

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

<b>Agency Legal Name</b>	Onondaga County Chapter, NYSARC, Inc	
<b>Agency Address</b>	600 South Wilbur Ave, Syracuse, NY 13204	
<b>Day Program Type</b>	<input checked="" type="checkbox"/> Certified Site <input 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>Anticipated Reopening Date</b>	8/17/2020	
<b>Operating Certificate Number</b>	<del>61200352</del> 61830650 <i>EGM</i> 8/10/2020	
<b>Site Address</b> (certified sites only)	216A West Manlius Street, East Syracuse, NY 13057	
<b>Certified Capacity</b> (certified sites only)	45	
<b>Primary Contact Name</b>	Ellen Gutmaker, Executive Director	
<b>Primary Contact Email and phone #</b>	egutmaker@arcon.org 315-476-7441	

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:

Prior to opening, signage will be posted throughout the program building in adherence to the 7/16/20 guidance. The Site Safety Monitor will complete a weekly review to verify that signs are still in place and replace any that have been damaged or removed.

### **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:

Prior to entry to the facility, a health screening will be conducted for individuals, employees and visitors that must be passed. Anyone who fails the health screening will not be admitted to the facility and a written information sheet will be provided regarding health care and testing resources. In cases where program staff provide transportation, the health screening of individuals will be done upon pick up. Individuals who fail the screening will not be transported to program. The supervisor, team leader, R.N. or LPN will conduct a review of the daily health screenings in accordance with OPWDD guidance. Staff will be trained on reporting, symptoms, exposure, etc. A return to program note from a physician will be required for any individual who has tested positive or has symptoms consistent with Covid-19. If the individual is quarantined as a result of a member of their household testing positive, a release from quarantine from the DOH will be required prior to return to program. Employees who test positive will follow the return to work guidance prior to returning to the site. In the event that an employee, visitor or individual develop symptoms during the program day, the employee or visitor will be asked to leave immediately. Individuals will be brought to a separate room away from all other individuals, contact made to their care provider and monitored until transport home. Appropriate reporting to OPWDD and the LHD will be done in accordance to current guidance.

#### 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:

The number of individuals assigned to each classroom will be based on the square footage of the room, taking into account furniture, room shape, etc. Markers will be placed on the floor to assist staff and individuals to maintain spacing. Where possible, specific bathrooms will be assigned to specific classrooms. Individuals will remain in their classroom during transportation time and brought individually to their transport to reduce traffic in the hallways. The front door will be used for transportation drop off and the side door used for transportation pick up. Common areas will be used by only one classroom grouping at a time and cleaned in between uses. Staff break areas will have capacity limitation and breaks will be staggered accordingly. Supports will be provided to individuals accordingly to practice social distancing.

### 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:

At this time, we plan to offer an a.m. and p.m. session of DH service to individuals. The program will be cleaned in between sessions and at the end of the day. Based on the size of the classrooms, the number of individuals will be well below the 15 allowed, with only 10 individuals in each classroom. Individuals and staff will be assigned to a specific classroom on an ongoing basis. As much as possible, the same staff will be scheduled to work with the same individuals throughout the day. Meals or snacks will occur in the classroom and there will be no sharing of food/beverages. Families will be asked to send meals/snacks that have limited preparation at program.

### 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:

At this time, we plan to offer an a.m. and p.m. session of DH services in order to be able to provide service to as many people as we can. Individuals will be in static groups and assigned to a specific classroom. Any activities scheduled in common areas will be done with only one group at a time and the common area will be cleaned in between uses. Activity supplies will not be shared as much as possible and sanitized frequently and in between use. Fire drills will be held quarterly and implemented in both the am and pm sessions. Social distancing and staggered departure from the program will not be possible during the evacuation as it is critical that individuals understand the need to leave immediately upon hearing the alarm. Social distancing will be employed at the meeting area as much as possible, while ensuring safety and supervision levels. Groups will not intermingle.

#### **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 employees and essential visitors will be provided face coverings. Individuals who do not have their own masks will be provided with one. Individuals will be supported to wear face coverings. Individuals who cannot medically tolerate face coverings will have this documented in their program plan. Individuals who struggle wearing face coverings, will be supported by staff to learn to increase their tolerance to wearing face coverings for their safety. The Manager will be responsible to complete regular inventory of PPE, order supplies as needed and communicate any difficulties in attaining an appropriate supply. All employees will receive training on PPE which will be maintained in either our Relias LMS or in on site training records.

#### **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:

All sinks will have an adequate supply of soap and paper towels. Hand sanitizing stations will be available at each door to the building as well as within or just outside of each training room, as well as in common areas where handwashing is not available. Individuals and staff will perform regular hand hygiene throughout the day, including upon arrival and departure, after use of the restroom, before and after eating, etc. Employees have or will have completed training on proper hand washing and will support individuals as needed to perform hand hygiene. Cleaning checklists will be used denoting areas/items cleaned and date/time. Cleaning will occur in between program sessions and again at the end of the day. Frequent cleaning of high touch surfaces will occur throughout the day; doors will remain open as much as possible to reduce frequency of touching. Individuals will be discouraged from bringing unnecessary items from home and activity supplies will not be shared as much as possible. Handles of walkers or wheelchairs will be cleaned prior to departure daily. Trash will be removed in between sessions. Items that cannot be sanitized/cleaned will not be used as much as possible, unless required for the needs of the individual. Cleaning supplies will be inventoried on a regular basis by the Manager and ordered as needed. Supplies will be kept locked.

### 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 traveling to and from the same day program be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation at this time; individuals transported together are encouraged to be cohorted for purposes for day programming also, in order to reduce further intermingling;**
- **Reduce capacity on buses, vans, and other vehicles transporting individuals from multiple residences to 50% of total capacity;**
- **Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction;**
- **As possible, stagger arrival and departure times to reduce entry and exit density.**
- **To the extent possible, restrict close contact of individuals and staff from different households 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. Social distancing must be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals should be transported alone or with members of the same household. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.**
- **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:

At this time, families will be asked to transport individuals to and from the Day Program whenever feasible to assist in reducing risk. The Day Program will work with families who have a hardship in doing this. Individuals attending different day programs will not be transported together. When individuals who live in IRA's return to Day Program, the residential facility will be asked to transport whenever possible. The Day Program will work with Residential Providers who have a hardship in doing this. Individuals assigned to Room M will use the entrance leading to that room for arrival and departures. Individuals assigned to Room B will use the entrance leading to that room for arrivals and departures. Upon arrival, people will be brought in individually by employees following their screening and hand hygiene. During transportation, all employees will wear face coverings and individuals will be supported to do so; windows will be rolled down, weather permitting; seating will be spaced and vehicle capacity will be at 50%. Individuals who cannot/will not tolerate the use of face masks will be transported alone whenever possible. If they must be transported with others, they will sit as far away as possible near an open window. The vehicle will be cleaned in between uses. Cleaning supplies will be stocked in the vehicle in a locked container.

**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:

Upon notification of a positive test result of Covid-19 for any employee or individual, notifications to OPWDD and the Local Health Department will commence. The Manager will use the Employee/visitor screening and close contact logs to determine who has been in contact with the affected person 48 hours before symptoms began or tested positive. Information will be provided to the LHD as requested and notifications will be made to families, individuals and employees as warranted. In the event of multiple positive cases, the agency will follow the guidance of the LHD regarding the need to close the program. All reports/notifications will be filed as required in current OPWDD guidance in IRMA.

**ADDITIONAL SAFETY PLAN MEASURES:**

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