

# Policy Transmittal Developmental Disabilities Services



Lilia Teninty

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**Number:** APD-PT-20-045

**Issue date:** 4/13/2020

**UPDATED**

**Topic:** Developmental Disabilities

**Due date:**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                               | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}           | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities              | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS)  |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input checked="" type="checkbox"/> ODDS Children’s Intensive In Home Services  |
| <input checked="" type="checkbox"/> County DD program managers           | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)  |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): ODDS Provider Agencies, Personal Support Workers and other paid contractors who provide direct support |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services |   |
| <input type="checkbox"/> Child Welfare Programs                          |   |

|                               |   |                         |  |
|-------------------------------|---|-------------------------|--|
| <b>Policy/rule title:</b>     | "Stay at Home, Save Lives," Executive Order 20-12   |                         |  |
| <b>Policy/rule number(s):</b> | Executive Order 20-12   | <b>Release number:</b>  |  |
| <b>Effective date:</b>        | March 23, 2020  | <b>Expiration date:</b> |  |
| <b>References:</b>            | Executive Order 20-12   |                         |  |
| <b>Web address:</b>           | <a href="https://www.oregon.gov/gov/Documents/executive_orders/eo_20-12.pdf">https://www.oregon.gov/gov/Documents/executive_orders/eo_20-12.pdf</a> |                         |  |

**Discussion/interpretation:**

On March 23, 2020 Governor Brown issued Executive Order (EO) 20-12, “Stay Home, Save Lives.” Executive Order 20-12 outlines the requirements that for essential health, safety and welfare of the State of Oregon, individuals stay home or at their place of residence.

## **Implementation/transition instructions:**

In order to apply Executive Order 20-12 to Providers and Contractors for the Office of Developmental Disabilities to help support individuals with Intellectual and Developmental Disabilities (I/DD) to stay safe during this state of emergency, ODDS is outlining expectations specific to Developmental Disabilities Programs.

## **Residential Setting Providers including 24 Hour Group Home, Adult Foster Homes, Child Foster Homes and Provider Owned Supported Living:**

During the implementation of EO 20-12, all Oregon residents, including those who reside in a Residential setting must stay home or at their residence to the maximum extent possible. *In all situations outlined in this policy, staff or others who provide essential direct support such as hygiene, feeding, medication administration and other critical services may be within whatever distance necessary to deliver the support required.*

Based on this order, the following must be adhered to immediately:

- Non-essential social and recreational gatherings outside of a residence that include any person who is not a member of the immediate household are prohibited if a distance of at least six feet between individuals cannot be maintained.
- The only way social gatherings, including services such as Day Support Activities, or other social activities such as parties or celebrations, may continue outside of a residence is by ensuring there is always 6 feet between individuals who are not members of the same household at all times;
- Non-essential travel must be limited to the extent possible. Individuals should only leave their residence to go to work at a business that provides an essential service such as a grocery store, gas station, child caring agency, for a medical or personal care reason, etc., or to a business that remains open by strictly enforcing social distancing in the workplace.
- A child less than 18 may leave their home to visit their parent's or guardian's home, as requested by their guardian. However, the provider should assist that parent/guardian to understand the immediate health and safety risk of taking the child out of the setting, as well as the potential consequences. Upon the child's return, the screening process described below must be adhered to.
- Individuals should not have to leave their residence to participate in grocery shopping as residential staff and managers can provide this support;
- In the event that an individual needs to leave their residence, they must be at least 6 feet away from any person who is not a member of their immediate household;
- Individuals may go outside for exercise or other outdoor activities, so long as they remain at least 6 feet away from others who are not immediate members of

their households.

In the event that an individual leaves their residence and does not adhere to these requirements, they are subject to the enforcement of the Executive Order, to the same extent as any other Oregonian. Residential providers may not tell an individual that they cannot return if they leave the residential setting.

In the event that a resident leaves, the resident should be screened before returning to the residence, just as anyone else entering the residential setting. If the individual is showing Covid-19 virus symptoms, their physician should be notified immediately, and all steps recommended by their physician should be followed. Residential providers should also assist the individual to understand the immediate health and safety risk to leaving, as well as the potential consequences.

#### In-Home Providers:

In-Home Personal Support Workers (PSWs) or Agency Providers are essential staff and may provide supports in an individual's home or family home as outlined in their Service Agreement to assist with immediate health and safety needs. PSWs or Direct Support Professionals (DSPs) from an in-home agency may be asked to have their temperature taken, wash their hands, take off their shoes, etc. prior to entering an individual's home. In home provider organizations are encouraged to establish procedures for their employees that follow these guidelines.

The PSW or DSP should comply with any screening requests made of families or employers, and if they are showing symptoms or a fever should not provide services until their symptoms have resolved. PSWs or DSPs should help an individual follow Executive Order 20-12 and implement proper social distancing and maintain 6 feet of distance whenever possible.

In-Home PSWs or DSPs may continue to help individuals go on essential community outings such as going to the grocery store, pharmacy, etc. as required. They may also support an individual to get exercise or engage in other appropriate outdoor activities so long as 6 feet of distance is maintained between the person and anyone who is not a regular member of their residence. An In-Home PSW or DSP should not encourage an individual to engage in non-essential activities such as attending social gatherings where 6 feet of distance cannot be maintained, engaging in sports activities with direct contact, or other activities that cannot allow for the required 6 feet of distance.

#### Employment Providers:

If an individual is working at a business that has determined it complies with Executive Order 20-12 and will remain open *and* the individual wants to continue to go to work, a job coach may continue to support the individual. This support may be done in-person to support immediate health and safety needs, or remotely if possible.

If an individual works in a Small Group setting and the employer has determined it complies with Executive Order 20-12, *and the individual wants to continue to work*, an Employment Specialist may continue to provide health and safety support to that individual in the Small Group setting.

Businesses may comply with this Executive Order if they:

- provide an essential service such as a grocery store, gas station, child caring agency, etc.;
- allow for remote work;
- or are able to maintain and adhere to a minimum of 6 feet of physical distancing.

It is up to a business to determine if they meet all the requirements outlined in Executive Order 20-12. ODDS cannot verify that a business meets these requirements.

Employment Path and DSA services may be provided only if the services follow the requirements in Executive Order 20-12, and an individual can remain at least 6 feet away from all others who are not immediate members of their residence, during the entirety of the service including transportation to/from the location, as well as during the service. Employment Path services and DSA may also be offered remotely at this time as outlined in PT 20-39.

#### Transportation Providers:

Transportation Providers must ensure every precaution is taken during transportation. This includes:

- Reminding individuals to cover their cough;
- If someone needs transportation and has a cough illness, as that they wear a mask;
- Wipe down surfaces and thoroughly clean the vehicle after transportation an individual;
- Limit the number of people in a vehicle if transporting people who are not part of the same residence; and
- In larger vehicles ensure 6 feet of distance between passengers who are not part of the same residence.

#### Behavior Professionals:

Behavior Professionals are also considered essential. It is expected that all Behavior Professionals will continue to provide services to help an individual manage challenging behaviors during this time.

Behavior Professionals may provide Professional Behavior Services using

telecommunications technology when possible. However, if telecommunication technology does not meet an individual's needs, Behavior Professionals should do their best to ensure there is at least 6 feet of distance between themselves and others when providing in-person Professional Behavior Services whenever possible.

OIS Instructors have received direct communication from OIS regarding training for Safeguarding Interventions.

#### Nurse Providers (RN's and LPN's):

All Nurses contracted or paid to deliver nursing services are considered essential staff. Whether working within an agency setting or independently contracted, nurse providers should be aware of the workforce restrictions outlined in Executive Order 20-12. During this emergency period in addition to referencing guidance from OHA/DHS-ODDS and CDC, Nurses should be using guidance from the Oregon State Board of Nursing and their professional judgement in determining the level of in-home contact necessary as well as any community mitigating strategies.

#### ODDS contractors providing training, consultation, scope of work for home modifications or other contracted work outside of provider or Case Management:

It is the expectation that all paid contractors follow Executive Order 20-12. In the event that a provider provides training, that training should only be conducted online and remotely. Any consultation for individuals, families or ODDS should be provided via the phone or other remote service such as Skype. If it is required that a contractor be on-site at a residential setting or an individual's home to produce a scope of work, that contractor must maintain 6 feet of distance at all times. In the event that a contractor is not able to complete a deliverable timely because of Executive Order 20-12, please notify your ODDS contract administrator right away.

#### Other Providers:

Essential staff that provide critical direct care and support services similar to what is described above, but whose position titles may be different based on their employers' policies, should consult with their agencies on the guidance provided here.

#### Training/communication plan:

- **Please register for the ODDS April Provider Expectations Webinar on the Covid-19 Virus, April 16, 2020 at 2pm:**  
<https://attendee.gotowebinar.com/register/7518400443284415756>  
Please send questions in advance to: [ODDS.INFO@dhs.oha.state.or.us](mailto:ODDS.INFO@dhs.oha.state.or.us)
- **Submit questions and requests for technical assistance to:**  
[Employment.First@dhs.oha.state.or.us](mailto:Employment.First@dhs.oha.state.or.us); Provider questions go to [ODDS.Questions@dhs.oha.state.or.us](mailto:ODDS.Questions@dhs.oha.state.or.us)

- **Technical assistance is available from regionally-based employment specialists:** <https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/Map-ODDS-Regional-Employment-Specialists.pdf>

**Field/stakeholder review:**    Yes    No

*If you have any questions about this policy, contact:*

|   |      |
|---|------|
| Contact(s): ODDS COVID-19 team  |      |
| Phone:  | Fax: |
| Email: <a href="mailto:odds.questions@dhsosha.state.or.us">odds.questions@dhsosha.state.or.us</a> |      |