

## **Coronavirus Disease 2019 (COVID-19):**

# **Temporary Closure of Older Adult Daily Living Centers, Structured Day Habilitation, and Licensed Facilities Where Community Participation Support is Provided Due to Community Spread and When Staff or Individuals Are Diagnosed with COVID-19, and the Process for Re-opening Facilities**

*Updated: October 27, 2020; Issued: October 9, 2020*

### **AUDIENCE:**

- Providers of Facility-Based Community Participation Supports
- Operators of Adult Training Facilities licensed under 55 Pa. Code Chapter 2380
- Operators of Vocational Facilities licensed under 55 Pa. Code Chapter 2390
- Operators of Older Adult Daily Living Centers licensed under 6 Pa. Code Chapter 11
- Providers of Facility-Based Day Habilitation in the Adult Autism Waiver
- Providers of Adult Daily Living Services
- Supports Coordination Organizations
- Service Coordination (SC) Entities
- Community Health Choices Managed Care Organizations (CHC-MCOs)
- Living Independence for the Elderly (LIFE) Provider Organizations
- Administrative Entities (AEs)
- Area Agencies on Aging (AAA)
- Other interested parties

### **PURPOSE:**

To provide temporary closure guidance to Older Adult Daily Living Centers, Structured Day Programs, LIFE Day Centers, Adult Training Facilities and Vocational Facilities related to the **community spread** of COVID-19 or when an **individual or staff member is diagnosed with COVID-19** and spent 15 minutes or more in the facility. Additionally, this announcement describes the process for re-opening facilities using the Community Participation Support and Older Adult Facility **Re-opening Tool**.

**DISCUSSION:**

The Department of Human Services (DHS) and the Pennsylvania Department of Aging (PDA) are working together to provide stakeholders with guidance on the community spread of COVID-19 and recommendations on when the settings listed under the purpose section should close. This guidance is intended to build on COVID-19 mitigation strategies within the service delivery system.

**I. Thresholds for Community Spread**

**Community Transmission**

For the purposes of this communication, "community transmission" is measured by a key indicator tracked and reported by the Department of Health (DOH), the polymerase chain reaction (PCR) *Percent Positivity* rate; which is the percentage of people that test positive for COVID-19 out of the total of everyone that is tested for COVID-19 within a county. The PCR percent positivity provides the threshold for the three levels of community transmission by county (low, moderate, substantial). Older Adult Daily Living Centers, ~~Structured Day Programs~~, LIFE Day Centers, Adult Training Facilities and Vocational Facilities can use the following chart to guide decision making on further modifying operations or temporary closure if the county in which they are located is found to meet the Moderate or Substantial threshold for community spread.

Thresholds for Community Spread		
Level of Community Transmission in the County	PCR Percent Positivity (Most Recent 7 Days)	Recommended Facility Operational Status
Low	<5%	Remain open or re-open if previously closed and Low threshold met continuously over a 14-day period
Moderate	5% - 10%	Facility remains open and increases mitigation activities related to the risk of COVID-19 including: (1) inform participants with high risk needs of the "moderate" level of community transmission designation; (2) consider reduction in the number of service days to provide for additional cleaning; (3) reduce, or at a minimum, do not expand current capacity; (4) make alternative transportation plans for anyone using public transit or multi-passenger vehicles with passengers from multiple locations.

Substantial	>10%	Facility to close or remain closed.
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**Notification**

Utilizing the information published by DOH in the [COVID-19 Early Warning Monitoring System Dashboard](#); PDA, Office of Long-Term Living (OLTL), and Office of Developmental Programs (ODP) will jointly publish a weekly **Thresholds for Community Spread Report** that identifies the Level of Community Transmission in the County (i.e. low, moderate, substantial). Providers will be responsible to review the report weekly and make any necessary changes according to the status of their county. The publication of the Threshold for Community Spread Report will follow publication of DOH’s updated Dashboard numbers, which is available on Friday of each week. A provider is expected to implement recommended operational status by the following Monday.

PDA	Will send weekly Thresholds for Community Spread Report directly to providers
OLTL	Will send weekly Thresholds for Community Spread Report directly to providers, SCs and CHC-MCOs.
ODP	Will send weekly Thresholds for Community Spread Report to Administrative Entities (AEs), SCOs and Providers via ODP listservs.

**Provider Engagement and Tracking**

PDA	<ul style="list-style-type: none"> <li>○ Providers of Older Adult Daily Living Services will notify the Department of center closures and re-openings. The notification shall be made orally within 24 hours, and written report submitted within 3 working days.</li> <li>○ PDA will track center closure dates and re-opening dates internally.</li> </ul>
OLTL	<ul style="list-style-type: none"> <li>○ LIFE Provider Organizations will notify OLTL of center closures and re-openings. The notification shall be made orally within 24 hours, and written report submitted within 3 working days.</li> <li>○ Providers of Adult Daily Living Services will notify the participant’s SC or CHC-MCO of any closures and projected re-opening dates. The notification shall be made orally within 24 hours, and written report submitted within 3 working days.</li> <li>○ The SC or CHC-MCO will track closures and projected re-opening dates to ensure coordination of services for participants.</li> <li>○ Providers of Adult Daily Living Services in the CHC or OBRA Waiver should notify the participant’s SC or CHC-MCO of any re-opening plans.</li> </ul>

ODP	<ul style="list-style-type: none"> <li>○ CPS providers will notify ODP/AEs by completing a site level incident report in EIM within 24 hours of the closure, in accord with the incident management bulletin.</li> <li>○ AEs will engage each provider with a program located in a county with a <b>substantial</b> level of community spread.</li> <li>○ AEs will track closures and projected re-opening dates.</li> <li>○ AEs will work with providers to develop re-opening plans in conjunction with the Community Participation Support and Older Adult Facility (CPS/OAF) Re-opening Tool and updated facility COVID-19 plan.</li> </ul>
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**Additional Considerations**

The guidance is not intended to override a county or local jurisdiction that may have more strict standards.

**II. Temporary Closure of Older Adult Daily Living Centers, Structured Day Habilitation, and Licensed Facilities Where Community Participation Support is Provided When Staff or Individuals Are Diagnosed with COVID-19**

**Recommendations for Closure**

To mitigate the spread of COVID-19 in Older Adult Daily Living Centers, Structured Day Programs, Adult Training Facilities and Vocational Facilities, temporary program closure is recommended in the following situations:

Situation	Temporary Closure Guidance <sup>1</sup>
Staff who rendered services or an individual who receives services: (1) tested positive for COVID-19, (2) is asymptomatic and (3) does not know the <u>date of exposure to COVID-19</u> .	The setting should close if the staff or individual was present in the setting at any point <u>starting 48 hours before the test date</u> .
Staff who rendered services or an individual who receives services: (1) tested positive for COVID-19, (2) is asymptomatic and (3) knows the <u>date of exposure to COVID-19</u> .	The setting should close if the staff or individual was present in the setting at any point <u>starting 48 hours after the diagnosed person was exposed to COVID-19</u> .
Staff who rendered services or an individual who received services:	The setting should close if the staff or individual was present in the setting at

<sup>1</sup> Source: PA Department of Health 2020-PAHAN-513-07-04-ALT  
<https://www.health.pa.gov/topics/Documents/HAN/2020-PAHAN-513-07-04-ALT-Changing%20Ep.pdf>

(1) <u>exhibits symptoms of COVID-19<sup>2</sup> and</u> (2) <u>subsequently tested positive for COVID-19.</u>	any point <u>starting 48 hours prior to the time the person started exhibiting symptoms of COVID-19.</u>
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**Closure Guidance:**

- The provider **closes the setting for 14 calendar days starting from the date that the provider was notified of the COVID-19 diagnosis.**
- **If a provider received guidance from the Department of Health or the local Department of Health that the licensed setting can re-open in less than 14 days, the provider may choose to do so, but must still follow the re-opening guidance.**
- The provider should encourage individuals and staff who were present in the setting to quarantine at home for 14 days.
- Back-up plans to ensure the health and welfare of all individuals impacted by the closure of the setting must be implemented.

**Notification of closure activities must be provided to the parties listed below:**

Setting	Notify
Facility-Based Community Participation Support	<ul style="list-style-type: none"> <li>• Individuals who receive services in the facility</li> <li>• Supports Coordinators of individuals who receive services in the facility</li> <li>• Administrative Entity</li> <li>• ODP Regional Office</li> </ul>
Facility-Based Day Habilitation (Adult Autism Waiver)	<ul style="list-style-type: none"> <li>• Individuals who receive services in the facility</li> <li>• Supports Coordinators of individuals who receive services in the facility</li> <li>• ODP Regional Office</li> </ul>
Older Adult Daily Living Services	<ul style="list-style-type: none"> <li>• Individuals who receive services in the facility</li> <li>• Service Coordinators of individuals who receive services in the facility</li> <li>• Area Agency on Aging</li> <li>• The individuals' Managed Care Organizations</li> </ul>
Structured Day Habilitation	<ul style="list-style-type: none"> <li>• Individuals who receive services in the facility</li> <li>• Service Coordinators of individuals who receive services in the setting</li> <li>• OLTL</li> <li>• The individuals' Managed Care Organizations</li> </ul>

<sup>2</sup> Providers are responsible for keeping up-to-date about COVID-19 symptoms. A current list of symptoms is available at <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Symptoms-Testing.aspx>.

### III. Re-opening Guidance

When a Older Adult Daily Living Center, Structured Day Program, LIFE Day Center, Adult Training Facility or Vocational Facility is closed due to a substantial rate of community spread within the county where the facility is operated, or staff or an individual who spent any time in the facility is diagnosed with COVID-19, the impacted provider should complete the Community Participation Support and Older Adult Facility (CPS/OAF) Re-opening Tool (attached). The Re-opening Tool will help facilitate agency planning, policy development, and guide decision making for technical assistance and the involvement of other available resources (ex. DOH, Regional Response Health Collaboration Program [RRHCP]).

#### Completing the Re-opening Tool

- *Section 1 – Provider Details:* Provider should complete this section by responding to each field. Providers should identify the oversight office. For “dual licensed” Older Adult Day and Adult Training facilities, PDA regional licensing representatives are the designated oversight office. A completed copy of the tool should also be sent to the respective Administrative Entity.
- *Section 2 - Reason for Temporary Closure:* Providers complete this section by checking all reasons/details that apply to the closure. Responses will assist with determining the need for technical assistance and locating additional resources (ex. DOH, RRHCP)
- *Section 3 – Re-opening Activities:* Providers complete this section by reviewing each “Re-opening Area,” describing policy modifications, and checking each area as “complete.” Providers should mark “N/A” (not applicable) if the re-opening area has not impacted the provider’s current COVID-19 plan.
- *Section 4 – Oversight Review:* The identified oversight office with complete this section after reviewing (1) information provided in the Re-opening Tool and (2) the provider’s updated COVID-19 plan. Oversight offices will provide additional technical assistance as requested and needed.

Once complete, the provider submits the Re-opening Tool electronically to the designated oversight office as follows:

- ODP – Submit electronically to designated Administrative Entity (AE)
- OLTL – Submit electronically to the following address: [RA-PWLIFE@pa.gov](mailto:RA-PWLIFE@pa.gov)
- PDA – Submit electronically to the designated regional licensing representative

The oversight office will review and respond to the provider’s submission within 48 hours. The oversight office will either indicate that the facility has addressed/updated areas of the re-opening guidance or schedule time to discuss the Re-opening Tool results, including the identification of additional support or technical assistance.

#### IV. Attachment

*Community Participation Support and Older Adult Facility (CPS/OAF) Re-opening Tool*

#### V. Appendix – Re-opening Matrix

**ODP Community Participation Support Re-opening Matrix**

Facility Status	Reason	Provider Action	Technical Assistance
Closed	CPS facility did not reopen since initial March closure	Review and complete the <a href="#">Facility Based Community Participation Supports Readiness Tool for COVID-19</a>	→ Administrative Entities
Closed	→ Staff or individual tests positive → County exceeds Community Spread Threshold	Complete the <b>CPS and Older Adult Day Program Re-opening Tool</b>	→ Administrative Entities → Dept of Health for contact tracing
Open	No positive tests and <b>low/moderate</b> community spread	Continue to monitor weekly County Community Spread via the <a href="#">Early Warning Monitoring System Dashboard</a> and keep program/facility COVID-19 plan up-to-date.	→ Administrative Entities