



# DOWNSIZE FARM COVID-19 FADE IN PLAN

In this difficult time we are all eager to reconnect with our Downsize Farm family and friends. In the weeks and months to come it will be difficult to know how to transition back into our typical way of life. Downsize Farm wants to equip all staff, clients, and families with knowledge of our plan moving forward. We also aim to provide assurance that the measures we are taking have the interests of all people and partners connected with Downsize Farm.

## MISCELLANEOUS SERVICES

Our Employment Team and Residential Team are operating differently from our Day/Voc programming. If you don't traditionally use these services or aren't interested in using them, please skip down to Day/Voc programming options.

Our residential team is still in full swing and may be able to serve you in your home. If in home and residential care is needed at this time, please reach out to Chloe, our residential manager at [cwasserman@downsizefarm.com](mailto:cwasserman@downsizefarm.com)

Our employment team is operating on a case by case basis based on the protocol and desires of the individual, staff, and employer. Even if you traditionally use your vocational NMT service to access your community job, you may still be able to work if you and your employer are in agreement. Contact Sammy, our Employment Navigator at [smcinnis@downsizefarm.com](mailto:smcinnis@downsizefarm.com)

## DAY/VOC PROGRAMMING OPTIONS:

For day programming, Downsize Farm aims to equip our clients with connections through activity packets, virtual programming, and eventually, in person services.

### Activity Packets:

Staff are currently working on creating activity packets for our clients to complete while home. Though some of these packets will have steps for reconnecting with others in the organization (e.g. pen pals), clients are not obligated to complete the packets. We realize that families spent a lot of time to get individuals through the school system. Our clients are adults and are therefore not obligated to complete this work. We simply want to equip our clients with something to do while they are following stay at home protocol. Each week, a Downsize staff will drop off a packet at your doorstep. If you are interested in this service, please contact your navigator to be added to the drop off list.

### Virtual Programming:

Wouldn't it be nice to see a friendly face every once and a while? Downsize will be offering activities to our clients through zoom including baking parties, dance parties, movie nights, and more! We will post a schedule of our virtual activities on our website under current clients. The only thing needed for a client



to attend the classes is an internet connection and an email address. If you are interested in this service but need help with setting it up, our tech specialist through Hometown Techs has offered to help our families. Please email or call Bobbi McKee if you want help with this. [bobbi@downsizefarm.com](mailto:bobbi@downsizefarm.com) (937.869.4706)

### In Person Programming:

Downsize Farm is devoted to promoting the health and safety of our clients through COVID-19. Downsize aims to start up small groups in phases for in-person programming. Through this season, DSF will work with small groups of no more than 6 clients in a group (many groups will be smaller than this to begin). Groups will be divided up geographically, and one staff/bus driver will be responsible for the clients in the group. There will be no intercrossing of groups in a given day. No groups will congregate together in one location.

All groups will operate for a smaller window of time in order to avoid eating meals together. In order to achieve this, some groups will operate from a 730am-1230pm window and others will operate in an 1130am window-430pm window. (This includes pickup and drop offs). All staff will wear masks while indoors or on the bus. All clients will be asked to wear masks in doors and on the bus. Bus drivers will record the temperature of each client upon arrival to the individual's home. Anyone with a temperature over 99.0 will not be permitted to attend programming.

Upon arrival to programming, all clients will wash hands or apply hand sanitizer. The COVID-19 protocol (see below) will also be reviewed daily. Clients will also wash hands and sanitize before heading home. All bus drivers will clean and sanitize the bus after each day. No groups will share the same bus in a 48-hour time period and without proper sanitation to limit the amount of people who step on each bus.

In person groups will begin in phases. Groups that are primarily outdoors will begin first. Groups that are indoors and/or geared toward individuals who are older or considered more medically fragile will be last to reopen. DSF will choose groups for clients that we feel meet what is important to and important for each individual based on their geographic location. Clients will not be permitted to change groups in order to limit exposure to multiple people. When beginning in person programming, no client is obligated to attend if they or the family do not feel it is safe to do so. Downsize also reserves the right to refrain from offering in person programming based on a client's geographic location, living arrangements (for greater exposure risks), or other health and safety concerns that may arise.

### FADE IN PHASES

Downsize Farm wants to equip all staff, clients, and families with knowledge of our plan moving forward. Below are the phases for returning to programming. The target dates listed are subject to change, but according to current regulations set forth by our governor, DODD, the CDC and the Health Department, Phases 1-4 can legally be put into action at any time. We have decided to operate in these phases to



provide health, safety and assurance that the measures we are taking have in mind the interests of all people and partners connected with Downsize Farm.

#### Phase 1: Target Date- May 4th

Activity Packets will begin. Clients can add or cancel packets at any time. Feedback or suggestions on packets is encouraged.

Virtual Programming will begin. Some clients have a staff working in their home residentially. Do not be surprised or alarmed if you see a staff working in the home with another individual during virtual programming. This arrangement was made through our residential team.

In Person: Lawncare (Cowboy Group) will be the only venue operating. In person protocol will be followed.

#### Phase 2: Target Date- May 18th

Activity Packets will continue. Clients can add or cancel packets at any time. Feedback or suggestions on packets is encouraged.

Virtual Programming will continue. Some clients have a staff working in their home residentially. Do not be surprised or alarmed if you see a staff working in the home with another individual during virtual programming. This arrangement was made through our residential team.

In Person: Animal Care (Tammy Group) venue will begin. In person protocol will be followed.

#### Phase 3: Target Date- June 1st

Activity Packets will continue. Clients can add or cancel packets at any time. Feedback or suggestions on packets is encouraged.

Virtual Programming will continue. Some clients have a staff working in their home residentially. Do not be surprised or alarmed if you see a staff working in the home with another individual during virtual programming. This arrangement was made through our residential team.

In Person: Woodshop (Keith T Group), Ultra Met (Amanda Group), and Activity Packet Assembly (Jeremiah Group) will begin. In person protocol will be followed.

#### Phase 4: Target Date- June 8th

Activity Packets will continue. Clients can add or cancel packets at any time. Feedback or suggestions on packets is encouraged.

Virtual Programming will continue. Some clients have a staff working in their home residentially. Do not be surprised or alarmed if you see a staff working in the home with another individual during virtual programming. This arrangement was made through our residential team.



In Person: Arts and Crafts (Larry Group) and Baking and Crafts (Kelly Group) will begin. In person protocol will be followed.

#### Phase 5: Target Date- June 22<sup>th</sup> (Based on Gvmt. Protocol)

Activity Packets will continue for clients not attending in person services. Clients can add or cancel packets at any time. Feedback or suggestions on packets is encouraged.

Virtual Programming will continue for clients not attending in person services. Some clients have a staff working in their home residentially. Do not be surprised or alarmed if you see a staff working in the home with another individual during virtual programming. This arrangement was made through our residential team.

In Person: Clients and Staff already attending In person activities will begin to integrate into traditional programming. Routes will be intermixed. Activities/Venues subject to change. Traditional business hours will resume.

#### Phase 6: Target Date- June 29<sup>th</sup> (Based on Gvmt. Protocol)

Activity Packets and Virtual Programming will phase out.

Traditional Programming will resume.

July 4<sup>th</sup>, Christmas, and New Year's weekly shut down periods will be changed to traditional programming times.

## COVID-19 IN PERSON PROTOCOL

### Staff and Individual Guidelines:

- Everyone should:
  - Clean and wash your hands as often as possible when there is access to a sink with soap and water
  - If soap and water are not readily available, use hand sanitizer that contains at least 60% of alcohol
  - Avoid touching your face, eyes, nose, and mouth with unwashed hands
- Avoid close contact:
  - If someone is running a temperature that is above 99 degrees, they will need to return home immediately
  - Keeping a distance of 6 feet is necessary due to the fact that someone without symptoms may still be able to spread the virus
- Cover your mouth and nose with a cloth face mask:
  - You could spread COVID-19 to others even if you do not feel sick
  - Everyone should wear a cloth face cover when they have to go out in public



- For individuals who do not feel comfortable wearing a mask, parents/guardians/home staff should be notified ahead of time if this person will be going out in public and ask how they would like DSF staff to proceed
- The cloth cover is meant to protect other people in case you are infected
- Cover coughs and sneezes:
  - Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
  - Throw used tissues into the trash
  - Immediately wash your hands or use sanitizer that contains at least 60% of alcohol

### Important Reminders:

- Remind individuals the importance of social distancing
- Remind individuals that they should not be touching one another, sharing items, etc.
- Remind individuals the importance of washing their hands
- Strongly encourage individuals to actively disinfect their own items as well (phones, purses, bags, etc.)
- Remember that gloves are fine to wear but be aware of cross contamination (if you are touching things with your gloves then touching your phone or keys, you could be transferring the germs/virus)
- Everything should be thoroughly disinfected after individuals and staff have been in the area or vehicle

### Daily Protocol:

- Building Maintenance
  - Clean and disinfect frequently touched surfaces daily. This includes light switches, doorknobs, tables, handles, desks, countertops, phones, keyboards, toilets, faucets, sinks, etc.
  - If surfaces are dirty, clean them with soap and water prior to disinfecting
  - Spray room with disinfectant before leaving for the day.
- Bus Maintenance
  - Clean and disinfect frequently touched surfaces daily. This includes handles, seats, steering wheel, dials, etc.
  - If surfaces are dirty, clean them with soap and water prior to disinfecting
  - Spray bus with disinfectant at the end of route.

### Phase 1-4 Precautions

- DSF will work with small groups of no more than 6 clients in a group (many groups will be smaller than this to begin). Groups will be divided up geographically, and one staff/bus driver will be responsible for the clients in the group.



- There will be no intercrossing of groups in a given day. No groups will congregate together in one location. No building will exceed more than 10 people at a given time. Restrooms will not be accessible for more than one group at a given time.
- All groups will operate for a smaller window of time in order to avoid eating meals together. In order to achieve this, some groups will operate from a 730am-1230pm window and others will operate in an 1130am window-430pm window. (This includes pickup and drop offs).
- All staff will wear masks while indoors or on the bus. All clients will be asked to wear masks indoors and on the bus.
- Bus drivers will ask to take and record the temperature of each client upon arrival to the individual's home. Anyone with a temperature over 99.0 will not be permitted to attend programming.

## REVISED 2020 Calendar

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						
June 2020						
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28	29	30				
July 2020						
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August 2020						
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September 2020						
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October 2020						
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November 2020						
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29	30					
December 2020						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	

# 2020

## Calendar

**Red Boxes:** No Program Days

**Green Boxes:** Makeup Program Days due to COVID-19

**Yellow Boxes:** All Quarterly Trainings

(May 28<sup>th</sup> will be conducted via Zoom)