

## COVID-19 Safety Plan for Certified Day Program Reopening

<b>Agency Legal Name</b>	CP Unlimited	
<b>Agency Address</b>	40 Rector Street, New York, NY 10006	
<b>Day Program Type</b>	<input checked="" type="checkbox"/> Certified Site  <input checked="" type="checkbox"/> Community, without Walls	<input type="checkbox"/> Day Habilitation <input type="checkbox"/> Prevocational  <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite  <input type="checkbox"/> Sheltered Workshop
<b>Operating Certificate Number</b>	74850450	
<b>Site Address</b> (certified sites only)	Cora Hoffman Center 2324 Forest Avenue Staten Island, NY 10303	
<b>Certified Capacity</b> (certified sites only)	141	
<b>Primary Contact Name</b>	Marleen Whitman	
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The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at [quality@opwdd.ny.gov](mailto:quality@opwdd.ny.gov). In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

## **SAFETY PLAN COMPONENTS**

**NOTE:** Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

### **Signage – applies to certified sites and other locations controlled by the provider**

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

### **Identify how you will ensure the above and any related strategies:**

*Signs have been posted on entry doors that state non-essential visitors are not permitted. Front desk personnel will screen all staff and visitors and will not allow non-essential visitors access to enter the facility.*

*Signs are posted throughout the building and on bulletin boards providing instructions on COVID-19 transmission prevention and containment activities identified in the OPWDD document "Regarding OPWDD Reopening of Day Services". All program rooms and common areas will display "Stop the Spread" posters. All restrooms will display proper handwashing posters.*

*A site Safety Supervisor as well as administrative staff will ensure that signage is always posted with up to date instructions and will ensure that staff/individuals and essential visitors adhere to regulatory signage and instructions.*

### **A. Entrance to Site Based Programs**

#### **Pre-Entry/Pre-Participation Screening:**

- Screen all individuals, staff, and essential visitors prior to entry into the day program site and/or participation in services/service delivery:
  - per infection control standards for protection of screener and screened person,
  - to include temperature check and required questions on exposure and COVID-19 Symptoms, per NYS DOH and OPWDD guidance documents.
- Maintain daily documentation of all screening of individuals, staff and visitors in compliance with OPWDD and NYS guidance and policy.

#### **Response to Signs and Symptoms and Departure:**

- Safe management of any individual, staff or visitor who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include:
  - Facilitating departure as soon as possible, and
  - Safely manage separation from people not exhibiting symptoms, until they depart.
- Ensure instruction is provided to any individual or staff sent home due to symptoms to contact their health care provider and written information on healthcare and testing resources.
- Ensure the day program immediately notifies the local health department and OPWDD

about the suspected case.

### **Participation and Return to Program/Service:**

- Ensure staff members know to report and how to report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.
- Ensure individuals do not participate in day services while they or a member of their household or certified residence is being quarantined or isolated.
- Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
- Ensure any return of an individual or staff to programs/services occurs only in adherence to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.

### **Identify how you will ensure the above and any related strategies:**

*A trained staff [who will wear PPE's] who is supervised by Site safety supervisor and nurse will screen/ take temperature of all individuals/staff and essential visitors prior to entry. They will ask the required COVID-19 screening questions. Staff and essential visitors will be mandated to wear a mask. Individuals will be encouraged to wear masks if they are able to. All staff and individuals will be instructed to wash/sanitize their hands upon arrival/entry.*

*Only one entrance door will be utilized. If for any reason a second entrance door needs to be used, an additional site screener will be stationed at that exit. If anyone leaves the building for lunch, etc. they will be rescreened upon return to the site.*

*If the staff or essential visitor does not pass the safety assessment, they will not be allowed entry. If an individual does not pass the safety assessment, they will not be allowed entry or will be immediately quarantined in a room and will be monitored by a staff [the room will be equipped with PPE's and sanitizers] until they can be transported home. The quarantine room will be thoroughly sanitized prior to and after each use. The program supervisor/nurse will facilitate departure as soon as possible. Prior to leaving, the suspected individual/staff will be instructed to contact their health care provider and will be provided with written information by the screener on healthcare and testing resources. The Safety Supervisor or Director will contact the local Dept. of Health/ OPWDD and their central office. All health screening logs will be secured in the Director's office.*

*Trainings will be conducted with all staff so that they know how to report positive test cases, exposure and signs and symptoms to the supervisors and nurses. Site Safety Supervisors will make rounds periodically and will do checks throughout the day to ensure health and wellbeing of all.*

*Residences/families will be reminded that individuals will not be permitted to attend program if anyone in their household is a suspected case. Anyone who was COVID-19 positive must have a medical clearance to return. The Safety Supervisor and nurse will have a list of individuals who require proper clearance prior to returning to program. Individuals and staff will not be allowed entry if they have not adhered to the OPWDD and DOH guidance in regard to quarantine periods/fever-free durations.*

### **B. Social Distancing Requirements:**

**Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:**

- Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing;
- Plans to maintain no more than 50% occupancy in small/confined spaces within a program, such as a staff break room;
- Potential use of physical barriers within site-based spaces;
- Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual's needs may require individual to staff distance to be less than six feet);
- Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel;
- Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows;
- Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces;
- Support and education of individuals to learn physical distancing/use of markers, patterns of movement, and other program strategies;
- Maintain a staffing plan to prevent employees who should need to "float" between different rooms or different groups of individuals, unless such rotation is necessary to safely support individuals due to unforeseen circumstances (e.g. staff absence).
- Provide adequate space and operational practices (e.g. staggered break times) for staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (i.e. eating or smoking).

**Identify how you will ensure the above and any related strategies:**

***We are opening at 50 percent of our regular capacity. Chairs and tables will be arranged to facilitate social distancing, furniture that is not needed will be removed from each activity room. Recliners/chairs will be stationed 6 feet apart.***

***Individuals will be 6 feet apart at program. Markers on the floors and hallways will indicate social distancing and 6 feet apart mandate.***

***The capacity of each room regarding individuals has changed. The smaller rooms will have a capacity of 6-8 individuals. The larger rooms will have a capacity of 10-12.***

***All individuals will be provided seating for lunch and activities at tables that will seat two individuals at 6 feet apart. Rooms will ensure that individuals either sit in chairs or wheelchairs that are at a 6-foot distance from each other.***

***Staff will be inserviced on social distancing and will practice social distancing as well as will encourage and teach individuals about social distancing.***

***Staff will reinforce social distancing through constant reminders, signage, etc.***

***Signs are posted throughout the building in regard to social distancing. There are social distancing markers on floors in hallways. Site Safety Supervisors will make rounds and ensure that all staff and individuals adhere***

*to social distancing.*

*Staff will ensure that there aren't any physical interactions between individuals when socializing or participating in activities.*

*The program materials used for activities will not be shared without proper disinfecting procedures.*

*Supervisors will make every effort possible not to float staff between rooms unless such rotation is necessary to support individuals due to unforeseen circumstances [e.g. staff absence]. Lunch/breaks will be staggered for staff to allow for social distancing. Adequate spaces [additional office spaces /rooms] will be provided for staff to complete paperwork/independent tasks so that they will be able to adhere to social distancing.*

*Signs will be posted in bathrooms/break rooms indicating the acceptable capacity of the room. Sinks/ stalls will be blocked off if not 6 feet apart.*

### **C. Gatherings in Enclosed Spaces**

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.
- Ensure the group ( $\leq 15$ ) of individuals receiving services and staff working with them are as static as possible.
- Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
- Stagger staff and/or individual meal and break times to maintain social distancing.
- Adhere to social/physical distancing practices identified in the safety plan.
- Prohibit shared food and beverages and buffet style dining.
- Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

#### **Identify how you will ensure the above and any related strategies:**

*Hours of operation will be from 8am to 3pm, depending on transportation delays.*

*Buses will be operating at 50 percent capacity.*

*Group size of activity clusters will be limited to 12 or less individuals, depending on the size of the activity room.*

*Staff will not be floated unless absolutely necessary in order to provide protective oversight.*

*Program activity rooms will initially be in three clusters in order to limit co-mingling. Staff and individuals from one cluster will not co-mingle with staff and individuals from other clusters.*

**Individuals will participate in activities within their activity area/clusters and with no or minimal contact with one another. Individuals will not join in activities with other groups in other clusters or in any common areas. Individuals and staff will not visit other clusters.**

**Staff schedules for breaks/ lunch will be staggered to maintain social distancing.**

**Site plan and OPWDD regulations regarding re-opening will be part of staff training. Staff will be reminded to adhere to the safety plan and to practice social distancing.**

**Shared food/beverages will be prohibited. All residences/families will be notified that they must provide food that requires limited preparation and that it must be packed appropriately. All plates/utensils will be thoroughly washed in hot water in rooms that do not have dishwashers. In rooms with dishwashers, the plates and utensils will be washed on the hottest water setting on the dishwasher.**

#### **D. Day Program Schedules and Activities**

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
- Schedule individual's activities to reduce density and allow for social distancing.

#### **Identify how you will ensure the above and any related strategies:**

**The program will reopen at less than 50% capacity which allows ample space to accommodate all individuals in the program without changing the normal program schedules.**

**Bus schedules will be arranged based on the number of individuals that will be transported. If needed, the hours of the program will extend to accommodate the departure time of each individual.**

**Shared use of equipment and program supplies will be limited to the extent possible. All program supplies will be cleaned properly before and after use by staff.**

**Staff will be trained not to utilize or present any materials/supplies for shared use. When supplies are used, they will be individualized for each individual's personal use. Prior to and after each use, the supplies will be cleaned and sanitized and then properly stored in a labeled box or Ziplock bag for that individuals' use only. No one will share supplies unless properly disinfected and sanitized.**

**If an item is picked up or shared by an individual independently or accidentally, the item will be cleaned and the individuals will be encouraged to wash or sanitize their hands.**

**Staff will wear gloves when distributing or working with supplies. Staff will have their own supply of materials, etc. that is personalized and labeled for their use.**

**Staff will not be floated unless absolutely necessary due to staff absences.**

**Staff will make all efforts to reduce physical acts of socialization and will encourage verbal interactions if socially distant at**

**6-feet apart. Staff will discuss and utilize posted signs, videos, etc. to reinforce handwashing, use of masks, and social distancing. Staff will encourage use of masks if tolerated by the individuals.**

**Room modifications have been made. Excess furniture, including chairs, tables, and recliners, supplies and equipment have been removed from rooms to increase room capacity for social distancing. Recreational equipment that is meant to be shared in group activities has been removed from rooms. Tables and areas in the room have been set up and marked so that there is social distancing. Only two individuals can share a table and they will be sitting 6-feet apart.**

**Capacity limit signs have been posted on every door indicating the reduced capacity to facilitate social distancing.**

**Signs have been posted on all doors throughout the facility to reinforce handwashing/use of sanitizer, the importance of wearing masks and social distancing. There is information throughout the facility regarding COVID-19. Staff will reinforce the importance of adhering to signs.**

**Electronic equipment such as radios, shredders, computers, etc. will be monitored closely and cleaned and sanitized prior to and after use.**

**Tabletop activities will not be set up unless individuals can participate (bingo cards, crafts, grooming materials, art supplies, etc.) using their own supplies. Group activities utilizing recreational equipment will not be presented.**

**The yoga teacher and Zumba instructors who used to come to present activities were told not to return to present their specialty activities until further notice.**

**Cooking lessons will be discontinued as there should be no sharing of food or cooking equipment.**

**The General Store, plant grow room and greenhouses will not be utilized so that there will be no co-mingling, handling of money, visiting other environments or sharing of food or supplies.**

## **E. Personal Protective Equipment:**

- Ensure all staff wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, at all times while providing services, consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated).
- Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at no cost, if visitors do not have their own which meets requirements.
- Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
- Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- Retain documentation of trainings in the employees' personnel files and per agency procedures.

## **Identify how you will ensure the above and any related strategies:**

*All staff and essential visitors will be mandated to wear masks. If staff need masks or any supplies, they will be provided to them as needed. Individuals will be encouraged to wear masks if tolerated. Individuals will be offered face shields, if tolerated.*

*CHC has a large supply of PPE's available for essential visitors and staff. No one will be allowed entry into the facility without passing a health screening or without wearing an appropriate mask.*

*We have an adequate supply of PPE's and will keep an ongoing inventory supply list. We will re-order as needed to ensure that we have an adequate stock on site. All staff will be trained on the proper use/care and disposal of PPE's.*

*N95 masks and full PPE kit will be provided to staff who screens individuals/staff/visitors as well as staff who would work with suspected individuals in the quarantine room. PPE supplies will be discarded according to policy into a separately marked bin.*

## **F. Hygiene and Cleaning**

### **Personal Hygiene to Reduce Transmission:**

Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.

- Provide and maintain hand hygiene stations at each location to include:
  - Handwashing: soap, running warm water, and disposable paper towels.
  - Hand sanitizing: alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical, and where the need for frequent hand sanitizing is expected.
  
- Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
- Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
- Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.
- Address any individualized needs affecting the unsupervised availability of hand sanitizer.

### **Cleaning and Disinfection of Environment, Equipment and Supplies:**

- Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
- Implement the following minimum standards regarding cleaning and sanitizing:
  - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
  - Use of only EPA registered products for disinfecting non-porous surfaces;
  - Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
  - Ensure adequate ventilation to prevent inhaling toxic fumes.

- Maintain site cleaning logs indicating the date, time, and scope of cleaning.
- Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
- Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
- Clean and disinfect all areas and equipment used by a person exhibiting symptoms upon their departure from the area and prior to use of the area or equipment by other individuals or staff.
- PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
- Provide ventilation with outside air safely and when possible.
- Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible.
- Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

**Identify how you will ensure the above and any related strategies:**

*The site supervisors and administrative team will ensure a strict adherence to hygiene requirements and will do frequent checks and reminders to reduce transmission as advised by NYS DOH and the CDC.*

*There are sinks with soap dispensers and disposable towels in all activity rooms, bathrooms, alternate positioning rooms and changing areas. There are dispensers with sanitizers at the time clock, at the front desk area and in all activity rooms, break rooms, bathrooms and in the changing room.*

*Staff will be trained and in serviced on proper handwashing techniques [washing hands for at least 20 seconds] as per NYS DOH and CDC guidance. They will be trained on conditions that require handwashing as well as will be encouraged to wash their hands frequently. Staff and individuals will use sanitizer upon arrival and throughout the day. Staff will monitor individuals as they use sanitizer. Staff will ensure that individuals who are unable to use it properly will not utilize it without staff supervision to ensure their safety.*

*Staff will be trained and will adhere to sanitation requirements by NYS DOH guidance documents. There will be a rigorous disinfection of high risk/high touch area utilizing only EPA registered products for disinfecting non-porous areas. Staff and cleaners will adhere to manufacture's recommendations for proper usage and dwell times and will ensure proper ventilation. Cleaning logs will be maintained. All cleaning products will be secured and out of reach of individuals. Gloves and used disposable cleaning materials will be tied in a bag and removed from the environment immediately.*

*All areas/equipment used by anyone who exhibits symptoms will be disinfected immediately. Staff will be instructed to limit shared objects/ equipment. Staff will be instructed to limit shared objects/equipment. Staff and Safety Supervisors will ensure that all equipment/objects will be cleaned and disinfected.*

*Personal items from home, soft objects and objects that are unable to be sanitized will not be used unless the object is specific to an individual and their preference. Staff will ensure that the individual's preferred object is not shared. The removal of the object from the individual may cause the individual distress. The residence will be asked to clean/wash and sanitize the object.*

*Personal items from home will be monitored. If the item is not essential or will not cause distress if removed, staff will discuss removal from area with the individual. If agreed, staff will place the item in a plastic bag and will send home with the individual at the end of the day. If the item is essential to the individual it will be cleaned and sanitized, if possible. Program will discuss items with family/ provider and ask for item to be*

***cleaned and sanitized as well at home. Program will impress upon providers and individuals that personal items if not essential should not be brought to program.***

***Site supervisors will make rounds, document and will ensure that all staff and individuals are adhering to proper hygiene and cleaning regulations.***

***The cleaners have been trained by their company and will adhere to all cleaning regulations, will empty garbage cans hourly and will clean high touch area during the day. A thorough cleaning will be done in the entire building at the end of the day as well by the cleaning company.***

***All individuals will be provided with their own supplies that will be cleaned and disinfected and placed in a labeled box for the individual's use. No one will share equipment.***

***Staff will use gloves and will clean and disinfect any materials they handle.***

***Electronic equipment such as phones, shredders and computers will be cleaned and sanitized prior to and after use.***

***Headsets/ earphones will not be shared, each set will be labeled and placed in an individual's personal box of supplies.***

***All utensils and plates will be cleaned and washed in hot water.***

***Bathrooms and changing rooms have reduced capacity- capacity posted on each door. Garbage will be removed hourly. Staff will be instructed to use disposable paper on changing tables and will clean and sanitize area prior to and after use.***

## **G. Transportation**

Ensure that the following measures are implemented for the transport of individuals to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

- Ensure only individuals and staff from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;
- Reduce capacity on buses, vans, and other vehicles to 50% of total capacity;
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff by not sitting near each other or the driver.
- If there are multiple doors in a bus or van, utilize one-way entering and exiting. Provide instruction for individuals to exit the vehicle one at a time and wait for driver or staff instruction before doing so.;
- Ensure staff and the driver always wear face coverings in the vehicle. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.

- To the extent they can medically tolerate one, support individuals to wear masks in vehicles.
- After each trip is completed, clean and disinfect the interior of the vehicle before additional individuals are transported; and
- Where appropriate and safe, roll windows down to permit air flow.

**Identify how you will ensure the above and any related strategies:**

*Transportation will reduce capacity (50%) and will adhere to social distancing while transporting individuals. Bus routes will be staggered based on pick up/drop off needs.*

*Buses have only one entrance and exit for individuals that are ambulatory and one entrance and exit for individuals that utilize wheelchairs.*

*The Day Program will make all efforts to cluster individuals in activity rooms based on the bus they were transported on. However, there will be exceptions to this due to a variety of reasons such as individual choice, compatibility with other individuals and staff, behavior issues and medical reasons.*

*Transportation will transport individuals and staff who reside together without a vehicle capacity reduction.*

*Transportation will, to the extent possible, restrict close contact of individuals and staff from different households by not seating them near each other or the driver.*

*Only individuals from this Day Program will be transported.*

*Temperature checks will be performed before individuals are allowed to board transportation. Hand sanitizing is required prior to boarding bus. CPT staff will provide sanitizers to individuals before boarding bus.*

*Masks will be available at the bus and all individuals, who can medically tolerate, will wear masks.*

*The driver and aide are mandated to wear masks and PPE.*

*The buses will be cleaned and disinfected/sanitized after each trip.*

*When safe and appropriate, windows will remain open on the buses to provide more ventilation.*

*If an individual has a temperature above 100.0 Fahrenheit, they will not be permitted to board. Individual will not be permitted to return to program for 72 hours. Individual has to be temperature free without the use of fever reducing medications for 72 hours to return to program. Supervisors will communicate with families/residences to discuss health status of individual prior to return.*

*All CPT transportation staff will screen for COVID-19 signs and symptoms before the start of their shift. All CPT staff will be trained on COVID-19 protocols.*

**H. Tracing and Tracking**

- Notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at their site.
- If a staff or visitor test positive, procedures for day service cooperation with the local health department to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.

**Identify how you will ensure the above and any related strategies:**

*All individuals and all staff returning to day program needs to be tested for COVID-19 and must be proven negative. No one will be admitted back into the program without an initial negative test result.*

*Site Supervisor will maintain logs of all individuals/ staff and essential visitors. The log will be secured in the Director's office.*

*Site Supervisor will check cleaning logs periodically to ensure proper cleaning and sanitization of the facility.*

*We will inform families and providers that we will follow the CDC guidelines on cleaning and disinfecting the facility if someone is suspected or confirmed to have COVID-19.*

*The local Health Department and OPWDD will be notified upon discovering that someone from the site has tested positive for COVID-19. If a staff or visitor tested positive, this site will follow all procedures to and will cooperate with the local Health Dept. to trace all contacts in the workplace and notify the Health Dept. of all of the staff, visitors and individuals who entered the facility dating back 48 hours before the positive person began experiencing COVID-19 like symptoms or tested positive. We will maintain confidentiality as required by federal and state law and regulations.*

*Parents, staff and providers will be notified immediately if anyone from CHC has a confirmed or suspected case of COVID-19. All will be alerted if they have come in contact with someone who has a confirmed or suspected case of COVID-19.*

*CHC will maintain a log of all staff, individuals and essential visitors who may have had close contact with other staff or individuals at the facility. All contacts will be identified, traced and notified in the event someone with COVID-19 is diagnosed.*

*Families and providers will be notified of actions to be taken related to COVID-19 symptoms and contact.*

*A letter was sent to families and providers explaining steps CHC will take in the event of a suspected or confirmed case of COVID-19.*

*Families and providers will be informed that:*

*If a staff has COVID-19 symptoms and either tests positive for COVID-19 or did not take a test, the staff must complete a 14-day quarantine.*

*If a staff tests positive the staff must complete a 14-day quarantine.*

*If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the staff should notify the day program and follow the above protocol for a positive case.*

*If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, and the inability to temporarily furlough that employee would cause a hardship to the employer/program, the staff should notify the day program and adhere to the following practices prior to and during their work shift, which should be documented by the day program:*

*Regular monitoring: As long as the staff does not have a temperature or symptoms, they should self-monitor consistent with the day program's health policies.*

*Wear a mask: The staff should wear a surgical face mask at all times while in the day program.*

*Social distance: staff should continue social distancing practices, including maintaining, at least, six feet distance from others.*

*Disinfect and clean facility spaces: Continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.*

***In the event an individual, staff or anyone they reside with are placed on quarantine or isolation, the responsible party (i.e. self, guardian, residence manager etc.) must notify the day program immediately and must suspend attending day program until they are medically cleared to return to work/program.***

### **ADDITIONAL SAFETY PLAN MEASURES:**

Please use this space to provide additional details about your program's Safety Plan, if appropriate.

***Prior to entry, all staff, individuals and essential visitors will be screened and will be allowed entry if they pass the health screening assessment.***

***All individuals and all staff returning to day program needs to be tested for COVID-19 and must be proven negative. No one will be admitted back into the program without an initial negative test result.***

***All staff will be trained on all safety protocols regarding COVID-19.***

***Site supervisors will ensure that all safety measures /site plan and protocols are adhered to daily and all forms and logs are reviewed daily.***

***Supervisors will discuss any issues or concerns and address them immediately.***

***Day Hab Without Walls individuals and staff based at CHC due to suspension of community sites will follow the same safety plan.***