



5115 Copper Ave., N.E., Albuquerque, NM 87108

**Phone:** (505) 296-3684 · **Fax:** (505) 296-3706

- I. ADID Care, 5115 Copper Avenue NE. Albuquerque, NM. 87108, 505-296-3684, emad@adidcare.com, Emad Elmaoued – 505-903-1880
- II. 5115 Copper Avenue NE. Albuquerque, NM 87181
- III. ADID Care is proposing the following services – and their delivery;
  - a. CCSG – This will be based out of the ADID Care Day Center.
    - i. Individuals will receive CCSG based on their level of support and requirements. CCSG Category 1 (with staffing not to exceed one-to-six) and CCSG Category 2 (with staffing not to exceed one-to-four).
  - b. CCSI – Individuals will receive this service in the community only.
- IV. Individuals have a right to receive the type of service they want. ADID Care is ready to provide in a number of locations. This includes at home, remote/virtual based, Dayhab center, and community based. In the event an individual choice cannot be met, ADID Care will follow all DDS Service Standards to ensure a successful transition to a provider that can meet their needs.
- V. July 1, 2021.
- VI. All State of New Mexico Public Health Orders (PHO) will be followed as outlined in the most recent (06/02/2021) order. Day Center is located within a ~~Green Level~~ Turquoise Level and will operate at no more than twenty individuals (includes staff) within the building; as outlined on page 8 section 1 of PHO. This maximum capacity will remain in place until PHO is rescinded or amended.
- VII. Current day staff will transition over to Day Center to provide services to individuals who choose a congregate setting. With current admission, staffing requirements will need to be three staff. This will go beyond the DDS Standards requirement of staffing ratio. ADID Care does not need to hire additional staff as current staff will be transitioned from current positions to Day Center. ADID Care is also in the process of hiring an Assistant Service Coordinator who will be trained and assisting in the Day Center.
- VIII. All ADID Care staff working in the congregate setting will be required to attend a training on Reopening Plan. This training will include:
  - a. COVID-19 Screening procedures.
  - b. Proper hygiene and cleaning techniques.
  - c. Following all CDC and PHO guidelines.
  - d. Proper COVID-19 food safety preparation and feeding.
- IX. ADID Care day center will operate at a maximum of 20 individuals (including staff).
- X. ~~All attendees~~ Everyone who enters day center will be logged in a roster. Roster will be kept for as long as PHO is in affect.
- XI. ~~Attendees~~ Everyone who enters day center will be required to be screened daily prior to beginning day center. Screening will require:
  - a. Immediate hand sanitizer use.
  - b. Temperature check
- XII. ADID Care will follow all New Mexico Environment Department (NMED) COVID-19 reporting guidelines. This includes following 11.5.1.16 NMAC:



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- a. Reporting all COVID-19 positive cases to NMED within four (4) hours of being notified of the positive case.
- XIII. Staff are required to wear a mask at all times while providing CCS I/G services. This includes inside and outside of the day center. ADID Care will provide PPE to all staff. Visitors will be required to have PPE, however ADID Care will provide PPE to any visitor who may not have required PPE. Required PPE are masks (at all times) and gloves. Face shields and gowns will be provided for staff who would like to use them.
- XIV. Hand sanitizer is required as outlined in section XI.a. Sanitizer will be provided throughout the day center. Hand sanitizer will be required in between assisting different individuals. Staff will be encouraged to use sanitizer throughout the day. Handwashing with soap and warm water is required as follows:
  - a. Upon entering the facility (this includes entering after breaks).
  - b. After personal bathroom use.
  - c. Before and after assisting any individual with toileting/changing.
  - d. Before assisting individuals with their meals.
  - e. After assisting individuals with their meals.

Staff is required to wash hands with warm water and soap directly after bathroom use. Staff is then required to use disinfectant product and sanitize areas of the bathroom including the toilet and sink. Following disinfection, staff will be required to wash their hands again with warm water and soap.

Hand sanitizer, soap, and disinfectant cleaner will be provided by ADID Care in the day center. Hand sanitizer will be located throughout center. Disinfectant will be properly stored away from clients. All cleaning supplies (rags, mops, etc.) will also be provided by ADID Care.

- XV. Transportation of individuals will be performed using vehicles associated with their homes. E.g. Constitution transportation will use Constitution Van, McKnight transportation using McKnight van, etc. Staff will wipe down and use non-bleach disinfectant after transportation at end of day.
  - a. Any individual attending day services not in Supported Living will be allowed to receive transportation via their responsible party using their own method of transportation. ADID Care will ensure cleaning responsibilities are communicated to that responsible provider.

Prior to using vehicle for transportation, staff will be required to wipe down (with disinfectant) all surfaces of vehicle. At end of day (after individuals have been transported) staff will clean vehicles as follows:

1. Hard nonporous surfaces will be cleaned using soap and water to remove any visible debris. Followed by using non-bleach, EPA registered Antimicrobial product for disinfection.



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2. For porous surfaces – disinfectant that is suitable for porous surfaces.

XVI. Activities of Daily Living (ADLs) will continue with staff assistance. However, staff must follow all proper COVID-19 precautions. This includes washing hands before and after assisting, always wearing a mask, and wearing of disposable gloves. ADID Care will attempt to have the same staff member work with the same client for the duration of their time at the day center.

ADID Care does not currently have any individuals who attend day center that need a clear mask for sign language. However, ADID Care will provide clear masks.

XVII. All meals/snacks/beverages will follow CARMP and therapy plans. Food and drink will be provided using disposable utensils and paper plates; as long as CARMP and therapy plans allow.

a. For those individuals whose CARMP/therapy plans require the use of specific utensils; staff will be required to wash utensils with dish soap and warm water before AND after use.

Individuals will sit at least six (6) feet apart during meals. Meal time will be staggered so as to limit the number of Individuals eating at the same time. With the exception of those Individuals that have a CARMP specifying staff requirement to sit with Individual, those that don't have the limitation will also be sitting six (6) feet from others.

All food prep supplies (including appliances) will be washed with soap and warm water between use for each individual (e.g. Food for Individual A is prepped, appliance is washed prior to prepping Individual B's food).

Staff will be required to wash hands with warm water and soap and use disposable food prep gloves for each Individual they prepare meals for.

XVIII. Nursing services will continue for all individuals requiring service. Therapy and BSC services will continue to follow DDSD protocols requiring at least 24 hour notice and staggering visitation.

Agency contact is Nathan Carpio.

XIX. ADID Care day program will be cleaned everyday after day program has ended and individuals are no longer in the building. This cleaning will include:

- a. Using disinfectant spray on all frequently touched areas (chairs, couches, tables, etc.).
- b. Mopping and vacuuming of the floor(s).
- c. Cleaning of all bathrooms.



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d. Day program supplies (including arts/crafts, games, remote control, puzzles, etc.)

Staff will be required to disinfect and clean supplies after every use and in between Individuals using them.

XX. Day program facility does have refrigerated air conditioning. Day Center has two units – one in the front and one in the back. Air is circulated separately from the rest of building.

Peterson Properties, the property manager of the day center is set to do a professional inspection of the HVAC system June 22, 2021. Peterson Properties will ensure HVAC system is properly functioning and air filters have been changed. Further, ADID Care is ensuring HVAC system follows CDC guidelines on Ventilation found at <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html> with the following:

- Ensuring ventilation system operates properly and provide acceptable indoor air quality for current occupancy level.
- Increase in air filtration to as high as possible without reducing airflow.
- Air filters are properly sized and within recommended service life.
- Restroom exhaust fans are functional and operating properly.
  - ADID Care will leave exhaust fans running to increase air flow.

XXI. ADID Care day center will be open for individuals Monday through Friday from 9:00 AM to 3:00 PM.

XXII. Within day center, the west-most room will function as the isolation room. In the event an Individual begins to exhibit symptoms of COVID-19 while at center, the following is to occur:

- a. For individuals receiving living support that is not Supported Living - Individual emergency contact will be notified and must pick up the individual as soon as possible. Individual will quarantine in the designated room will all windows open until transportation arrives.
- b. For individuals receiving Supported Living – Individual will be quarantined in designated area until transportation is arranged and individual can go home.

XXIII. In the event an Individual tests positive for COVID-19, that individual will follow all current CDC quarantine guidelines. A General Event Report (GER) will be placed and team will be notified within 24 hours. Any Individual who was in contact with the COVID-19 positive individual will be tested. Any staff member who tests positive will be required to follow CDC guidelines for quarantine. Any individual who was in contact with staff member will be tested for COVID-19.

XXIV. Any possible exposures will follow DDS requirements for GER. Team will be notified within 24 hours. Team includes case manager, therapists, and guardian. Day center supervisor will be required to notify supported living home supervisor immediately.

Agency staff will be notified via direct phone call by ADID Care administrative staff.



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- XXV. Any possible exposures outside of day services must be reported to center supervisor. Supervisor will be the liaison for ensuring communication between day program and outside day program. Agency contact is Nathan Carpio at 505-205-4244 (or if unable to reach, Melissa Escarcida at 505-923-0018)
- XXVI. ADID Care will provide a letter to all stake holders by the end of the June 14<sup>th</sup> week. Letter will include ADID Care's intention of opening day center on July 1, 2021, with DDSD approval. Stake holders will also be provided a copy of this reopening plan upon its approval. This plan will be sent via email and will be publicly available on ADID Care website at <https://www.adidcare.com/daycenter-welcome-back>

Plan Author: Emad Elmaoued, Director ADID Care, INC.

Plan Author Contact: [emad@adidcare.com](mailto:emad@adidcare.com) 505-903-1880

**By signing this document, ADID Care will follow and implement this plan as outlined:**

Emad Elmaoued \_\_\_\_\_

Plan Author Name (Printed)

*Emad Elmaoued* \_\_\_\_\_

Plan Author Signature

06/22/2021 \_\_\_\_\_

Date