

Bureau of Accreditation, Licensure & Certification
COVID-19 Temporary Certification Form

This form is to be completed by providers, who are requesting approval from BALC to utilize one of the COVID-19 **TEMPORARILY** Certification processes that are available:

- **TEMPORARILY** license a CDS as a CILA.
- **TEMPORARILY** increase capacity at a CILA
- **TEMPORARILY** consolidate people living and being served from other residential sites.
- Open a **TEMPORARILY** Licensed CILA site

Temporary Certification Form Stipulations & Guidelines:

By completing and submitting the Temporary Certification Form:

1. I acknowledge that I am an authorized representative of our agency, as specified on the form.
2. I acknowledge that our agency is following instructions and initiating best practices contained in the instructions below for the individual(s) and site(s) specified in the form.
3. I agree that our agency will not initiate moving individuals until approved by BALC unless I have discussed other placement alternatives with DDD and make the independent determination that emergency placement at a location that is not licensed as a CILA is in the best interest of the individual and of other individuals in my care.
 - a. If an emergency placement is made, this form must be sent to BALC within 24 hours of the placement.
 - b. BALC-Approved Emergency Use While the Fire Inspection Process is Pending: BALC will determine, in the absence of a completed Office of the State Fire Marshal fire inspection report for residential use and, if applicable, required steps to mitigate any fire inspection deficiencies, whether and under what conditions the facility may be used on an emergency basis while the fire inspection process is completed. If BALC determines that your site is unsuitable for emergency use while the fire inspection process is being completed, you will need to work with DDD to find another placement within 48 hours.
 - c. BALC will consult with the Office of the State Fire Marshal to ensure your site is suitable as a residence.
 - d. Every effort will be made to work with the providers to find a solution during the COVID-19 pandemic.
 - e. If BALC ultimately finds your site unsuitable, after completing the fire inspection and, if applicable, mitigation process, you will need to work with DDD to find another placement within 48 hours.

In order for BALC to determine feasibility, if any of the below are not met, I will include a narrative to explain how the agency will alternatively meet the criteria:

1. I acknowledge that this site will provide all individuals privacy during bathing & toileting, sufficient lighting, their own bed, futon, or cot with bedding, and storage for personal items. The site must be equipped to meet the needs of all individuals who are residing there. Examples: appropriate

staffing, bathroom with ADA requirements, 1-to-1 supervision, assistance during daily activities, include an appropriate bathing plan, full functioning kitchen, and proper medication storage.

2. I acknowledge that this site has been reconfigured to optimize safety for the individuals. This includes, but is not limited to: properly working furnace, air conditioning, ventilation system, hot water tank, appropriate hot water temperature between 100 and 110 degrees, the water source has been tested if it is well sourced, vermin free, garbage containers are appropriately secured, appropriate amounts of soap and cleaning supplies.
 - a. Posted signage needs to include the following: COVID-19 Hotline - 1.800.889.3931; COVID-19 Email: dph.sick@Illinois.Gov; Phone Number Local Police; Phone Number Local Fire Department; Phone Number Poison Control; Phone Number Medial / Rescue

***If you are trying to determine options to independently placing an individual in a facility that is not licensed for residential or if you have completed the BALC process and BALC has determined that a facility that you have put an individual in will not be approved as a Temporary CILA, please reach out to Maureen Haugh-Stover at Maureen.Haugh-Stover@illinois.gov or 217.782.9692**

When complete, the COVID-19 Temporary Certification Form is sent to: DHS.BALC@illinois.gov After receipt and thorough review of the requirements, BALC will render a decision and inform the agency.

Date Submitted: Enter the date your agency is submitting the Temporary Certification form

Site Type: Enter the type of site or procedure you are requesting with this form. **This is important.** Without this indication we cannot process the request.

- If you are using this form to request a consolidation, complete the form with information about the site you will be moving individuals into, not the site they are moving from.

Agency Name: Enter your agency's name. Use the officially-recognized agency name. Do not use an agency "umbrella" corporate name.

Street Address: Enter the Street Address of the proposed site.

City & Zip Code: Enter the City and Zip Code of the of the proposed site.

ISC Agency: Enter the ISC Agency that oversees the clients being moved

Agency Staff Person's Name Completing This Form: Enter the Name of the agency staff person completing this form.

Site Location Phone Number: The phone number of the proposed site.

Staff Person's Title: Enter the Title of the agency staff person completing this form.

Staff Person's Phone Number: Enter the Area Code, Phone Number and Extension (if applicable) of the agency staff person completing this form.

Staff Person's Email Address: Enter the Email Address of the agency staff person completing this form.

Requested Capacity: Maximum number of individuals you are requesting to reside at your site during the COVID-19 pandemic.

- BALC will consider a request from an existing CILA to temporarily increase capacity up to a maximum of 10 individuals as long as all other criteria is met.
- BALC will consider a request from a temporary CILA at a CDS to increase capacity up to a maximum of 10 individuals as long as all other criteria is met.

Non-Ambulatory Capacity: Non-Ambulatory capacity is determined by the sites structure to accommodate people who are non-ambulatory.

Staff Initials - REQUIRED: By initialing the form, the staff person completing this form agrees they have read and agree to the guidelines specified in the Temporary Instructions.

Floor Plan: In addition to completing all sections of the form, **a floor plan (indicate the location of windows in all bedrooms. Please note that these windows must meet the OSFM requirements to be considered as a means of egress)** and evacuation plan of each site, indicating bedrooms, bed locations and spacing, bathrooms, and door exits. This does not have to be professionally done and can be hand drawn. Please also separately note (i) whether each bedroom has window egress and (ii) the distance between each bedroom and nearest two means of egress

Common Sleeping Area - (TOTAL):

- Complete section regarding dimensions of total sleeping area, if using a common space.
 - Bed/futons/or cots are **required**. No sleeping bags, pull out beds, or other furniture not intended to be for sleeping.
 - Ensure beds are at least 6 feet apart, preferably with physical barriers. If no barriers are available/present, BALC recommends that beds be 10 feet apart.
 - Require all clients sleep head-to-toe (i.e. alternating clients sleeping at the head and toe of the beds, so that clients with beds next to each other would have their heads at opposite sides of the bed).
 - Ensure there is an area for each individual to keep their personal belongings.

Sleeping Area - (Rooms):

- Complete section regarding dimensions and details of sleeping rooms
 - Bed/futons/or cots are **required**. No sleeping bags, pull out beds, or other furniture not intended to be for sleeping.
 - Ensure beds are at least 6 feet apart, preferably with physical barriers. If no barriers are available/present, BALC recommends that beds be 10 feet apart.
 - Require all clients sleep head-to-toe.
 - Ensure there is an area for each individual to keep their personal belongings.

Bathroom Accessibility:

- List the number of bathrooms.
- If a bathroom has more than one stall, list the number of stalls.
- Are there accessible showers on site? If no, what is your plan for bathing?

- Clients must have access to a shower or tub. If a shower or tub is not available on the premise, a provider should make arrangement to safely transport the individuals to their permanent CILA for bathing rather than utilizing an inadequate shower at a CDS.
- The ratio for bathrooms to individuals will be temporarily increased to 1:6

On Site Staffing Available:

- Please provide information on staffing available at the time of application, broken down by shift. If there is a shift where staff will not be present indicate with a zero do not lot leave slots blank.

Occupancy:

- Ensure beds are at least 6 feet apart, preferably with physical barriers. If no barriers are available/present, BALC recommends that beds be 10 feet apart.
- Require all clients sleep head-to-toe.
- If an office or other walled area is to be converted to a bedroom below are occupancy requirements:
 - If a room is between 75 and 109 square feet, the room is considered single occupancy only.
 - If the room has more than 110 square feet, it can accommodate a second person. Beds/cots/futons must be at least 6 feet apart, and individuals should sleep with their pillow positions staggered or head-to-toe.
 - A second means of egress must be present in each bedroom

Will each Sleeping / Bedroom be free from traffic to other areas: Are bathroom entrances only accessible through an individual(s) sleeping area.

Full Functioning Kitchen: Full kitchen must include full size refrigerator, working stove, cooktop, pots, pans, cutlery, food storage, adequate food supply based on capacity.

Medication Storage: Proper storage includes both refrigerated and unrefrigerated medication. Both storage sites must be separate from common areas and be secured.

All staff must be properly credentialed and trained.

Important Reminders

Once the Fire Marshal conducts their inspection, IDHS will review the inspection results. An inspection failure or deficiencies does **not** mean your application to BALC has failed. If they can reasonably be mitigated, BALC will reach out to you to discuss how you plan to mitigate any fire inspection deficiencies.

Once the Fire Marshal has done an inspection for residential use, you are **not** granted certification automatically, your site will then be re-evaluated by BALC.

If fire inspection violations/deficiencies are found, BALC will make a decision on all violations which require mitigation. This will be made and communicated after the Fire Inspection has taken place.

BALC must hear from provider **within 24 hours** if there are individuals already moved into facility.

Ensure that six feet of social distancing is being observed.

Implement these additional mitigation strategies and best practices

Social Distancing:

- Encourage social distancing by asking staff and individuals to stay at least 6 feet (2 meters) apart from others and wear cloth face coverings in any shared spaces, including spaces restricted to staff only.
- Consider any special needs or accommodations for those who need to take extra precautions, such as older adults, people with disabilities, and people of any age who have serious underlying medical conditions.

Hand Washing:

- Wet your hands with clean, running water (warm or cold), turn off the tap, 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.

Face Mask Guidance:

- As a reminder, as of May 1, 2020, the wearing of face masks outside the home is required per Governor’s Office Stay at Home Order.
- As to how this applies in provider settings, a mask is required any time staff are within 6 feet of clients – or each other.
- In most situations, a cloth mask is adequate; however, additional precautions should be taken in settings where there are individuals who are COVID-19 positive.

Mealtimes:

- Have staff hand supplies or food to clients, rather than clients reaching into common supplies.
- If feasible, stagger meals to reduce crowding.
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at key points within the facility, entrances/exits, eating areas, bathrooms.

Bathrooms:

- If feasible, stagger bathroom schedule to reduce the number of people using the facilities at the same time.
- Ensure staff properly disinfect bathroom surfaces after each use.
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at key points within the facility, entrances/exits, eating areas, bathrooms.

Common Spaces:

- Create a schedule for using common spaces.
- Increase distance between persons. If possible, keep them a minimum of 6 feet apart from each other.
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at key points within the facility, entrances/exits, eating areas, bathrooms.

Ensure good practices for cleaning:

- Change mop heads, rags, and other cleaning items frequently.
- Wipe down commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) frequently with disposable wipes.
- Clean all common areas at least daily; clean heavily-used surfaces more frequently
- Provide alcohol-based hand sanitizers that contain at least 60% alcohol at key points within the facility, entrances/exits, eating areas, bathrooms.
- Wash linens, clothing, and other items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.

****These additional instructions for best practices come courtesy of the resource links below:***

IDPH COVID-19 Website – <http://dph.illinois.gov/covid19>

IDPH Clinical Guidance – <http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/health-care-providers>

CDC Print Resources – <https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html>

DC Environmental Cleaning and Disinfection Recommendations – <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

CDC COVID-19 and Long-Term Care Facilities – <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/prevent-spread-in-long-term-care-facilities.html>

CDC FAQ on COVID-19 – <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

CDC Alternative Care Sites - https://www.cdc.gov/coronavirus/2019-ncov/hcp/alternative-care-sites.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhealthcare-facilities%2Falternative-care-sites.html

Chicago Guidance for Homeless Shelters – <https://www.chicago.gov/content/dam/city/depts/cdph/HealthProtectionandResponse/COVID-19%20Guidance%20for%20Homeless%20Shelters%2004.13.2020.pdf>

Please note: these links are constantly being updated as new information becomes available. Please be sure your agency stays current on the information contained in the links.