



# 5.17A - Procedural Guidelines: Covid-19 Relaxed Staffing Plans

Authority:	DIDD Waiver Approval Memo 212 (Jan. 30, 2020), DIDD Guidance: Relaxing Staffing Requirements in Limited Circumstances in Response to Covid-19 (April 1, 2020)
Application:	All Progress, Inc. Personnel

## Policy Statement and Purpose:

In response to the Covid-19 global pandemic, the health and safety of the people supported by Progress, Inc., and their personnel, is the number one priority. If/when people supported or other Progress, Inc. personnel come in contact with a Covid-19 positive person (actual or potential contact), are tested for the virus, test positive for the virus, or are instructed by medical professionals to self-quarantine, Progress, Inc. will follow the steps outlined herein to assess and implement “relaxed staffing” whenever indicated.

## Procedures:

A. Evaluation of Individual Needs	<p>Should a residential site be impacted by Covid-19, an evaluation of individual needs will be completed to inform the potential to implement a relaxed staffing plan:</p> <ol style="list-style-type: none"> <li>1. An individualized assessment will be completed by the Program Director. The assessment will analyze:               <ol style="list-style-type: none"> <li>a. The person’s <i>actual</i> support needs,</li> <li>b. Their desire and capacity to spend time and/or participate in activities without paid supports – either independently, using natural supports, or with Enabling Technology, and</li> <li>c. Potential risks or concerns and how such concerns can be mitigated.</li> </ol> </li> <li>2. Using the information from the individualized assessment, a plan outlining how staffing models will be adjusted (including an emergency backup plan for immediate staff response as needed) will be developed.</li> <li>3. The plan will describe how Progress, Inc. will monitor the impact of any changes in the staffing model to quickly identify and address potential concerns.</li> <li>4. If the plan includes the use of Enabling Technology, a technology assessment and an Enabling Technology Plan will be completed.</li> </ol>
B. Relaxed Staffing Alternatives	<p>When the individualized assessment indicates low risk and the PM, Program Director, and family/conservator agrees:</p> <ol style="list-style-type: none"> <li>1. Level 2 homes will remove “peak staff.”</li> <li>2. Level 4 homes will operate without overnight awake and overlapping staff.</li> <li>3. Level 6 homes, unless otherwise determined by PM, Program Director and family/conservator, will operate with one awake staff 24/7.</li> </ol>
C.	<ol style="list-style-type: none"> <li>1.</li> </ol>
Collateral policies, forms, and documents:	<ul style="list-style-type: none"> <li>• <b>Policy 5.13: Covid-19 Prevention &amp; Response</b></li> </ul>



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