

Day Program Reopening Checklist

Process:

- Submit to CL President for approval
- CL President submits to Dr Mills (or designee) for discussion/approval

	Yes/No	Comments
• Contact local Department of Health		Include response
• Emergency plan to include absenteeism, plan for COVID-positive individual or staff		
• Visitor restriction plan		
• Communication plan		
○ For staff		
○ For individuals/family/guardian		
• Plan for food prep/meal service		
• List number of PPE stock on hand		
○ Masks		
○ Gloves		
○ Gowns		
• Other supplies on hand		
○ Thermometers (sheaths as applicable)		
○ Cloth masks		
○ Cleaning supplies		
○ Hand soap		
○ Hand sanitizer		
• Printed resources (from REACH) available		
• Occupancy		
○ Total capacity in the program		
○ Approved capacity (50% of total approved)		
○ More stringent capacity restrictions from state/local officials		
○ Plan to meet these requirements		
• Plan for isolation of sick individuals or staff		
• Screening plan		
• Plan for daily deep clean		
• Staff education:		
○ Infection control/handwashing		
○ PPE (all staff must wear mask at all times)		
○ Skills demonstration: handwashing		
○ Skills demonstration: PPE use		
• Staffing plan		
○ Schedule in place		
○ All shifts filled		
○ Plan for call-offs		