



State of Connecticut
Department of Developmental Services



Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

July 24, 2020

Dear Respite Center Guests and Families,

The Department of Developmental Services (DDS) is currently preparing to phase in a reopening of the Respite Centers. Though we are actively planning to reopen all centers statewide, some locations will have a delayed reopening for programmatic reasons. Regional staff will be communicating with you to share the reopening plans for the respite center you currently use.

The reopening plans are as follows:

Phase 1	Beginning August 6 th	50% capacity (up to 3 guests)
Phase 2	Beginning September 3 rd	75% capacity (up to 4 or 5 guests, depending upon center)
Phase 3	Beginning October 1 st	100% capacity (up to 6 guests)

As we enter the phases, DDS will be paying close attention to COVID updates in CT. Phase-in dates may be altered depending upon community transmission rates in the state.

DDS has the health and safety of our guests and staff at the forefront of our reopening plans. We have implemented new guidelines and procedures that are in line with CDC guidelines to include safe social distancing, the use of personal protective equipment by staff and guests, and the cleaning of homes and vehicles. Some of our planned health and safety guidelines include the following and will be further clarified for each center:

Operations

- In Phase 1, all guests will be assigned their own bedrooms.
- Staffing ratios will accommodate 1:1 for those who need it to establish safe social distancing, in the home and community.
- During meal times, we will follow social distancing guidelines, including but not limited to, physical spacing indoors and meals outdoors (weather permitting).
- Guest intakes will happen outdoors to limit foot traffic in the centers. Well ventilated areas will be used indoors if there is inclement weather, with a limit of one family member per guest at the time of intake.
- Scheduling will be modified initially and will not be done months in advance. Priority will be based upon individual and family needs, while also addressing those who have had recent cancellations due to the COVID closures.

Guests

- Pursuant to the Governor's Executive Order, any guest traveling in or out of Connecticut to one of the states identified in the link below with high positive rate will be required to quarantine prior to any respite stay. Please use the provided link for updated details on travel restrictions and quarantine requirements.
<https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>
- Guest COVID Screenings regarding health and (possible) exposure will take place at scheduling, nurse check-in, week prior to, and at the time of admission.
- Guests who have been recently diagnosed with COVID, or exposed to someone diagnosed with COVID, will not be allowed for a respite stay.
- All guests capable of wearing masks should do so during their stay, except when in their bedroom, when engaging in hygiene such as oral care or bathing, or when eating.
- Guest temperatures will be taken upon admission and twice daily throughout their stay.
- Guests who have a temperature > 100, or who are experiencing any unexplained COVID related symptoms such as shortness of breath, difficulty breathing, cough, diarrhea or vomiting will not be admitted for a stay.
- If guests experience any of these symptoms during their stay, they will be discharged home. If this occurs, we encourage families/guardians to immediately contact their health professional for additional medical guidance. (In Phase 2 or 3 – if sharing a room, the roommate would also be discharged home due to the possible exposure.)
- Guests discharged home will be followed up with by respite center staff or nursing for health updates.

Staff

- All staff will wear masks at all times while on duty.
- Staff temperatures will be taken prior to the start of their shift and twice during the shift.
- Staff with unexplained shortness of breath or difficulty breathing, Fever > 100, cough, diarrhea or vomiting will be immediately sent home and will be directed to work with Human Resources on further steps.

Cleaning

- Common areas will be cleaned routinely throughout the shift as guests move about the centers. This includes dining and living room areas, bathrooms, seating areas, equipment, or similar.
- All guest laundry will be washed separately.
- Towels and washcloths will be washed after each use. All linens will be washed after each weekend stay.
- Surface areas of vehicles will be cleaned daily.

DDS understands that some families may not be ready to use the services offered by the DDS respite centers at this time, due to COVID-19 concerns. If you would prefer not to access respite at this time, please let our staff know and we will contact you at a later date based on your preference.

Please be assured that we are deeply committed to the health and well-being of your family member. Should you have any questions or concerns that you would like addressed prior to being contacted by your respite center staff, please call or email your Regional Respite Coordinator. Please note that due to many of DDS' employees working remotely, emailing (if available) may receive faster response to your contact.

North Region Respite Coordinator Sean.Charvis@ct.gov 860-331-2018

South Region Respite Coordinator Carmen.Douglas@ct.gov 203-294-5099

West Region Respite Coordinator Jeanne.Hager@ct.gov 203-806-8780

We miss you and look forward to seeing you again.