
- Risk/Benefit tool will be completed for all members at the day service
- Transportation will need to be arranged if previously using a transportation company, until that becomes available
- Drop off and pick up will be done one vehicle at a time to limit interaction
- Please screen members prior to leaving home in the morning. Ensure that members do not have a temperature or any other symptoms of COVID-19. Symptoms may include shortness of breath, cough, fever, chills, repeated shaking with chills, muscle pain, nausea and vomiting, diarrhea, headache, sore throat, and new loss of taste or smell. (see attached Screening Tool)
- Members may not return if they are COVID positive, if a household member has symptoms or is COVID positive or close contact with COVID+ person in the past 14 days
- Ensure lunch, snack and drinks are provided for the entire day in a cooler w ice as each will be stored separately
- At this time, due to safety concerns, visitors will not be allowed

We will also take members temperatures members arrive to the day service and monitor for symptoms of COVID19. If a member presents with a temperature or symptoms that person will be turned away. If member develops symptoms during the day, the member will need to be picked up. In that regard, please ensure that we

have the most up to date emergency contact information and please be aware that it will be more important than ever to have folks picked up immediately when sick.

We plan to continue telehealth for members who cannot return at this time. Transportation continues to be difficult to predict at this time and we do not have a clarity on how and when vendor transportation will begin for those transported by someone other than residential staff or family. The Program Directors will notify the brokers of those who are returning and when so they can start working on transportation routes where possible.

Program management will be in touch with you, if they haven't already, regarding planning for those who will be the first to return on August 3rd.

Vinfen has posted and will continue to post updated COVID-19 information on our website, <https://vinfen.org/services/covid-19-coronavirus-information-and-resources/>. You can also find information on the Department of Public Health (<https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19>) and Centers for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) websites. Please access this important information and if you need assistance please let the program managers know.

We look forward to reopening the Developmental Day Services at Vinfen in the safest manner possible and in coordination with the new guidance from our funding sources. If you have any questions or need further clarification, please email or call the Program Director at the day service location in question.

Sincerely,



Maria EM Joseph
Director of Day Services