

**VIP Quality Services, LLC (VIPQS)**  
**Pandemic Policy and Protocol Guidelines**  
**Regarding COVID-19**  
**(Based on guidance from KDADS and JCDHE)**

**Effective: July 13, 2020 Updated 9/17/20, Updated 9/14/21, Updated 8/1/2022**

**Day Service**

1. VIPQS day service program hours of operation will be Monday - Friday 7:00 a.m. - 3:00 p.m.
  - a. VIPQS day service facility will utilize 863 entrance/exit for client drop off/pick up. .
  - b. Clients need to arrive no later than 8:30 a.m. due to our planned activities.
  - c. Clients will have scheduled activities that they will transition to.
  - d. Clients will be assigned to a group.
  - e. Absentees and appointments need to be communicated to our front desk (913)712-8588.
  
2. All VIPQS visitors will need to call the front desk at (913)712-8588 during our office hours of 8:00 a.m. - 3:00 p.m. to make arrangements for visiting. There should be a room/office/conference room in which your visit can take place.
  
3. If a client/staff develops a fever or shows other symptoms (see list below) of illness while at the day serve the client/staff will be required to go home. The designated contact will be notified to pick up the client. While the client is waiting for their ride, she/he will be isolated where she/he can be observed.
  - a. Exhibiting Primary symptoms (at least one):
    - i. Primary symptoms (at least one):
      - (1) Cough
      - (2) Fever of 100.00 degrees or higher
      - (3) Shortness of breath
      - (4) Difficulty breathing
      - (5) Loss of taste and/or smell
  - b. Exhibiting Secondary symptoms (at least two):
    - (1) Chills
    - (2) Muscle or body aches
    - (3) Headache
    - (4) Sore throat
    - (5) Diarrhea/nausea/vomiting
    - (6) Congestion/runny nose
    - (7) Extreme fatigue
  
4. Face Mask and Social Distancing:
  - a. VIPQS day service staff will be required to wear a face mask when the county mandates the wearing of a face masks in public.
  - b. Clients wearing masks is optional and will be provided by the client.
  - c. Clients who come to the day service wearing a mask will be encouraged throughout the day to keep it on, along with social distancing.

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5. Lunches/Personal Belongings:
  - a. All clients will be asked to bring a disposable sack lunch unless medically necessary. Refrigeration and heating devices will be available. Reusable lunch boxes will not be allowed. We are not be responsible for any reusable containers sent with clients from home.
  - b. Clients should bring a refillable drink container on the first day of returning to VIPQS day service facility. This container will be clearly labeled with the client's name and remaining at VIPQS day service facility. Staff will ensure the container is clean and sanitized each day. Staff will also, ensure clients have water as needed throughout the day.
  - c. All personal belongings will need to be able to fit into their lockers.
  - d. Client is responsible for supplying their own utensils, napkins, or any condiments. We are not responsible for supplying these items.
6. All surfaces and equipment will be sanitized daily, at a minimum, and hand sanitizer and/or hand washing stations will be in every room.

Residential

1. Staff bringing clients to the day service facility:
  - a. Shall not arrive any earlier than 7:30 a.m.
  - b. Clients shall be dropped off at the 863 door.
2. Residential staff will follow visitor protocols while at the VIPQS office.
3. Do not return a client if:
  - a. Exhibiting Primary symptoms (at least one):
    - i. Cough
    - ii. Fever of 100.00 degrees or higher
    - iii. Shortness of breath
    - iv. Difficulty breathing
    - v. Loss of taste and/or smell
  - b. Exhibiting Secondary symptoms (at least two):
    - i. Chills
    - ii. Muscle or body aches
    - iii. Headache
    - iv. Sore throat
    - v. Diarrhea/nausea/vomiting
    - vi. Congestion/runny nose
    - vii. Extreme fatigue
  - c. Who has traveled:
    - i. If any of these items above have occurred, the individual must remain with you until symptom free for 14 days, or receive a negative COVID-19 test result.

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- ii. One should not travel to locations that are having large outbreaks of COVID-19 cases. The Kansas Department of Health and Environment frequently updates the list of locations where people will need to quarantine for 14 days after arrival in Kansas. This applies to both Kansas residents and those visiting Kansas. Go to [coronavirus.kdheks.gov](https://coronavirus.kdheks.gov) for the latest information.
4. If a residential client at VIPQS were to test positive for COVID-19 they will be quarantined to their bedroom and they will have 24-hr staff at their house assisting them with all their needs.

**Guidance is subject to change based on KDADS and JCDHE**