COVID-19 RESPONSE for Home and Community-based Services Residential Providers

This document provides guidance to HCS program providers on response actions in the event of a declared local, state, or federal public health emergency or disaster which poses an imminent threat to the state of Texas.

[Version 6.0]
[6/2022]
# Table of Contents

Points of Contact for this Document ........................................................................................................ 2
Table of Changes ........................................................................................................................................... 3
Purpose .......................................................................................................................................................... 5
Goals ............................................................................................................................................................ 5
Overview ....................................................................................................................................................... 5
[HCS Emergency Rule Requirements] ............................................................................................................ 6
[Staff Precautions] .......................................................................................................................................... 7
Executive Orders & Rule Adoption .................................................................................................................. 8
Preparing for [a Public Health Emergency (PHE) or Disaster] ................................................................. 9
Essential Caregiver Policy and Procedures ................................................................................................. 10
Responding to [a PHE or Disaster] ............................................................................................................ 11
State/Regional/Local Support ....................................................................................................................... 13
List of Acronyms ........................................................................................................................................ 13
Resources and Links ................................................................................................................................... 14
Attachment 1: Program Provider Response ................................................................................................. 17
Attachment 2: Isolation Planning in HCS Residences .................................................................................. 19
Attachment 3: Planning for a Positive COVID-19 ...................................................................................... 20
Attachment 4: Upon Recovery From COVID-19 ...................................................................................... 21
Attachment 5: SPICE ................................................................................................................................... 22
Attachment 6: Use of PPE in HCS Residences ......................................................................................... 23
Attachment 7: Sequence for Putting on Personal Protective Equipment .................................................. 24
Attachment 8: How to Safely Remove PPE: Example 1 ........................................................................... 26
Attachment 9: How to Safely Remove PPE: Example 2 ........................................................................... 28
Attachment 10: Reusing Your Facemask ..................................................................................................... 32
Attachment 11: Return to Work Criteria ..................................................................................................... 33
Attachment 12: Duration of Isolation for Adults with COVID-19 .............................................................. 35
Attachment 13: Program Background and Considerations ........................................................................ 43
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## Table of Changes

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Purpose
This response plan was developed to support a [declared local, state, or federal public health emergency or disaster which] poses an imminent threat to the state of Texas.

This plan provides Home and Community-based Services (HCS) residential service providers with guidance in the event of a [declared local, state, or federal public health emergency or disaster.] HCS residential services are provided in host home/companion care (HH/CC) residences, three-person, or four-person residences. Three- and four-person residences are leased or owned by the program provider. This plan was written for three- and four-person residences; however, there are sections that apply to HH/CC as well.

This document provides [recommendations for] HCS providers immediate actions to consider and actions for extended periods after a provider is made aware of a [declared local, state, or federal public health emergency.]

Goals

- Rapid identification of [the public health emergency or disaster] in an HCS residence
- Prevention of spread within the residence
- Protection of individuals, staff, and visitors
- Provision of care for an infected individual(s)
- Recovery from an in-residence HCS event

Overview

Recipients of long-term care (LTC) services are more susceptible to infection and the detrimental impact of a virus than the general population due to living in close proximity with others and their reliance on support from staff who often work on multiple shifts and in multiple locations. In addition to the susceptibility of individuals, an LTC environment presents challenges to infection control and the ability to contain an outbreak, with potentially rapid spread among a highly vulnerable population. These challenges can be exacerbated by shortages of staff and personal protective equipment (PPE).

This Response Plan also provides guidance to service providers when entering an HCS residences to provide critical assistance. This plan will describe what immediate actions a service provider can take when they are made aware of a probable or positive COVID-19 infection of an individual, service provider, or essential caregiver, as well as actions to take over the longer term.
In accordance with 40 TAC §9.198 Program Provider Response to COVID-19 Emergency Rule, program providers must:

- develop and implement an infection control policy to prevent the spread of COVID-19;
- provide training to service providers on the infection control policy initially and upon updates;
- educate staff and individuals on infection prevention, including hand hygiene, physical distancing, and cough etiquette; and
- update the emergency plan developed in accordance with 40 TAC §9.178(d) (relating to Certification Principles: Quality Assurance) to address COVID-19.

For more information about the most recent COVID-19 emergency rules, see 40 TAC 9.198.

See:
- Infection Control Policy
- Prevent Further Disease Spread
- Care for Infected Individuals
**[Staff Precautions]**

HCS program providers must protect the health, safety, and welfare of individuals receiving HCS program services. To protect individuals during a declared local, state, or federal public health emergency, HHSC recommends all program providers continue screening for signs or symptoms specific to the contagious disease that has caused the declared local, state, or federal public health emergency.

A program provider must create an infection control plan that includes:

- screening procedures for staff, visitors, and individuals;
- strategies for staff to provide services to individuals who have tested positive for COVID-19; and
- strategies for a service provider at a host home, three-person or four-person residence, or a staff member at a respite or Community First Choice Personal Assistance Services/Habilitation (CFC PAS/HAB) to return to work when they have a confirmed or probable COVID-19 diagnosis.

A program provider cannot prohibit an individual who lives in the residence from entering the residence even if the individual meets any of the screening criteria.

A program provider must allow persons with legal authority to enter and providers of essential services to enter the residence.
**Executive Orders & Rule Adoption**

All HCS program providers must comply with Executive Orders issued by Governor Abbott and all rules adopted by HHSC.
Preparing for [a Public Health Emergency (PHE) or Disaster]

A [local, state, or federal public health emergency] can occur at any time; therefore, HHSC recommends the program provider develop and implement an infection control policy that focuses on education and planning. The program provider on an initial and ongoing basis, provide training on infection control to service providers as well as staff and individuals receiving services, including those in a HH/CC setting.

Education

- Monitor CDC guidance on infection control.
- Train staff service providers and staff on proper use of PPE.
- Review isolation guidance and use of PPE with service providers.
- Review handwashing, surface cleaning, and other environmental hygiene precautions with service providers.
- Educate individuals and any visitors regarding the importance of handwashing. Assist individuals in performing proper hand hygiene if they are unable to do so themselves. Educate individuals to cover their coughs and sneezes with a tissue, then throw the tissue away in the trash, and wash their hands.
- If a residence hosts in-home day habilitation as allowed under Information Letter 21-16, program providers should teach individuals how to minimizing the risk through instruction on physical distancing, hand hygiene, and the use of masks as tolerated.
- Provide information related to [the contagious disease that has caused the declared local, state, or federal public health emergency] and changes related to policies and procedures in an accessible and easy-to-understand format, in an appropriate language, and at a literacy level appropriate for all staff and employees.

Planning

- Clean and disinfect the residence thoroughly and routinely.
- Review your infection control policies and procedures and emergency plan to ensure it accounts for [the contagious disease that has caused the declared local, state, or federal public health emergency].
- [Consider] implementing policies requiring the isolation of individuals who are sick to separate them from those who are not.
- Communicate internally about [the contagious disease that has caused the declared local, state, or federal public health emergency] positive and probable cases to limit possible contagious disease exposures.
- Develop a communication plan, including a list of external contacts and phone numbers.
- Develop a staffing contingency plan to implement if a significant number of staff are unavailable to work.
- Consider conducting drills to allow staff to practice how they would isolate an
individually upon receiving a contagious disease diagnosis.
- To the extent possible, keep an up-to-date list of all service providers who work in other residences.

### Infection Control Policy

[In accordance with 40 TAC §9.198 Program Provider Response to COVID-19 Emergency Rule, program providers must develop and implement an infection control policy to prevent the spread of COVID-19 that:
- prescribes a cleaning and disinfecting schedule for the residence, including high-touch areas and any equipment used to care for more than one individual;
- is updated to reflect current CDC or Texas Department of State Health Services guidance;
- may include the use of face masks;
- includes screening procedures for staff, visitors, and individuals;
- includes strategies for staff to provide services to individuals who have tested positive for COVID-19;
- includes strategies for a service provider at a host home, three-person or four-person residence, or a staff member at a respite or Community First Choice Personal Assistance Services/Habilitation (CFC PAS/HAB) to return to work when they have a confirmed or probable COVID-19 diagnosis; and
- is revised if a shortcoming is identified.]

HHSC recommends a program provider develop and implement an infection control policy that prescribes a cleaning and disinfecting schedule for the residence, including high-touch areas and equipment used for more than one individual. The program provider must update this policy if CDC guidance changes. The program provider must also revise the policy if its own internal quality assurance processes identify a shortcoming in the policy and/or process.

### Essential Caregiver Policy and Procedures

[In accordance with 26 TAC §570.713(a), an individual, or individual’s legally authorized representative (LAR), if the individual is unable, has the right to designate at least one essential caregiver.]

Before allowing essential caregivers into the residence, the program provider must develop and implement policies and procedures that comply with [26 TAC §570.711 Visitation.]

[A program provider’s visitation policies and procedures may change during a public health emergency or disaster. A program provider’s visitation policies and procedures may not be more restrictive than directives issued by HHSC, DSHS, executive orders, or local orders.

A program provider must permit a religious counselor to visit an individual at the request of the individual. A program provider may prohibit in-person visitation with a religious counselor during a public health emergency if a federal law or federal agency requires the residence to prohibit in-person visitation during that period.
A program provider must permit end-of-life visits and immediately communicate any changes in an individual’s condition that would qualify the individual for end-of-life visits to the individual’s representative.]

**Responding to [a PHE or Disaster]**

By following this plan, the program provider can potentially prevent the spread of [disease or infection] into the residence. The program provider’s goals in responding to a PHE is to:

- Prevent further disease spread;
- Protect from infection;
- Care for infected individuals; and
- Communicate.

See Attachment 1 (Program Provider Response), Attachment 2 (Isolation Planning in HCS Residences), and Attachment 3 (Planning for a Positive COVID-19) for visual aids outlining the provider response activities.

**Prevent Further Disease Spread**

Once [a disease or infection] is detected in the residence, the program provider must take immediate action to prevent further disease spread.

Find out:

- Which individuals and service providers are potentially infected?
- Do exposed service providers work in other residences?
- Who has been tested?

To do:

- Isolate those who are sick and those who have been exposed.  
  *Isolation refers to practices that separate persons who are sick to protect those who are not sick.*
- To the extent possible, isolate those not infected from those who are infected or who have unknown status.
- If individuals cannot be isolated within the residence, the program provider must convene the service planning team to identify alternative residential arrangements.
- Screen all individuals daily for signs and symptoms per DSHS and CDC guidance.
- Determine the need for restrictions.
**Protect from Infection**

Find out:

- Do you have enough personal protective equipment?
- Is it adequate to care for individuals with an infection?
- Do you have enough staff or do you need to implement your staffing contingency plan?

To do:

- Comply with CDC, DSHS, and HHSC infection control guidance.
- Obtain and use PPE appropriately.
- Do a thorough cleaning and disinfection of the residence.
- Contact other residences where those exposed might have visited, worked, or attended in-home day habilitation.
- Consult with your local health department (LHD) regarding testing.
- Limit service providers in contact with those infected or exposed.
- Ensure that individuals attending in-home day habilitation wear face masks, if tolerated.
- Ensure service providers for in-home day habilitation wear face masks.
- Helpful guidance:
  - Attachment 5 – SPICE
  - Attachment 6 – Use of PPE in HCS Residences
  - Attachment 7 – Sequence for Putting on Personal Protective Equipment
  - Attachment 8 – How to Safely Remove PPE: Example 1
  - Attachment 9 – How to Safely Remove PPE: Example 2
  - Attachment 10 – How to Wear a Medical Mask Safely
  - Attachment 11 – Reusing Your Facemask

**Care for Infected Individuals**

Find out:

- What level of care do they need? Is hospitalization required?
- How and when will the individual be able to reintegrate into the residence? Coordinate with your LHD or DSHS as needed.

To do:

- Ensure disposal of used PPE in accordance with state/federal guidelines.
- Coordinate with the individual’s health care professionals or EMS as needed.
- Screen individuals who are exhibiting symptoms three times a day to identify worsening symptoms that might require hospitalization.
- If possible, designate a separate bathroom for individuals with COVID-19 symptoms.
Communicate

Find out:

- Who are your points of contact with HHSC, local government, clinical staff, and others?

To do:

- Notify required entities of the positive case(s).
- Notify individuals, families/LARs, Local IDD Authority Service Coordinators, and service providers of individuals living in the residence.
- Track tested, positive, isolated, quarantined, hospitalized, and deaths.
- Communicate individuals’ diagnoses and symptoms with transferring and receiving health care facilities.

State/Regional/Local Support

The Texas Health and Human Services Commission (HHSC) serves as the lead state agency in the state’s response to any PHE event in the HCS program. HHSC actions include:

- Development of testing recommendations, in consultation with DSHS.
- Ensuring appropriate/assistance with individual movement.
- Providing subject matter experts: Survey Operation, health- care acquired infections, epidemiology.
- Coordination of HHSC, DSHS, emergency management and local actions.

List of Acronyms

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<tr>
<td>CARE</td>
<td>The Client Assignment and Registration System</td>
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<td>CDC</td>
<td>The Centers for Disease Control and Prevention</td>
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<tr>
<td>CMS</td>
<td>The Centers for Medicare and Medicaid Service</td>
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<td>DSHS</td>
<td>Texas Department of State Health Services</td>
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<td>EMS</td>
<td>Emergency medical services</td>
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<td>Health care personnel</td>
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<td>HCS</td>
<td>Home and Community-based Services</td>
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<td>HCW</td>
<td>Healthcare worker</td>
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<td>HH/CC</td>
<td>Host home/companion care</td>
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<td>HHSC</td>
<td>Texas Health and Human Service Commission</td>
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<td>ICF/IID</td>
<td>Intermediate Care Facility for Persons with an Intellectual Disability</td>
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Resources and Links

**BinaxNOW COVID-19 POC Antigen Test Kits**
All providers can now request free BinaxNOW COVID-19 POC antigen test kits. The requested test kits can now be used to test any individuals, including residents, staff, and visitors.

To request consideration for the free BinaxNOW POC antigen COVID-19 test kits, an HCS program provider completes the Attestation for Free Test Kits, LTCR Form 2198. An HCS program provider must submit the completed attestation to the HHSC Regional Director or designee for the region in which the provider is located.

The Regional Director or designee will elevate the completed attestation form to the State Operations Center in TDEM. Staff from HHSC Long-term Care Regulation (LTCR) and the TDEM will review the completed attestation form for accuracy and completeness. Staff may require and request documentation from the provider to support the attestation.

The attestation criteria require an HCS program provider to:
- have a current Clinical Laboratory Improvement Amendment (CLIA) Certificate of Waiver or a CLIA laboratory certificate;
- administer the test only by provider staff who successfully complete training provided by Abbott Laboratories or who are clinicians with appropriate education and training;
- follow all reporting requirements associated with the use of the Binax cards; and
- report test results appropriately.

Any provider that meets the requirements listed above is eligible to request free BinaxNOW COVID-19 POC antigen test kits.

A program provider must have a current CLIA Certificate of Waiver or a CLIA laboratory certificate before it can receive and administer the free BinaxNOW COVID-19 tests.
obtain a CLIA Certificate of Waiver for the free BinaxNOW COVID-19 tests, complete Form CMS-116 available on the CMS CLIA website or on the HHSC Health Care Facilities Regulation - Laboratories webpage found under the Application header. Email the form to the regional CLIA licensing group via the HHSC HCF Regulation – Laboratories webpage.

Program providers that have existing CLIA Certificates of Waivers and are using a waived COVID-19 test are not required to update their CLIA Certificates of Waiver. As defined by CLIA, waived tests are categorized as “simple laboratory examinations and procedures that have an insignificant risk of an erroneous result.” The Food and Drug Administration determines which tests meet these criteria when it reviews a manufacturer’s application for a test system waiver.

Read PL 2022-09, Process for Requesting Testing Supplies for Providers Without a CLIA Waiver for details.

Additional Resources

Providers can request:
- COVID-19 mobile vaccine clinics for residents and staff
- BinaxNow testing kits for program providers with CLIA Certificate of Waiver read PL 2020-49 for details.
- BinaxNow testing kits for program providers without CLIA Waiver, read PL 2022-09
- PPE (providers should exhaust all other options before request)
- Healthcare-associated infection and epidemiological support.

To Request Support:

To initiate a request for COVID-19 support described above, contact the HHSC LTCR Regional Director in the region where the facility is located. HHSC LTCR staff are responsible for initiating a State of Texas Assistance Request on behalf of the long-term care provider.

Temporary Increase in Capacity

HHSC has published PL 2021-29 (Revised) that allows program providers to add up to two additional individuals temporarily if the residence has the space to accommodate them. A program provider may refer to Section 2.7 Suspensions Still in Place located in PL 2021-29
- PL 2021-29 End of Temporary Suspension of Certain LTCR Requirements During COVID-19 Outbreak (Revised)

The program provider must notify HCS Survey Operations of the additional individual(s) by emailing the following information to WaiverSurvey.Certification@hhsc.state.tx.us.
- Provider Name and Contract Number
- Name and CARE ID of the individual moving
- Location code and address of permanent residence
- Location code and address of temporary residence

Unless the duration is for a single shift, a program provider notifies HHSC any time there is an increase in capacity regardless of the duration, short-term or long-term. Once the
program provider resumes regular business operations, they must notify HHSC at WaiverSurvey.Certification@hhsc.state.tx.us that the individuals have returned to their residences.

**General Resources**


*Information Letter 2021-16* provides HHSC guidance on in-home day habilitation.

*Provider Letter 2021-57* provides HHSC guidance for conducting tours to prospective residents/individuals.

HHSC guidance:
- LTCR Policy: [Updated COVID-19 FAQ for HCS and TxHmL Providers](#)
- [Helping Individuals with IDD Prevent the Spread of COVID-19](#)
- Sign up to receive [HHSC updates](#)

DSHS guidance for:
- [People with Disabilities](#)
- [COVID-19 Vaccines](#)

CDC guidance for:
- [Strategies to Mitigate Healthcare Personnel Staffing Shortages](#)
- [Criteria for Return-to-Work for Healthcare Personnel](#)
- [Guidance for Wearing Masks](#)
- [Optimizing Supplies of PPE during Shortages](#)
- [Infection Prevention and Control Recommendations](#)
- [Cleaning and Disinfection for Households](#)
- [Guidance for Direct Service Providers](#)
- [Risk Assessment and Work Restrictions for HCP Exposed to COVID-19](#)
- [Hand Hygiene Recommendations](#)

The [Association for Professionals in Infection Control and Epidemiology](#) has resources on COVID-19 and infection control.
Attachment 1: Program Provider Response

Activities Required for COVID-19 Response

What can you do to identify a COVID-19 situation, help prevent the spread within a residence, and care for infected individuals?

**BEFORE THE FIRST CASE**  
PREPARE

- **COMMUNICATION PLAN**: Who? When? How? What?
- **SUPPLIES**: Do you have enough? Stock up.
- **SCREEN**: Start screening staff, individuals, and visitors.
- **ISOLATION PLAN**: How will you isolate a sick individual?
- **INFECTION CONTROL** policies & procedures: Review, revise, reflect CDC, DSHS & HHSC.
- **EMERGENCY PLAN**: Review; adapt to COVID-19.

**IMMEDIATELY 0-24 HOURS**  
REACT

- **ACTIVATE** response plans
- **CLEAN & SANITIZE**
- **DEPLOY PPE** for staff & individuals
- **REPORT** to local health department/DSHS & to HHSC
- **ENHANCED MONITORING** of signs & symptoms (daily for well individuals; 3x daily for sick individuals)
- **EVALUATE RESTRICTIONS**: Is a lock-down needed?

**EXTENDED 24-72 HOURS**  
PROTECT

- **SUSTAIN** supplies of PPE
- **EVALUATE RESTRICTIONS**: Are they working?
- **MAINTAIN** care & services
- **CONSIDER** medical needs
- **CONTINUE** enhanced monitoring signs & symptoms; cleaning & sanitizing; rigorous infection control

**LONG-TERM 72 HOURS+**  
TRANSITION

- **SUSTAIN** your response
- **EVALUATE**: What is/isn’t working?
- **LOOK AHEAD**: How will you lift restrictions safely?
Before the First Case Prepare

- Supplies: Do you have enough? Stock up.
- Screen: Start screening staff, individuals, and visitors.
- Isolation plan: How will you isolate a sick individual?
- Infection control policies & procedures: Review, revise, reflect CDC, DSHS & HHSC.

Immediately 0-24 Hours React

- Activate response plans
- Clean & sanitize
- Deploy PPE for staff & individuals
- Report to local health department/DSHS &to HHSC
- Enhanced monitoring of signs & symptoms (daily for well individuals; 3x daily for sick individuals)
- Evaluate restrictions: Is a lock-down needed?

Extended 24-72 Hours Protect

- Sustain supplies of PPE
- Evaluate restrictions: Are they working?
- Maintain care & services
- Consider medical needs
- Continue enhanced monitoring signs & symptoms; cleaning & sanitizing; rigorous infection control

Long-Term 72 Hours+ Transition

- Sustain your response
- Evaluate: What is/isn't working?
- Look Ahead: How will you lift restrictions safely?
Attachment 2: Isolation Planning in HCS Residences

PRIOR TO COVID-19 Diagnosis

The time to begin planning is BEFORE an individual is diagnosed with COVID-19.

WHERE will you isolate a COVID + individual?

- Is there a room you can repurpose?
- Can you make an arrangement with another residence?

WHO will provide care?

- Can you dedicate certain staff to provide care?
- Keep staff who provide care to individuals with COVID-19 from working at other residences if possible.

HOW will you ensure infection control?

- Train staff on infection control.
- Provide hygiene supplies and PPE.

TEXT ONLY VERSION:

Prior to COVID-19 Diagnosis
- The time to begin planning is BEFORE an individual is diagnosed with COVID-19.
Where will you isolate a COVID + individual?
- Is there a room you can repurpose?
- Can you make an arrangement with another residence?
Who will provide care?
- Can you dedicate certain staff to provide care?
- Keep staff who provide care to individuals with COVID-19 from working at other residences if possible.
How will you ensure infection control?
- Train staff on infection control.
- Provide hygiene supplies and PPE.
Attachment 3: Planning for a Positive COVID-19

- Upon COVID-19 Diagnosis
- Move individual's personal belongings to designated isolation area
- Transfer individual to designated isolation area
- Notify WSC, local health department/DSHS, and individuals and LARs
- Test all individuals and staff

TEXT ONLY VERSION:
Attachment 4: Upon Recovery From COVID-19

TEXT ONLY VERSION:

- After Recovery
- Clean and disinfect individual's personal belongings
- Transfer individual and belongings out of isolation
- Monitor individual for signs/symptoms
- Clean and disinfect isolation room
Attachment 5: SPICE

Focus on the following five basic actions to anchor your activities. SPICE is not intended to be all-encompassing.

- **Surveillance** – monitor each individual at least daily (if well) or three times a day (if sick) for symptoms.
  - Sign and Symptoms
  - Temperature Checks
  - Testing

- **Protection/PPE** – protect workforce and individuals through the use of soap and water; hand sanitizer; facemask. If coughing or potential splash precautions are needed, wear a gown and face/eye shields. Refer to DSHS guidance and see Attachment 6, Use of PPE in HCS Residences.
  - Clinical and support staff
  - Individuals
  - Supply/Burn-rate

- **Isolate** – isolate individuals with confirmed cases to the extent possible.
  - Individual(s)
  - Staff
  - Others

- **Communicate** – notify appropriate parties of a positive case.
  - CEO contact #:
  - Local health department # or DSHS:
  - HHSC Waiver Survey & Certification #:
  - LAR(s) and Individuals #:

- **Evaluate** – assess infection control processes, spread of infection and mitigation efforts, staffing availability.
Attachment 6: Use of PPE in HCS Residences


- To address asymptomatic transmission, the CDC recommends that providers consider implementing policies requiring everyone entering the residence to wear a cloth face covering (if tolerated) while in the building, regardless of symptoms. EXCEPTION: Face masks and cloth face coverings should not be placed on anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- A cloth face covering is appropriate for visitors performing critical assistance, as well as program provider staff when not caring for an individual with positive COVID-19 status.
  - If a person wearing a cloth face covering touches their face, they should be instructed to wash their hands after.
  - Individuals who are sick can take off the mask when in their own room but should put it on when others enter their room or when they leave their room.
- Cloth face coverings should be laundered daily or when they become soiled, damp, or hard to breathe through. Proper hand hygiene should be performed immediately before and after any contact with a cloth face covering.
- Individuals who are ill should wear a facemask as much as possible (unless contraindicated), except for when they are eating or drinking, taking medications, or performing personal hygiene like bathing or oral care.
- When caring for individuals with COVID-19, program provider staff should:
  - Follow standard precautions.
  - Use an N95 facemask or respirator (if available and if they have been trained and appropriately fit tested) rather than a cloth face covering or facemask.
  - Use eye protection.
  - Use nonsterile, disposable gloves and isolation gowns, which are used for routine care in healthcare settings.
- After leaving the room of an individual with COVID-19, program provider staff can remove a facemask and store it for reuse. Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean paper bag or breathable container.
Attachment 7: Sequence for Putting on Personal Protective Equipment

CDC guidance on donning/taking off PPE available online.

**SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. **GOWN**
   - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
   - Fasten in back of neck and waist

2. **MASK OR RESPIRATOR**
   - Secure ties or elastic bands at middle of head and neck
   - Fit flexible band to nose bridge
   - Fit snug to face and below chin
   - Fit-check respirator

3. **GOGGLES OR FACE SHIELD**
   - Place over face and eyes and adjust to fit

4. **GLOVES**
   - Extend to cover wrist of isolation gown

**USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION**

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene
**Sequence for Putting on Personal Protective Equipment**

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PE should be tailored to the specific type of PPE.

1. **GOWN**
   - Fully cover torso from neck to knees, arms end to wrist, and wrap around the back.
   - Fasten in back of neck and waist

2. **MASK OR RESPIRATOR**
   - Secure ties and elastic bands at middle of head and neck
   - Fit flexible band to nose bridge
   - Fit snug to face and below chin
   - Fit-check respirator

3. **GOGGLES OR FACE SHIELD**
   - Place over face and eyes and adjust to fit

4. **GLOVES**
   - Extend to cover wrist of isolation gown

Use safe work practices to protect yourself and limit the spread of contamination.

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene
Attachment 8: How to Safely Remove PPE: Example 1

**HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1**

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:**

1. **GLOVES**
   - Outside of gloves are contaminated!
   - If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
   - Hold removed glove in gloved hand
   - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
   - Discard gloves in a waste container

2. **GOOGLES OR FACE SHIELD**
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band or ear pieces
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. **GOWN**
   - Gown front and sleeves are contaminated!
   - If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Unfasten gown ties, taking care that sleeves don’t contact your body when reaching for ties
   - Pull gown away from neck and shoulders, touching inside of gown only
   - Turn gown inside out
   - Fold or roll into a bundle and discard in a waste container

4. **MASK OR RESPIRATOR**
   - Front of mask/respirator is contaminated — **DO NOT TOUCH!**
   - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

5. **WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE**

Perfom hand hygiene between steps if hands become contaminated and immediately after removing all PPE.
TEXT VERSION ONLY: HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Remove all PPE before exiting the patient room except for respiratory, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. Gloves
   - Outside of gloves are contaminated!
   - If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Using a gloved hand, grasp the palm area of the gloved hand and peel off the first glove
   - Hold removed glove in gloved hand
   - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
   - Discard gloves in a waste container

2. Goggles or Face Shield
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band or ear pieces
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. Gown
   - Gown front and sleeves are contaminated
   - If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based sanitizer
   - Unfasten gown ties, taking care sleeves don’t contact your body when reaching for ties
   - Pull gown away from neck and shoulders, touching inside of gown only
   - Turn gown inside out
   - Fold or roll into a bundle and discard in a waste container

4. Mask or Respirator
   - Front of mask/respirator is contaminated – DO NOT TOUCH!
   - If your hands get contaminated during mask/respirator removal, immediately wash hands or use alcohol-based sanitizer
   - Grasp bottom ties or elastic of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in waste container

5. Wash hands or use alcohol-based hand sanitizer immediately after removing all PPE.

Perform hand hygiene between steps if hands become contaminated and immediately after removing all PPE.
Attachment 9: How to Safely Remove PPE: Example 2

HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES
   - Gown front and sleeves and the outside of gloves are contaminated!
   - If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
   - While removing the gown, fold or roll the gown inside-out into a bundle
   - As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container

2. GOGGLES OR FACE SHIELD
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

3. MASK OR RESPIRATOR
   - Front of mask/respirator is contaminated — DO NOT TOUCH!
   - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANitizer IMMEDIATELY AFTER REMOVING ALL PPE

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE
Here is another way to safely remove PPE without contaminating your clothing, skin or mucous membranes with potentially infectious materials. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respiratory after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. Gown and Gloves
   - Gown front and sleeves and the outside of gloves are contaminated!
   - If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   - Grasp the gown in the front and pull away from your body so that the ties break, touching of gown only with gloved hands
   - While removing the gown, fold or roll the gown inside out into a bundle
   - As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hand. Place the gown and gloves into a waste container.

2. Goggles or Face Shield
   - Outside of goggles or face shield are contaminated!
   - If your hands get contaminated during goggle or face shield removal, immediately was your hands or use an alcohol-based hand sanitizer
   - Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
   - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in in a waste container.

3. Mask or Respirator
   - Front of mask/respirator are contaminated!
   - If your hands get contaminated during mask or respirator removal, immediately was your hands or use an alcohol-based hand sanitizer
   - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
   - Discard in a waste container

4. Wash hands or use alcohol-based hand sanitizer immediately after removing all PPE.

Perform hand hygiene between steps if hands become contaminated and immediately after removing all PPE.
Attachment 10: How to Wear a Medical Mask

**How to Wear a Medical Mask Safely**

**Do's**
- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side, where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use preferably into a closed bin
- Wash your hands after discarding the mask

**Don'ts**
- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.
TEXT ONLY VERSION: How to Wear a Medical Mask Safely

Do's
• Wash your hands before touching the mask
• Inspect the mask for tears or holes
• Find the top side, where the metal piece or stiff edge is
• Ensure the colored side faces outwards
• Place the metal piece or stiff edge over your nose
• Cover your mouth, nose, and chin
• Adjust the mask to your face without leaving gaps on the sides
• Avoid touching the mask
• Remove the mask from behind the ears or head
• Keep the mask away from you and surfaces while removing it
• Discard the mask immediately after use preferably into a closed bin
• Wash your hands after discarding the mask

Don’ts:
• Do not Use a ripped or damp mask
• Do not wear the mask only over mouth or nose
• Do not wear a loose mask
• Do not touch the front of the mask
• Do not remove the mask to talk to someone or do other things that would require touching the mask
• Do not leave your used mask within reach of others
• Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1-meter distance from others and wash your hands frequently and thoroughly, even while wearing a mask.
Attachment 10: Reusing Your Facemask

- **DON’T TOUCH!** If you touch or adjust the mask, wash/sanitize your hands.
- **HANDLE WITH CARE!** Fold so that outside surfaces touch; store in paper bag between uses.
- **LEAVE!** Go outside the individual’s room to remove PPE.
- **TOSS IT!** Discard when soiled, damaged, or hard to breathe through.

**TEXT ONLY VERSION: Reusing Your Facemask?**

- Don’t touch! If you touch or adjust the mask, wash/sanitize your hands.
- Handle with Care! Fold so that the outside surfaces touch; store in paper bag between uses.
- Toss it! Discard when soiled, damaged or hard to breathe through.
- Leave! Go outside the individual’s room to remove PPE.
- Toss it! Discard when soiled, damaged, or hard to breathe through.
**Attachment 11: Return to Work Criteria**

When can a health care professional (HCP) return to work? The CDC published the following guidance.

**HCP who are symptomatic:**
Resolution of fever without the use of fever-reducing medications, and Improvement in symptoms (e.g., cough, shortness of breath), and Results are negative from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens) tested using an antigen test or NAAT.

**HCP who are not symptomatic:**
Results are negative from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens) tested using an antigen test or NAAT.
TEXT-ONLY VERSION: Return to Work Criteria

When can staff return to work? The CDC published the following guidance.

**HCP who are moderately to severely immunocompromised:**

Use of a test-based strategy and consultation with an infectious disease specialist or other expert and an occupational health specialist is recommended to determine when these HCP may return to work.

**HCP with severe to critical illness and are not moderately to severely immunocompromised:**

- In general, when 20 days have passed since symptoms first appeared, and
- At least 24 hours have passed since last fever without use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved.
- The test-based strategy as described for moderately to severely immunocompromised HCP below can be used to inform the duration of isolation.

**HCP with mild to moderate illness who are not moderately to severely immunocompromised:**

- **At least** 7 days if a negative antigen or NAAT is obtained within 48 hours prior to returning to work (or 10 days if testing is not performed or if a positive test at day 5-7) have passed since symptoms first appeared, and
- At least 24 hours have passed since last fever without the use of fever-reducing medications, and
- Symptoms (e.g., cough, shortness of breath) have improved.

**HCP who were symptomatic throughout infection and not moderately to severely immunocompromised:**

*At least* 7 days if a negative antigen or NAAT is obtained within 48 hours prior to returning to work (or 10 days if testing is not performed or if a positive test at day 5-7) have passed since the date of their first positive viral test.
Attachment 12: Duration of Isolation for Adults with COVID-19

When can individuals end isolation? The CDC published the following guidance.

**Individual with COVID-19**

- **Mild-Moderate Illness AND Not Severely Immunocompromised**
  - AT LEAST 10 days since symptoms first appeared AND
  - AT LEAST 24 hours since last fever without use of fever-reducing medications AND
  - Symptoms have improved

- **Severe-Critical Illness OR Severely Immunocompromised**
  - AT LEAST 10 days but up to 20 since symptoms first appeared AND
  - AT LEAST 24 hours since last fever without use of fever-reducing medications AND
  - Symptoms have improved

- **Asymptomatic**
  - 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA

*May consider consultation with infection control experts*
TEXT-ONLY VERSION: Duration of Isolation for Adults with COVID-19

When can individuals end isolation The CDC published the following guidance.

**Mild-Moderate Illness and not Severely Immunocompromised**

- **At least** 10 days have passed since symptoms first appeared *and*
- **At least** 24 hours have passed since last fever without use of fever-reducing medications *and*
- Symptoms have improved

**Symptoms have improved Severe-Critical Illness or Severely Immunocompromised**

- **At least** 10 days and up to 20 days have passed since symptoms first appeared *and*
- **At least** 24 hours have passed since last fever without use of fever-reducing medications *and*
- Symptoms have improved
- *May consider consultation with infection control experts*

**Asymptomatic**

- 10 days since the date of their first positive RT-PCR test for SARS-CoV-2 RNA.
Attachment 13: Program Background and Considerations

Description of an HCS Residence

HCS is a Medicaid waiver program approved by the Centers for Medicare and Medicaid Services (CMS) pursuant to §1915(c) of the Social Security Act. It provides community-based services and supports to eligible individuals as an alternative to the ICF/IID program. The program is limited to the number of individuals in specified target groups and to the geographic areas approved by CMS.

Allowable HCS services include: transition assistance services; professional therapies; nursing services; residential assistance (excluding room and board); supported home living; respite; day habilitation; employment assistance; supportive employment; adaptive aids; minor home modifications; and dental treatment.

HCS Residences and COVID-19

Environment

Since individuals receiving HCS program services have the right to live in a normative residential living environment, an HCS residence is integrated into the community and required to be typical of other residences in the community. These residential settings include a mix of semi-private and private individual bedrooms. Kitchens, bathrooms, and living areas are intended for use by both individuals and staff. The HCS environment extends to community settings such as day habilitation and work in the community through the inclusion of supported employment and employment assistance.

Impact of environment on an infection response:

The relatively small size of a typical residence makes it challenging for providers to effectively support physical distancing measures or accommodate quarantine measures including isolation. A single shared kitchen can pose infection control challenges when both individuals and staff access the kitchen throughout the day.

The program provider can assist an individual who needs to isolate by moving dining and other activities, including medication administration, to their bedroom. Current state guidance states that communal activities, including dining, should be discouraged, maintaining physical distance as recommended by DSHS and CDC, be in a room at any time.

In-home day habilitation services are temporarily approved for all individuals in the HCS program. Increased numbers of individuals staying home from day habilitation and employment can result in additional staffing needs for program providers and in emotional and behavioral challenges for individuals.
Residence Demographics

HCS residences are located in urban, suburban, and rural locales, each of which has characteristics affecting workforce availability, health care system support, and interactions with public health, emergency care, and jurisdictional administration. Texas currently has 15,728 HCS residences.

Impact of demographics on an infection response:

Statewide, the industry has experienced challenges in staff hiring and retention and in obtaining PPE. HCS residences in more densely populated locations are likely to experience higher risk for exposure among staff and visitors. As a result, residences in urban areas have a higher risk of infection and face more challenges controlling spread when there is infection. They also might face staffing shortages because of competitive job markets.

Residences in more rural locations have less health care system support, might not have local health authorities, and have smaller staffing pools, making it harder to cover shortages that result from presumptive exposure. Residences in rural areas might also be more challenged to find equipment, such as PPE, necessary to care for individuals with an infection.

Provider Considerations

Residences differ in age, size, available space, and equipment. Services and the level of available care provided in a residence vary based on the needs of the individuals residing there. Ventilator support and specialized training of health care providers on-site will also vary.

Impact of provider considerations on an infection response:

In some residences, the service provider will have few or no options to isolate an individual. The small maximum census of these residences limits the number of individuals for which each residence can provide care. An individual testing positive for COVID-19 will increase the need for staff and resources required to provide care, which can strain a residence, especially if other individuals with intensive personal care needs live there.

Individual Demographics

Each individual receiving services in the HCS program is unique and require differing levels of support to meet their needs.

Impact of individual demographics on an infection response:

All individuals need assistance from direct service providers and often clinical professionals who are in increasingly short supply as the pandemic continues. Depending on level of cognitive functioning, individuals might be unable to express when they experience symptoms and could unknowingly (and without staff knowing) spread the virus if infected.
This population also is less likely to understand why physical distancing, the use of PPE, and quarantine are necessary and can present challenging behaviors when service providers attempt to enforce such restrictions. Other individuals require specialized medical care, including specialized diets, ventilator care, gastrostomy (feeding) tubes, and wound care for pressure sores. These specialized needs require a combination of skilled and non-skilled caregivers. Having COVID-19 infections in a residence increases demands on and for staff.

**HCS Staffing Considerations**

The HCS workforce includes medical professionals and direct care service providers including: registered nurses (RNs), licensed vocational nurses (LVNs), direct service providers for residential and day habilitation services, behavior support staff and other skilled and non-skilled workers. The level of staffing required depends on each individual’s Person Directed Plan and Individual Plan of Care (IPC).

**Impact of HCS staffing considerations on an infection response:**

Some individuals in the HCS program require partial or total assistance from staff for daily activities such as dining, bathing, grooming, and ambulating. Caring for someone with COVID-19 requires additional time and resources, including PPE, that maintain infection control and protect other individuals and staff. As service providers are exposed, become symptomatic or test positive for COVID-19, the available workforce will decline making it challenging for program providers to provide care.

HCS residences do not normally have a physician or nurse on-site. Typically, the individuals spend their time with direct service providers. Program providers often own multiple residences and share service providers between these residences; therefore, if a service provider member has COVID-19, they may expose individuals and service providers in more than one residence, making it difficult to contain spread.

**Visitors**

Since HCS residences are part of the community, visitors routinely enter the residence. Many perform essential services necessary for service delivery or to maintain the residence. [26 TAC §570.711. Visitation]. describes requirements for visitation to HCS residences.
Essential Caregiver

Is a family member or other outside caregiver, including a friend, volunteer, private personal caregiver, or court-appointed guardian, who is at least 18 years old, designated to provide regular care and support to an individual.

Impact of visitors on an infection response:

Even with proper screening of essential visitors prior to allowing them to enter the residence, every person allowed inside increases the risk of infection. Some people will present as asymptomatic but could be infected and unknowingly spread a virus. Some might not follow standard precautions such as proper hand-washing, use of hand sanitizer, use of PPE, isolation protocols, and limiting the number of areas in the residence that they access, all of which increases the risk of infection for individuals and service providers.