

A. Entrance to Site Based Programs

We will only be using one entrance/exit door, unless required for an emergency. All doors will have signs to indicate what door should be used to attempt to gain entrance to the program. At typical times of arrival, a designated trained staff (supervisory or health care) will be stationed at the entrance to screen and take the temperatures of all staff, participants and essential visitors prior to entry into the program area. This staff member will wear appropriate PPE and will document on the screening form if the person passed or if the person was sent home, no health information will be recorded.

All current COVID 19 screening questions will be asked and all staff and essential visitors will be mandated to wear a mask. Participants will be encouraged to wear masks if they are able to. Screening questions will be asked and answered by participants or their staff/families prior to boarding a van or bus, and they will not be permitted to travel to Day Program should they not pass the screening. All staff and individuals will be instructed to wash/sanitize their hands upon arrival/entry. Anyone leaving the building will be re-screened upon their return. During times of the day when a staff member is not stationed at the screening area, visitors will be required to ring the bell so the designated trained staff can come to the door to perform the necessary health screenings and questions.

Anyone not meeting the requirements of the screening or having a temperature above 100.0 will not be allowed entry. If for some reason a participant who does not meet the requirements to stay at program is not able to leave immediately, they will be quarantined in a designated room equipped with PPE and sanitizers, and will be monitored by a staff either from a window, or in the room with proper PPE, until they can be transported home or to a medical facility. Station MD will also be available to the individual for triage. All participants will be required to have consent for Station MD or other tele-health system prior to returning to program. The quarantine room will be thoroughly sanitized prior to and after each use. The program administration and or 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 health care and testing resources. Staff will follow the Policy and Procedure for Reporting Procedures for COVID-19.

All health screening logs will be secured in the Director's office at the end of each day.

All staff will be trained on how to recognize signs and symptoms and report them to their supervisor. The Safety Supervisor (or designee in her absence) will check on all participants periodically throughout the day to ensure health and wellbeing.

All participants and their caregivers will be notified that individuals will not be permitted to attend program if anyone in their household has a suspected case of COVID or if anyone in their household is being quarantined or isolated for positive COVID 19 exposure. Families and Residences will also be notified that if there is a case or suspected case in the household, they must notify the Day Program immediately. Anyone who tests positive for COVID-19 will not be allowed to return to program until they have medical clearance. Participants and staff will not be allowed to enter the Day Hab if they have not followed the OPWDD and DOH most current guidance in regard to quarantine periods, travel restrictions, and fever free durations.

B. Social Distancing Requirements

We will be opening at well under 50% of our regular capacity in order to help facilitate easier social distancing. Individuals who will be attending the program have been screened to assess their ability to social distance and this information was used when choosing cohorts.

Furniture will be placed strategically to aid with social distancing.

Signs will be posted throughout the building (walls and floors) that will act as reminders and markers to facilitate social distancing. There will be arrows on floors and walls indicating one directional foot traffic, when applicable. The Site Safety Supervisor (or designee) will make rounds throughout the day to ensure that all staff and individuals adhere to social distancing. Cohorts who live in the same household will not be required to practice 6-foot distancing within that same cohort.

Some individuals already have COVID related goals in their SAP/DayHab Plans. Those who do not, will be evaluated at their LifePlan/CFA meetings on an ongoing basis to determine if this is necessary. In addition, the Day Hab staff will offer activities related to teaching the importance of hand hygiene and social distancing.

Staff will be assigned to the same cohort daily whenever possible.

Only one participant will be allowed in a bathroom at a time. After leaving the bathroom, staff will ensure that it is cleaned and disinfected.

Changing rooms, and tables will be cleaned and disinfected after each use.

Staff will be trained and expected to adhere to social distancing guidelines. We do have several individuals who require one or two staff to be within the six feet distance in order to attend to health and personal care needs. When this occurs, staff will wear all necessary PPE.

C. Gatherings in Enclosed Spaces

Modifications to day program/service hours will not be necessary upon opening due to the reduced number of participants. Group sizes will be limited to no more than 15 individuals, and all cohorts will remain together in clusters. Staff and individuals from one cluster will not co-mingle with staff and individuals from another cluster.

Common areas will be marked with tape indicating 6 feet social distancing. Cohorts will not co-mingle and after one cohort utilizes a common area, it will be cleaned and disinfected before another cohort can use that area.

Staff will not mingle during break times, and will remain 6 feet apart. A break area will be designated and only 2 staff at a time will be allowed in that room.

Participants will be assigned to the same cohorts daily. Staff will be assigned to the same cohort daily whenever possible. Staff would only float when absolutely necessary to ensure health and safety.

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

Participants who need assistance in the bathroom will only be taken by the staff assigned to them. In the event that the required number of staff needed to take someone to the bathroom would leave the other individuals in that cohort without supervision, a supervisory staff will monitor the room while the assigned staff are gone. The supervisory staff will provide supervision from outside the door, unless a health or safety concern would require closer contact.

All staff will be trained on and expected to adhere to this Safety Plan, as well as agency policy that was written based off of the OPWDD regulations regarding reopening. The Site Safety Supervisor will make rounds periodically and ensure that all policy and protocol are being followed.

Participants and staff will eat only with their cohorts, and meals will be staggered if needed to maintain social distancing. Shared food or beverages will be prohibited. All residences and families will be notified that they must provide food that requires limited preparation and that it must be packed appropriately. All plates and utensils will be thoroughly washed in the dishwasher or placed in sealed plastic bags and sent back home. Disposable plates and utensils will be used whenever possible.

D. Day Program Schedules and Activities

Modifications to day program/service hours will not be necessary upon opening due to the reduced number of participants. Group sizes will be limited to no more than 15 individuals, and all cohorts will remain together in clusters. Staff and individuals from one cluster will not co-mingle with staff and individuals from another cluster.

Program activities will be geared toward those that require little or no physical contact and do not rely on shared equipment. Each participant will have their own personal supplies; this will build over time.

Shared use of equipment and program supplies will be limited to the extent possible. All program supplies will be cleaned and disinfected before and after each use.

E. Personal Protective Equipment

All staff and essential visitors will be required to wear a surgical or cloth mask at all times. If the staff or essential visitor does not have a mask one will be provided to them at no charge. Face masks will be need to be worn appropriately, covering nose and mouth at all times.

Participants will be encouraged to wear face masks or face shields as tolerated and they will be provided if necessary.

The Day Program currently has 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 appropriate amounts on hand in stock. All staff will be trained on the proper use/care and disposal of PPE's.

N95 masks and full PPE kits will be provide to staff who screen 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

The Site Safety Supervisor or designee along with the administrative team will ensure a strict adherence to hygiene requirements. There will be a daily check list that will include reminders and spot checks to reduce transmission as advised by NYS DOH and the CDC.

All sinks will have soap and disposable towels along with posters indicating proper hand hygiene. Hand sanitizers will be available at the time clock, the screening station, bathrooms and in all changing areas and at the entrance to all program rooms. Any shared workspaces or equipment will be cleaned and disinfected between each use.

Staff will be trained on proper hand-washing techniques as per NYS, DOH and CDC guidance. Training will include conditions that require hand-washing as well as encouraged to wash their hands frequently throughout the day. Anyone entering the building will use sanitizer upon arrival and throughout the day. Staff will monitor participants when they use sanitizer.

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 areas utilizing only EPA registered products for proper disinfecting nonporous areas. All cleaning will be performed in accordance to the manufactures recommendations for proper usage and dwell times and proper ventilation. Cleaning logs will be maintained. All cleaning products will be secured and out of reach of participants. Gloves and used disposable cleaning materials will be tied in a bag and removed from the environment frequently.

All areas contacted by anyone who exhibits symptoms will be disinfected immediately. Staff and Safety Supervisors will ensure that all equipment and areas are cleaned and disinfected.

Personal items from home, that are unable to be sanitized will not be allowed in the building unless the object is specific to an individual and deemed necessary by the person's team. If such an item is deemed necessary, staff will ensure that the individual object is not shared and remains 6 feet away from others. The item would need to be washed and sanitized prior to coming back each day.

G. Transportation

Transportation will be reduced by at least 50% except when an entire cohort house is being transported.

Residential staff or families will take temperatures prior to allowing anyone to ride on a bus or van, they will also answer screening questions and indicate yes or no on a form that will be given to the transportation staff reflecting if the person has passed the screenings. Anyone with a temperature of 100.0 or above, or who does not pass the screening questions, will not be allowed to be transported. Supervisory staff from Day Program will communicate with families and residences to discuss health status of individuals not passing the screening, and follow the same guidance as if they were screened at the program.

Masks will be available prior to boarding the bus/van and all individuals who can medically tolerate it, will wear a mask. Drivers will wear masks at all times covering their nose and mouth. Participants will be required to use hand sanitizer before boarding the bus or van.

Buses and vans will have only one entrance and exit for individuals who are ambulatory and one entrance and exit for individuals who utilize a wheelchair.

Individuals who travel together will also remain together at program. 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.

Vehicles will be cleaned and disinfected before and after each trip. When safe and appropriate, windows will remain open on the buses to provide more ventilation.

All transportation staff will be screened for COVID signs and symptoms before the start of their shift, and will be trained on COVID 19 protocols. The transportation company that the Day Program contracts with will be required to keep logs of the staff screenings.