Health Guidance for Adult Day Centers  
(Effective 06/04/2021)  
*New information highlighted*

For Adult Day Centers that serve Vermonters who are at high risk during the COVID-19 pandemic, it is crucial to minimize the risks of spreading the coronavirus. The following guidance is designed to maintain health and safety standards requirements and physical distancing directives while providing much-needed services.

Exclude the following participants and staff from sites:

- Anyone showing any symptoms of COVID-19,
- Anyone who is awaiting results from a COVID-19 test,
- Unvaccinated individuals who are required to quarantine,
- Fully vaccinated staff with known high-risk exposure as staffing capacity allows.

Note: The Department of Disabilities, Aging, and Independent Living takes no position as to whether a service provider may mandate vaccinations, authorized pursuant to an Emergency Use Authorization (EUA), as a condition of employment. As with any business decision that involves risk, an employer may choose to consult with its own legal counsel before implementing such a requirement.

Each Adult Day Center employee should thoroughly review this guidance, and complete mandatory COVID-19 training provided by [VOSHA](https://vosha.vermont.gov).
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Re-opening Adult Day Centers

It is important that providers prepare and self-assess their readiness prior to reopening services to Vermonter.

1. Read and learn the most current available resources:
   b. Executive Orders
   c. PPE Use Guidance
   d. Signage
   e. Vermont Forward Plan
   f. Vermont Universal Guidance

2. Maintain a re-opening plan that aligns with State and Federal guidance.

3. Perform Staff training if applicable:
   a. VOSHA – Mandatory Training & Materials
   b. CDC PPE Training
   c. CDC Cleaning & Disinfecting Guidelines
   d. CDC Cleaning & Disinfecting Transport Vehicles

4. Develop and maintain a resource/vendor list to obtain PPE & other infection control Supplies:
   a. Vermont Emergency Management maintains a webpage with a list of suppliers with known availability for items such as hand sanitizer and PPE; consult this frequently for updates: https://vem.vermont.gov/ppe
   b. For technical assistance contact DAIL at melanie.feddersen@vermont.gov.

5. Designate a “health officer” on-site at every shift responsible for ensuring compliance with the Executive Order and applicable ACCD Guidance. This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.

6. Educate participants and family by:
   b. Providing a copy of most recent requirements for participation.
   c. Ensuring they are aware if questions will be asked of each participant when they arrive.
   d. Going over the protocol if a participant becomes symptomatic while they are at the center.
   e. Asking them to notify the center if a member of the household tests positive for COVID-19.

7. Take steps to ensure that all water systems and the health/cooling systems environment are safe to use after a prolonged center shutdown to minimize the risk of illness.
a. Water – Centers should follow the available guidance from the CDC.
b. Climate Control – Centers should consult with their facility management or whoever provides routine maintenance on their heating/cooling systems for what to do in the event of prolonged closure with regard to cleaning.
   i. For more information see CDC’s Ventilation in Buildings page.

DAIL Adult Day Program contact: Stuart Senghas stuart.senghas@vermont.gov

Risk Factors

Certain people might be at higher risk for severe illness from COVID-19. Adult Day providers are encouraged to educate staff and participants about the risk factors. Staff and participants should be encouraged to speak to their healthcare provider to assess their risk and to determine if they should avoid in-person contact in which current health and safety protocols cannot be maintained. Providers and individuals should work with their healthcare provider to determine individual risk.

Facial Coverings

Staff:
Adult Day Centers shall follow CDC Healthcare Infection Prevention and Control Recommendations which recommends staff, regardless of vaccination status, continue to wear source control while at work. However, fully vaccinated staff could dine and socialize together in break rooms and conduct in-person meetings without source control or physical distancing. If unvaccinated staff are present, everyone should wear source control and unvaccinated staff should physically distance from others.

Participants:
Following Vermont’s Universal Guidance and CDC Healthcare Infection Prevention and Control Recommendations, participants who are fully vaccinated are no longer required to wear face coverings unless unvaccinated people are present. Adult Day Centers may choose to continue face coverings for fully vaccinated participants. Participants who are not fully vaccinated must wear face coverings over their nose and mouth when in the presence of others.

General Recommendations around Mask Use:

☐ If an unvaccinated person passes through an area of the building where vaccinated people are, there is very little risk involved, so there is not a need for everyone to mask if someone unvaccinated is just passing through.

☐ It is recommended that staff wear facemasks* instead of cloth face coverings. If facemasks are not available, cloth facial coverings are acceptable, but this is not a preferred approach.
☐ Per Vermont’s July 24, 2020 Executive Order, participants who have a medical reason for not wearing a facial covering must not be required to wear one. A person who declines to wear a mask or cloth face covering because of a medical or developmental issue, or difficulty breathing, shall not be required to produce documentation, or other evidence, verifying the condition.

☐ There should be no facial coverings while a participant is sleeping, eating or when they would get wet.

☐ Facial coverings with ties are not recommended as they pose a risk of choking or strangulation.

☐ Facial coverings may be removed during outdoor activities where participants and staff can maintain physical distancing and have ready access to put them back as needed when activity stops.

☐ Clear masks or cloth masks with a clear plastic panel are available for situations where obstruction might impair care being provided, such as when lip reading is required.

☐ CDC does not recommend using face shields as a substitute for masks. Face shields are primarily used to protect the eyes of the person wearing it and are not as effective at protecting you from respiratory droplets. For more information see CDC’s Guidance for Wearing Masks.

* Facemask: Facemasks are PPE and are often referred to as surgical masks or procedure masks. Use facemasks according to product labeling and local, state, and federal requirements. FDA-cleared surgical masks are designed to protect against splashes and sprays and are prioritized for use when such exposures are anticipated, including surgical procedures. Facemasks that are not regulated by FDA, such as some procedure masks, which are typically used for isolation purposes, may not provide protection against splashes and sprays. – From VDH Guidance

**Cloth face covering:** Textile (cloth) covers that are intended to keep the person wearing one from spreading respiratory secretions when talking, sneezing, or coughing. They are not PPE and it is uncertain the extent to which cloth face coverings protect the wearer. Guidance on design, use, and maintenance of cloth face coverings is available. – From VDH Guidance

**Drop-Off and Pick-Up**

☐ Post signs at all entrances indicating that anyone with any symptoms of illness should not enter the building, regardless of vaccination status.

☐ Hand hygiene stations should be set up at the entrance of the Adult Day Center or the entrance process could be rerouted through a different entrance nearest the sink, so that participants can wash their hands before they enter, or immediately
upon entry into the center.

☐ The participants’ designated persons who are self-quarantining due to close contact with a COVID-19 positive individual should NOT do drop-off or pick-up.

☐ Attendance records must be maintained per Adult Day Standards and made available as needed for the purpose of COVID-19 contact tracing, for a minimum of 30 days. See “Close Contact and COVID-19 Cases in Programs” section for more information about contact tracing. Adult Days may have a policy to collect immunization records, including COVID-19 vaccination, as part of their participant records.

☐ If centers are transporting participants:
  o Programs must adhere to requirements of group size.
  o Programs should space unvaccinated participants out in the vehicle to the best of their ability.
  o Vehicles should be thoroughly cleaned before and after transporting participants using CDC guidelines.

Health Screening

☐ Participants conduct a Daily Health Self-Check prior to arrival to the center each day.
  o Have they been in close contact with a person who has COVID-19 in the past 14 days? See the Health Department Close Contacts & Contact Tracing page for more information on who should quarantine after close contact.
  o Do they have a temperature of 100.4 or above?
  o Do they feel unwell with any symptoms consistent with COVID-19? This includes cough, fever, shortness of breath or difficulty breathing, chills, fatigue, muscle pain or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.
  o Are they waiting on the results of a COVID-19 test?

☐ Though not required, it is recommended that staff ask health screening questions upon arrival.

☐ Make a visual inspection of the participant for signs of infection, which could include flushed cheeks, fatigue.
Temperature check protocol: Temperature checks are no longer mandated for all participants upon arrival. Use this protocol if a temperature check is needed.

- Wash/sanitize hands
- Wear a cloth facial covering, eye protection, and a single pair of disposable gloves
- Check participant’s temperature
- If performing a temperature check on multiple participants, ensure that a clean pair of gloves is used for each participant and that the thermometer has been thoroughly cleaned in between each check.
- If disposable or non-contact thermometers are used and the screener did not have physical contact with a participant, gloves do not need to be changed before the next check. If non-contact thermometers are used, they must be cleaned routinely. Follow instructions provided by the manufacturer for any device used.

Participants Attending Adult Day Centers

Participants are encouraged to talk to their healthcare provider to assess their risk and to determine if they should attend Adult Day.

☐ If you are waiting for test results and are being tested because you have symptoms of COVID-19, are a close contact to someone who has COVID-19, or were recommended for testing, stay home and do not go out in public even if you do not feel sick.

☐ Anyone diagnosed with COVID-19 should self-isolate until:

If you had symptoms:
1. you have had no fever for at least 24 hours without the use of medicine that reduces fever and
2. Other symptoms have improved, and
3. At least 10 days have passed since symptoms first appeared.

If you did not have any symptoms:
1. 10 days have passed since the date you had your positive test (unless otherwise instructed by your health care provider).
2. Persons with severe illness, or who are severely immunocompromised, may need to isolate for a longer period of time. Additional information is available here.
Additional information on when someone is considered recovered from COVID-19 can be found here: https://apps.health.vermont.gov/COVID/faq/#4601.

- If symptoms begin while at the Adult Day Center, regardless of vaccination status, it is recommended that the participant be sent home as soon as possible. They should be encouraged to contact their health care provider. Keep sick participants separate from well participants and limit staff contact as much as reasonably possible, while ensuring the safety and supervision of the participant until they leave.
  - Providers/staff should wash their hands, neck, and anywhere touched by a participant’s secretions.
  - Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Items and furniture touched by a person who was sent home, must be thoroughly cleaned and disinfected.
- The health department encourages all providers and families to coordinate decision making around the participant’s care with their health care provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.
- Participants who arrive from out-of-state must follow the Vermont Forward Plan guidance on travel.
  - There is no restriction on participant outings. Participants should be reminded to follow all recommended practices including source control, physical distancing, and hand hygiene and to encourage those around them to do the same.
    - Individuals accompanying participants should also be educated about these practices and should assist the resident with adherence.

**Close Contact and COVID-19 Cases in Programs**

If a staff person, participant, or family has been identified as a close contact to someone who is diagnosed with COVID-19, they may need to quarantine.

- For more information visit the Health Department Close Contacts & Contact Tracing page.

Please refer to the Health Department’s website for what it means to be in close contact and for instructions for isolation, quarantine, and self-observation. For questions or clarification about close contact consult with the Health Department by calling 802-863-7240.

**Contact tracing** is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help
prevent further spread of the virus. A contact tracing team from the Vermont Department of Health calls anyone who has tested positive for COVID-19. They ask the patient questions about their activities within a certain timeframe – to help identify anyone they have had close contact. (Close contact means being closer than 6 feet apart for 15 minutes or longer over a 24-hour period while the person was infectious.) Those contacts might include family members, co-workers or health care providers.

When there is a confirmed case of COVID-19 in Adult Day Center; you will be able to consult with the contact tracing team at the Vermont Department of Health. To reach this team directly, you may call 802-863-7240.

If COVID-19 is confirmed in a participant or staff member:

- **If less than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- **If more than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on **certain conditions** such as the space being occupied by certain populations such as people at increased risk for severe illness from COVID-19.
- **If more than 3 days have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting; wait as long as possible (at least several hours) before beginning cleaning and disinfecting to allow droplets to settle.
- **Clean and disinfect** all areas used by the participant or staff member who is sick, such as offices, bathrooms, and common areas.
- Communicate with staff and participants and caregivers with general information about the situation. It is critical to maintain confidentiality.
- Communicate with staff and participants when someone is considered recovered from COVID-19. More detailed information here: [https://apps.health.vermont.gov/COVID/faq/#4601](https://apps.health.vermont.gov/COVID/faq/#4601)

Close contacts of persons being tested for COVID-19 due to symptoms should not attend programming at the adult day center until the status of the staff member or participant with whom they had contact is determined to be negative.

If the test results are:

- **Positive** - Refer to What do I do if I test positive for COVID-19?
- **Negative** - Complete self-observation.

Consider how you can stay connected to the family or staff member during this time.
**Important:** Decisions about extending closure should be made in consultation with the Vermont Department of Disabilities, Aging and Independent Living.

**Physical Distancing Strategies**

The Governor’s Vermont Forward Plan provides new standards for gatherings and events. Information will be updated as more Vermonter become fully vaccinated. Please refer to the Vermont Forward Plan website for the most current information. As of May 14, 2021:

a. Indoor gatherings and events one unvaccinated person per 50 square feet up to 300 total plus any number of vaccinated people.

b. Outdoor gatherings and events, 900 unvaccinated people plus any number of vaccinated people.

c. Physical distancing is not required if fully vaccinated, required if unvaccinated. (As always, people should consult their doctor to decide whether masking or distancing is recommended for them.)

Group activities and communal dining are guided by the following CDC Healthcare Infection Prevention and Control Recommendations for “Communal activities within a healthcare setting”.

**Group Activities:**

- If all participants participating in the activity are fully vaccinated, then they may choose to have close contact and to not wear source control during the activity.
- If unvaccinated participants are present, then all participants in the group activity should wear source control and unvaccinated participants should physically distance from others.

**Communal dining:**

- Fully vaccinated participants can participate in communal dining without use of source control or physical distancing.
- If unvaccinated participants are dining in a communal area (e.g., dining room) all participants should use source control when not eating and unvaccinated participants should continue to remain at least 6 feet from others.

**Additional Recommendations:**

- Wash hands immediately after sensory activities.
- Encourage additional outside time as is possible and open windows frequently when air conditioning is not being used.
- Adjust the system that circulates air through the center to allow for more fresh air to enter the program space.
Healthy Hand Hygiene Behavior

1. All participants, staff, and contracted service providers should engage in hand hygiene at the following times:
   - Arrival to the center
   - After staff breaks
   - Before and after preparing food or drinks
   - Before and after eating or handling food, or helping participants eat
   - Before and after administering medication or medical ointment
   - Before putting on mask
   - After taking mask off
   - After assisting with personal care
   - After using the toilet or helping a participant use the bathroom
   - After coming in contact with bodily fluid
   - After handling animals or cleaning up animal waste
   - After going outdoors
   - After sensory activities
   - After handling garbage
   - After cleaning

2. As much as possible, have plenty of hand lotion to support healthy skin for participants and staff.

3. Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Follow these 5 steps for hand washing or hand sanitizing every time.
   - Wet your hands with clean, running water (warm or cold), turn off the tap with paper towel and apply soap.
   - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
   - Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
   - Rinse your hands well under clean, running water.
   - Dry your hands using a clean towel or air dry them.

4. Assist participants with handwashing who cannot wash hands alone.

5. After assisting participants with handwashing, staff should also wash their hands.

6. Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.
Cleaning & Disinfecting

When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy environment. For more detailed information on cleaning see the CDC page [Cleaning and Disinfecting Your Facility](#).

1. Clean high-touch surfaces at least once a day or as often as determined is necessary.
2. Examples of high-touch surfaces include: pens, counters, shopping carts, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks.
3. Centers may want to clean more frequently or choose to disinfect in shared spaces if the space is occupied by those at increased risk for severe illness.
4. One way to reduce touched surfaces in shared bathrooms is to install no-touch hand sanitizer, soap, paper towel dispensers, trashcans etc. to help cut down on touched surfaces.
5. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Participant’s bedding is required to be stored separately. This may be in individually labeled bins, cubbies, or bags. Bedding that touches a participant’s skin should be cleaned weekly or before use by another participant.
6. Do not shake dirty laundry; this minimizes the possibility of respiratory droplets spreading through the air.
7. If clothing becomes contaminated with bodily fluid, they may be washed at the center using guidance from the **Cleaning and Disinfecting Your Facility** page:
   - Use the warmest appropriate water setting and dry items completely.
   - It is safe to wash dirty laundry from a person who is sick with other people’s items.
   - If handling dirty laundry from a person who is sick, wear gloves and a mask.
   - Clean clothes hampers or laundry baskets according to guidance for surfaces.
   - Wash hands after handling dirty laundry.

The following products may be used for disinfecting:
- Diluted household bleach solutions
- Alcohol solutions with at least 70% alcohol
- Most common EPA-registered household disinfectants
- See [List N: Disinfectants for Use Against SARS-CoV-2](#)

Personal Care

1. When assisting a participant with personal care, wash your hands and wash the participant’s hands before you begin and wear gloves.
2. After assisting with personal care, wash your hands (even if you were wearing
gloves) and clean and disinfect the area.

3. If staff are assisting participants with bathing, staff should be practicing universal source control and should consider using universal eye protection.

4. If a participant is receiving nebulizer treatments it is recommended to consult with the participant’s physician for recommendations. Administration of nebulizer treatments in a location separate from other participants and minimizing unnecessary staff contacts is an appropriate risk reduction measure. If the participant does not have symptoms or a diagnosis of COVID-19, the room does not need to be vacated for an hour after a participant receives a nebulizer treatment. Routine cleaning and disinfection should still occur after nebulizer treatment.

- More information can be found in the Infection Control section of the CDC’s Clinical Questions about COVID-19: Questions and Answers.

Food Preparation and Meal Service

1. Wherever possible, food preparation should not be done by the same staff who provide personal care.

2. Sinks used for food preparation should not be used for any other purposes.

3. Staff should ensure participants wash their hands before eating.

4. Staff must wash their hands before preparing food and after helping participants eat. In situations where no soap and water are available, hand sanitizer may be used in place of washing hands before assisting the next participant with eating.

- More information on when and how to use hand sanitizer can be found here: https://www.cdc.gov/handwashing/show-me-the-science-hand-sanitizer.html

Transportation

Vermont public transit providers and Adult Day Centers that provide transportation for participants, must follow CDC Cleaning & Disinfecting Transport Vehicles guidance. Additional resources can be found on the National Aging and Disabilities Transportation Center (NADTC) COVID-19 Resource page.

Each Vermont public transit provider maintains a COVID-19 transportation plan that must comply with federal and state infection control guidance.

NOTE: Dedicated transportation is available for people who are suspected COVID-19 positive. Adult Day Centers may refer to the AHS Transportation for Individuals with Confirmed or Suspected COVID-19 Guide if a person at the center develops symptoms and needs to be transported to a testing or recovery site.
Health Resource for Adult Day Centers

The Vermont Department of Health’s Healthcare Outbreak Prevention and Response (HOPR) team is available to answer questions pertaining to infection prevention and control (IPC) and general infectious disease epidemiology topics seven days per week. HOPR can be reached at the group email address covid19.healthcarecontacttracing@vermont.gov. For afterhours infectious disease emergencies, call 802-863-7240 and select option 7 for the duty officer on call.

Additional Strategies

PREPARE

- **Stay informed about the local COVID-19 situation.** Know where to turn for reliable, up-to-date information. Monitor the CDC COVID-19 website and the Vermont Department of Health website for the latest information.

- **Update an emergency contact list.** Update emergency contact lists for families, staff and key resources and ensure the lists are accessible in key locations in your program. For example, know how to reach your local or state health department in an emergency.

- **Develop a communications plan.** A key component to being prepared is developing a communication plan that outlines how you plan to reach different audiences (e.g. families, staff, community) including ensuring all communications are culturally and linguistically appropriate as well as accessible for individuals with disabilities.

- **Protecting the Safety and Health of Workers (Coronavirus Disease 2019).** All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, a mandatory training on health and safety requirements as provided by VOSHA.

- Establish and continue communication with local and State authorities to determine current data on spread of COVID-19 in your community.

- Consider designating a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

- Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.

- Assist staff in knowing when and where they can be vaccinated.

  - The Vermont Department of Health COVID-19 Vaccine page has the most up-to-date information on the vaccine and where to get it.

COMMUNICATE

- **Post signs at all entrances** clearly indicating that anyone with any symptoms of illness should not enter, regardless of vaccination status, and that everyone who
enters should be wearing a mask.
- **Reinforce your communication system**, so that all staff and families know how to best contact the program director and/or program administrator about COVID-19 information and questions specific to the program.
- **Communicate about COVID-19 with your staff**, Share information about what is currently known about COVID-19 and your program's emergency response plans.
- **Communicate your expectations for modeling** respiratory etiquette, physical distancing, wearing cloth facial coverings, refraining from touching their face, staying home when sick, and supporting employees who need to take care of sick family members.
- **Communicate about COVID-19 with families**, Provide updates about changes to your policies or operations. Use all communication channels available to you such as electronic communications, website or social media pages, and remote family caregiver meetings to share updates. **It is critical to maintain confidentiality for staff and participants.** Make sure to plan for linguistic needs, including providing interpreters and translating materials.
- **Intentionally and persistently combat stigma**, Misinformation about COVID-19 can create fear and hostility that hurts people and makes it harder to keep everyone healthy. We are stronger as a community when we stand together against discrimination. Take advantage of these [resources](#) to prevent, interrupt, and respond to stigma.
- **Communicate that if staff or participants have any symptoms of COVID-19**, even mild ones, whether they are at the center or not, they should contact their health care provider to get tested.

**Testing Resources**

- Testing will be available for Vermonters who wish to be tested for the coronavirus, even if they don’t have any symptoms. The Vermont Department of Health’s [website](#) has up to date pop up sites and registration links for this type of testing.
- Please consult your primary care physicians for testing options if you are sick. If you do not have a primary care provider, please contact 2-1-1 to be connected to a primary care provider.
- Coronavirus testing is not required for reopening and is offered on a voluntary basis.
- Testing cannot be used as a requirement for working in an Adult Day Program.
- A negative test represents one moment in time and does not change any of the health standards regarding infection prevention.
- If you test positive for coronavirus, the Vermont Department of Health will contact you, keep in close touch, determine the close contacts, and assist with
decisions about center closure.

Vaccine Information

- The About COVID-19 Vaccines in Vermont page provides the most up to date information on vaccines including eligibility.
- Guidance and information is frequently changing and being updated. See the Vaccine section of the Health Department’s FAQ page for the most up-to-date information.
- Participants and staff are fully vaccinated when it has been two weeks since their final dose.
- Fully vaccinated individuals should not enter the Adult Day Center if they have any symptoms of COVID-19.

Resources

- General questions about COVID-19? Dial 2-1-1
- Vermont Department of Health (VDH) COVID-19 site
- VDH Alerts & Advisories (HAN)
- VDH Healthcare Worker Return to Work Criteria HAN 4/3/20
- Department of Disabilities, Aging & Independent Living COVID-19 site
- COVID Support VT
- Post Vaccine Considerations for Residents