

COVID-19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	Constructive Partnership Unlimited	
Agency Address	40 Rector Street, New York, NY 10006	
Day Program Type	<input type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Prevocational <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop
Operating Certificate Number	Non certified /DH without walls	
Site Address (certified sites only)		
Certified Capacity (certified sites only)		
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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. 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. Staff personnel will screen all individuals', staff and visitors, and will not allow non-essential visitors access to enter the facility.

Signs are posted throughout the room providing instructions on COVID-19 transmission prevention and containment activities identified in the OPWDD document "Regarding OPWDD Reopening of Day Services". The restroom 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] 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.

Two entrance doors will be utilized, one door for persons who are mobile, and the other for the individuals who utilizes wheelchairs. Individuals entering the facility through both doors will be screened for signs and symptoms. 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. Transportation will be called to return them to their residence. Prior to leaving, the suspected individual or 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 Supervisor'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. Site Safety Supervisor will do checks periodically 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 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 6 feet of social distancing.

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

The capacity of the room regarding individuals has changed. The room has the capacity for 4 individuals with 6 feet of social distancing.

All individuals will be provided seating for lunch and activities at tables that will seat two individuals at 6 feet apart. Staff will ensure that individual either sits in chairs, or wheelchairs that are 6 foot distance from each other.

Staff will be in-serviced 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.

Adequate space will be provided for staff to complete paperwork/independent tasks so that they will be able to adhere to social distancing.

Signs are posted in bathrooms indicating the acceptable capacity of the room.

Staff will ensure that there are no physical interactions between the individuals when socializing or participating in activities. The program materials used for activities will not be shared without proper disinfecting procedures.

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 (≤ 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 8.00 a.m., to 3.00 p.m.

Group size of activity cluster will be limited to 4 or less.

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

Individuals will participate in activities within their activity area/room and with no /minimal contact with one another.

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.

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:

This program site will allow ample space to accommodate all the individuals in the program room without changing the normal program schedule.

Sharing 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 material/supplies for shared use. When supplies are used, they will be individualized for each person's personal use. Prior to and after each use, the supplies will be cleaned and sanitized and properly stored in a labeled box or ziplock bag for that person's use only. No one will share supplies unless properly disinfected or 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 of 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. 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 the door indicating the reduced capacity to facilitate social distancing.

Signs have been posted on all doors throughout the room to reinforce handwashing/use of sanitizer, the

importance of wearing masks and social distancing. There is information throughout the room 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.

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 needs 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.

Bay Street, Staten Island, has an ample 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 and visitors. 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 supervisor and administrative staff 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 is a sink with soap dispenser and disposable towels in the bathroom.

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 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 frequently.

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

Staff will empty garbage cans hourly and will clean high touch areas during the day. A thorough cleaning will be done in the entire room at the end of the day.

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 material 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.

Bathroom will be utilized by one person at a time.

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:

The individuals who attends the Day Habilitation Without Walls Program at Bay Street travels independently, or with ACCESS-A-Ride. These individuals will be educated on social distancing, wearing their mask, and hand washing/sanitizing upon arrival to the site

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 the 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 supervisor'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. Confidentiality as required by federal and state law and regulations will be maintained.

Parents, staff and providers will be notified immediately if anyone from Bay Street 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.

Bay Street 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 Bay Street 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 test positive for COVID-19 or did not take a test, the staff must complete 14-day quarantine.

If a staff tests positive the staff must complete 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 bathroom, classroom, 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 staff will be trained on all safety protocols regarding COVID-19.

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

Supervisor will discuss any issues or concerns and address them immediately.