



COVID-19 Surge Planning for Residential Providers

Date: 10-29-2020

Topic: Use of Alternate Sites as Temporary Surge Planning Space: Day Program Sites, Unlicensed Homes and Apartments, And Hotels/Motels

The Office of Licensing recognizes the need to isolate and quarantine individuals who reside in licensed settings that either tested positive for COVID-19 or reside with someone who has. In this circumstance, isolation/quarantine in an alternate space outside of the primary residence is best practice. Depending on the resources available to the provider, the conversion of a Day Program to temporary residential space, the use of a non-licensed setting, or use of a hotel/motel can be employed. This guidance will assist providers in using these types of settings.

The Office of Licensing expects providers of residential services to adhere to the standards and best practices regarding quarantining and isolating individuals as outlined herein as they prepare for and respond to COVID-19.

Providers Should:

- ✓ **Regularly monitor the situation on CDC's COVID-19 webpage:**
www.cdc.gov/COVID19
- ✓ **Subscribe to the CDC's COVID-19 newsletter:**
<https://tools.cdc.gov/campaignproxyservice/subscriptions.aspx>
- ✓ **Regularly monitor the situation on the NJ Department of Health webpage:** www.nj.gov/health/cd/topics/ncov

Policy

Licensed agencies shall not move individuals into a Day Program Site or unlicensed home/apartment until they have received approval from the Office of Licensing (OOL). The OOL will approve each temporary relocation on a case-by-case basis in an expeditious manner. If an agency has identified an alternate site as described in this document, the agency shall seek approval from the OOL as soon as practicable.

While using an alternate site as a temporary residence, the agency shall follow all previous and future guidance released by the Department of Human Services regarding COVID-19, as well as other State and Federal requirements.

Procedure for Obtaining Prior Approval for the Use of a Day Program Site or Unlicensed Home or Apartment as a Temporary Residence

The agency shall take steps to disinfect and clean the site ahead of use and provide assurance to OOL that this has been/will be completed.

The agency shall provide the following information to their OOL supervisor, prior to using a DDD-certified day program site or unlicensed home or apartment as a temporary residence for isolation purposes:

1. Indication if the site is a day program or an unlicensed home or apartment, including address.
2. The anticipated length of stay.
3. The maximum number of individuals that the agency can safely accommodate at the site.
4. The initial number of individuals to be served, and updates to OOL on additional admissions.
5. Identify if individuals will have private rooms or how privacy will be maintained another way, such as the use of privacy screens.
6. The type of bed the individual(s) will sleep on (i.e., roll away cot, air mattress, etc.).
7. The number of toilets and bath tubs/showers.
8. Whether there is a kitchen, including a stove, oven and refrigerator. In the absence of these appliances, the plan for providing food, and access to food and snacks.
9. Assurance that a supply of food will be kept on hand for staff to prepare in the kitchen, if one exists.
10. Whether there are laundry facilities on-site. In the absence of laundry facilities, the plan for handling soiled laundry.
11. The furniture and/or closets for individuals to store clothing.
12. Location of medication storage and how medication will be secured on site.
13. Assurance that all specialized equipment will be transferred to and maintained at the site.
14. Assurance that all specialized diets and food preparation prescriptions will be adhered to.
15. Assurance that staffing needs will be continually assessed and minimum staffing levels to assure the safety of the individuals will be maintained including the ability to evacuate all individuals in three minutes or less.
16. Assurance that some form of entertainment will be provided, such as television or streaming services via internet access, etc.
17. Staff proximity to the sleeping rooms and assurance that the supervision provided matches the staffing grid contained in the approved program description.
18. Confirmation that the Emergency Evacuation Plan (EEP) will be revised and a fire drill will be conducted within 24 hours of the site being used.
19. Whether any ambulation issues are present/anticipated.
20. Whether any behavioral issues requiring additional staff are present/anticipated.
21. Whether individuals will continue to attend day program, as applicable.
22. How transportation will be provided and whether a vehicle will be present at all times.

23. For use of day programs, assurance that the agency has notified local police, fire, and emergency medical services, *and* any other local, county, or other authorities, including the landlord if other than the agency, of their temporary plan and responded to their questions and concerns.

Procedure for Operating a Day Program or Unlicensed Home or Apartment as a Temporary Residence

The agency shall ensure that staff follow the guidance set forth by the DHS, CDC and NJ DOH regarding care for COVID-19 diagnosed or individuals who have been advised to self-isolate, including the use of Personal Protection Equipment, hand-washing, isolation, screening visitors and cleaning/disinfection of all surfaces.

Procedure for Planned Relocation to a Hotel/Motel

If agencies plan to use hotels or motels for isolation, that shall be identified in the agency's Surge Plan. Typically, a hotel or motel that has a valid registration with the Division of Community Affairs will likely be acceptable. Upon implementation of this contingency, meaning, when the agency relocates one or more individuals to a hotel or motel, they shall follow the same procedure of notification to the OOL as for an emergency relocation to a hotel or motel (see below).

Procedure for Emergency Relocation to a Hotel/Motel

Agencies shall provide the appropriate notification to their assigned OOL supervisor as soon as possible, but within 24 hours, of the emergency relocation of one or more individuals to a hotel/motel, and provide the following information:

1. The name of the hotel/motel and address of the relocation site;
2. The VID number(s) for original home and number of individuals being relocated to the site(s);
3. The anticipated length of stay;
4. Whether each resident and staff has their own bed;
5. How adequate staffing will be provided;
6. Assurance that a fire drill will be conducted within the first 24 hours of occupation;
7. Assurance that all medication will be available;
8. Assurance that any specialized ambulation, dietary and behavioral needs will be met;
9. How meals are being provided;
10. Whether individuals will continue at day activities, including day program if currently attending.

Valuable Resources

The Centers for Disease Control & Prevention (CDC) has published several guidance documents on infection control and COVID-19. You should review these documents and use them to identify enhancements in your existing infection control policies and emergency preparedness plans for epidemics and pandemics. Although these documents are written for healthcare providers, many of the recommendations are best practices for all providers responsible for the long-term health and safety of individuals in residential and facility-based services.

[CDC Hospital Preparedness Checklist for Coronavirus Disease 2019 \(COVID-19\)](#)

[CDC Long-term Care and Other Residential Facilities: Pandemic Influenza Planning Checklist](#)

Additionally, the Centers for Medicare & Medicaid Services (CMS) provides updates on its [Current Emergencies](#) webpage, which includes similar documents on infection surveillance and control.

- [Information for Healthcare Facilities Concerning 2019 Novel Coronavirus Illness \(2019-nCoV\)](#)
- [Guidance for Infection Control and Prevention of Coronavirus Disease 2019 \(COVID-19\) in Nursing Homes](#)

COVID-19 Questions and Answers:

Administrators for New Jersey businesses who want additional guidance on how to manage the risks posed by COVID-19 are invited to contact the Department of Health at **1-800-222-1222** or via email at NCOV@doh.nj.gov. Calling the hotline is the best, fastest way to get answers to your questions about COVID-19. Trained healthcare professionals are standing by to answer questions about coronavirus. By email, please allow up to 48 hours for a response.