



OPERATIONAL MEMO

TITLE:	DAY PROGRAM SERVICE OPERATIONS UNDER COVID-19 SAFER AT HOME ORDER
SUPERSEDES NUMBER:	OM 20-017
EFFECTIVE DATE:	MAY 11, 2020
DIVISION AND OFFICE:	BENEFITS AND SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING
PROGRAM AREA:	CASE MANAGEMENT AND PROVIDER AGENCIES
KEY WORDS:	COVID-19, CORONAVIRUS, BENEFITS AND SERVICES, HOME AND COMMUNITY-BASED SERVICES, DAY PROGRAMS AND SERVICES
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APPROVED BY: BONNIE SILVA	

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Operational Memo is to inform Home and Community-Based Services (HCBS) Day Program Service Providers and Case Management Agencies of required provisions in the resumption of Day Program Services in a congregate setting. These provisions are applicable to the following services:

- Adult Day Services
- Day Habilitation
- Day Treatment for the Brain Injury Waiver
- Prevocational Services
- Supported Employment – Group

Information:

The Department is working with the Colorado Department of Public Health and Environment (CDPHE) and following the [Safer at Home Order](#) as Day Program Service

providers begin to resume providing services. It should be noted that Day Program Services are not deemed an "Essential Activity" per the Order.

The Department continues to encourage Service Providers to provide Day Program Services in alternative locations and/or use technology to ensure continuity of service to meet the member's needs. However, the Department acknowledges that some members may need to receive services in-person and in the Day Program Setting rather than through virtual means.

Effective May 11, 2020, Day Program providers may begin to provide services in their setting for those members who are not considered part of the "Vulnerable Population" defined in the Safer at Home order. Service Providers who wish to resume providing services must comply with [Local Ordinances and Variances](#), the [Safer at Home Order](#), and the following requirements:

- Members considered "Vulnerable" may not attend. This includes individuals:
 - Who are 65 years and older
 - With chronic lung disease or moderate to severe asthma
 - Who have serious heart conditions
 - Who are immunocompromised
 - Pregnant
 - Determined to be high risk by a licensed healthcare provider are considered vulnerable under [Executive Order D 2020 044](#).
 - Additionally, if a member resides in a home with an individual considered vulnerable, it is **strongly** recommended the member not attend.
- No more than 10 people in the setting at a time is permitted. This includes both members and staff in the setting.
- Social Distancing Requirements must always be able to be met, keeping 6 feet of physical distance between all people at all times.
- Staff and members always wear a mask or face covering. This covering does not need to be medical-grade but must be in place while rendering services.
- Members must be able to safely get to/from the setting. Members must be able to practice social distancing when transporting to and from the setting; if Non-Medical Transportation (NMT) is utilized to access the setting, only one member is allowed in the vehicle at a time, as outlined in [Operational Memo 20-03: Operational Changes to the HCBS Non-Medical Transportation Benefit for COVID-19](#).

- Prior to entry into the setting, providers should conduct limited health screening of members and staff. Screening should include screening for cough, shortness of breath, muscle aches, sore throat, chills and taking a member's temperature. Any reading 100 degrees or higher and/or report or evidence of symptoms should be considered a failed screen and the member or staff should contact their physician for further guidance.
- All Day Program providers that choose to provide services in person will follow appropriate facility cleaning methods as outlined by the Department of Public Health and Environment [here](#). Cleaning must occur throughout the day and includes cleaning and disinfecting frequently touched surfaces and regular cleaning and sanitation of kitchen and food preparation areas.

Providers are encouraged to monitor the [CDC website](#) for information and resources and contact their [local health department](#) when needed. The Centers for Medicare & Medicaid Services (CMS) has issued guidance on infection control and prevention for Home Health entities. The Department requires all providers to follow this guidance. The formal guidance can be found on CMS' website [here](#).

Questions regarding this guidance can be sent to HCPF_HCBS_Questions@state.co.us.

Additional References for this document & Resource Links

- [Recommendations for Long-Term Care Facilities](#) (CDC)
- [Steps Healthcare Facilities Can Take Now to Prepare for Coronavirus Disease 2019 \(COVID-19\)](#) (CDC)
- [FAQS for Healthcare Providers Regarding Medicare Billing and Payment](#) (CMS)
- [Coronavirus Preparation and Response Toolkit](#) (Argentum)
- [Interim Health Care Infection Prevention and Control Recommendations for Patients Under Investigation for Coronavirus Disease 2019 \(COVID-19\)](#) (CDC)
- [Handwashing Video](#) (Ecolab)
- [Information Regarding COVID-19](#) AHCA/NCAL (American Health Care Association / National Center for Assisted Living)
- [Handwashing 101](#) (ServSafe)

Follow the [CDC website](#) to keep up with the general trends and what's happening. Communicating with your [state health department](#) and watching local news will help you with specifics.

Attachment(s):

None

Department Contact:

HCPF_HCBS_Questions@state.co.us

Department COVID-19 Webpage:

<https://www.colorado.gov/pacific/hcpf/COVID>

For specific information, please call the CDPHE Call Center at 303-692-2700.
For general questions about COVID-19: Call CO-Help at 303-389-1687 or 1-877-462-2911 or email COHELP@RMPDC.org, for answers in English and Spanish (Español), Mandarin (普通话), and more.