

### **Safety Plan Review:**

All Program Managers are responsible to ensure that the Safety Plan and this Guidance document are kept on site and available to employees at any time. The Manager is responsible to ensure that all employees are trained and well versed on this safety plan. Ongoing review of the Safety Plan is recommended for employees.

Documentation of training on the safety plan must be maintained by the Manager and produced upon request.

The Manager is responsible to ensure employees are following the Safety Plan and address issues accordingly.

In the absence of the Manager, the Team Leader is responsible for the above outlined tasks.

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### **Signage:**

The following signage must be present throughout the site:

1. On doors—signs restricting visitors to only essential visitors
2. “Protect Yourself Poster”
3. “PPE” Poster
4. “Signs/symptoms/reporting Poster
5. Hand Hygiene (hand washing/hand sanitizer
6. Social distancing signs

### **Compliance Monitoring:**

The assigned Site Safety Monitor is responsible to ensure that signs are posted and replaced if damaged or missing. Document on Site Safety Monitor weekly checklist.

### **Health Screenings:**

#### **Upon arrival to program/transport**

Using the Health Screening Log for Individuals, Employees and Essential visitors, perform health screening, including temperature check of every person entering the site. This must be documented on the form. Essential visitors are only those persons who are providing direct service provision or operation of the program site. (i.e. Physical Therapist, R.N., Facilities).

When completing the screening, the complete list of symptoms from the CDC and the *question of out of the country travel must be reviewed with the person individually. Currently, travel within the US is permitted.*

When screening individuals, if the individual is not able to answer these questions, the health screening questions must be asked of their care provider on the behalf of the individual.

Best practice is for the Manager, Team Leader, RN or LPN to complete the health screenings whenever possible. If this must be delegated to other Arc employees, the Manager will need to review the Health Screening ASAP. If the Manager, Team Leader, RN or LPN is not available at the site, the employee must call another Day Hab location and review the health screening with a supervisor and note this on the log.

When Arc employees provide transportation of an individual to program, the health screening will be completed by the Arc employee at the time of pick up prior to the individual boarding the vehicle.

- If the individual does not pass the health screening, the individual cannot be transported or attend program. The individual and their care provider will be provided the current Department of Health guidance protocol on testing (currently dated 6/1/20), their physician and must have medical documentation in order to return to program.
- If the individual passes the health screening, they will be permitted transport to the program. Upon arrival to the program, the health screening must be reviewed by the Manager, Team Leader, RN or LPN as noted above.

If anyone does not pass the health screening-**they cannot be allowed to enter the building.**

- Employees will be provided the current Department of Health guidance protocol on testing (currently dated 6/1/20), should notify their physician and told to contact HR. HR will need to clear the employee prior to returning to work.
- Essential visitors who are not employees, will be provided the current Department of Health guidance protocol on testing (currently dated 6/1/20), should notify their physician and told that they cannot be permitted to enter until cleared.
- Individuals and their care provider will be provided the current Department of Health guidance protocol on testing (currently dated 6/1/20), should notify their physician and must have medical documentation in order to return to program.

### **Monitoring During the Program Day:**

#### **Individuals Receiving Support:**

During the course of the program day, Arc employees must pay attention to any signs or symptoms that individuals may demonstrate. If an individual begins demonstrating any symptoms consistent with Covid-19, the individual should immediately be isolated from other individuals and employees (supervision levels must continue to be adhered to) and the area the individual was in should be cleaned and sanitized. All people that were in the vicinity of the individual should perform hand hygiene. Each program site will complete a daily screening towards the end of each shift (ISP program has been added).

Employees should notify their Manager and/or Team Leader immediately and the care provider/family should be contacted to immediately pick up the individual from program and seek guidance from a physician. The family/care provider will be informed that the individual

cannot return to program until written medical clearance is provided to the Day Program will be provided the current Department of Health guidance protocol on testing (currently dated 6/1/20).

**Employees/Essential Visitors (9/25/20-Refer to Appendix 1 at the end of this document for Non-Emergency Site visits)**

During the course of the program day, Arc employees/Essential visitors must pay attention to any symptoms they may be feeling. If they begin demonstrating any symptoms consistent with Covid-19, the employee/visitor must immediately leave the facility (ensuring this does not compromise the safety of individuals) and the area the person was in should be cleaned and sanitized. All people that were in the vicinity of the person demonstrating symptoms should perform hand hygiene.

Arc Employees are to immediately notify their supervisor and HR and follow current protocols related to Covid-19 and return to work. HR must clear the employee to return to work. The employee will be provided the current Department of Health guidance protocol on testing (currently dated 6/1/20)

**Compliance Monitoring:**

The Site Safety Monitor will ensure all Health Screening forms are collected and stored in a secure location at the site and uploaded to the Interdepartment Folder labeled Covid-19 on a weekly basis. Notifies Manager and Division Director if forms are not being completed. Document on Site Safety Monitor weekly checklist.

**Social Distancing**

**Program Room Capacity/Bathroom Assignments**

To determine the number of individuals assigned to each program room, the square footage of the space and furniture needs were taken into consideration. Staff are NOT included in these numbers. Additionally, each program room will be assigned a specific bathroom (see specific guidelines for each site located in the TEAMS folder).

Markers/tape will be placed on the floor in the program rooms to assist staff and individuals in maintaining social distancing.

**Transportation times:**

During drop off to program, only one entrance will be used and individuals will be immediately brought to their program room after successful completion of their health screening and hand hygiene (see specific appendix for each site).

During departure from program, individuals will remain in their program room until they are called to leave. The employee assigned to transportation will ensure only one person is leaving the area at a time to avoid congestion.

**Common Areas:**

The use of common areas of the program will be limited to one program classroom group at a time and will be cleaned in between uses. Capacity limits will be posted at common areas to aid in social distancing.

### **Supporting Individuals with Social Distancing:**

Individuals may have specific needs that require physical contact and support of staff. Staff will use appropriate PPE and hygiene to provide this assistance to individuals. Additionally, staff will work with individuals to help them understand and follow social distancing.

### **Compliance Monitoring:**

The Site Safety Monitor will ensure that signs are posted in common areas related to capacity and ensure that floor markers are replaced as needed. Observes implementation of social distancing and provides reminders to individuals and employees as needed. Notifies Manager and Division Director of concerns. Document on Site Safety Monitor weekly checklist.

### **Gatherings in Enclosed Spaces:**

As noted above, program rooms have been determined to have a specific capacity which will be followed by all employees. As much as possible individuals will be assigned to a specific program room with the same staff person. Floating staff from one room to another will be discouraged as much as possible, while ensuring we are following supervision levels of individuals. When staff must float to another program to provide assistance, the staff must complete hand hygiene prior to entering or immediately upon entry to the room and upon leaving the room.

Staggered lunch times for employees will be implemented and capacity limits of common areas must be adhered to during lunch times as well.

### **Compliance Monitoring:**

The Program Manager is ultimately responsible for the scheduling of staff and needs to evaluate their staffing pattern and needs of individuals prior to approval of time off requests, taking into consideration open positions and reduced floating of staff. Notifies Division Director of concerns related to ability to staff the program. Maintains copy of staffing schedule.

### **Day Program Schedule and Activities:**

#### **Schedule:**

At this time, we will be offering two full-day sessions of Day Habilitation at the site. A morning session from 8 a.m. to 12:30 p.m. and an afternoon session from 1:30 p.m. to 6 p.m. This will enable us to offer service to twice as many people given our limited capacity. Note: Currently Lancaster DH offers only the morning session.

Meals will not be served at program at this time. Snacks will be provided to individuals and can either be sent in by the family or provided by the program. There will be no sharing of food or buffet style snacks. Snacks should require limited preparation at the program.

### **Activities:**

Clinic services are available at certain locations with certified clinic space (Galeville, Hampton, Fremont) for individuals who need P.T or O.T. services. Clinicians will provide services only in the dedicated clinical space and services will be provided to one person at a time and cleaned in between use by the Clinician. If needed, the individual's clinical services may be provided in a common area (i.e. bathroom, hallway), the clinician will use the bathroom assigned to the program room and ensure social distancing is maintained.

As much as possible, activity supplies will not be shared among individuals or classrooms. If supplies are shared, they will be cleaned in between use. Items that cannot be cleaned such as cloth items should not be used, unless the individual's plan requires it.

Community outings from the program will be limited to low risk activities, such as parks, walks. Only individuals assigned to the same program room will go on a community outing together. Face coverings must be worn by employees the entire time they are with individuals in the community. Individuals will be supported to wear face coverings. Employees will be required to bring hand sanitizer with them into the community and assist individuals to use hand sanitizer after touching high touch surfaces. ***Hand sanitizer cannot be left in the vehicles due to the alcohol content and potential combustion issues. Employees must keep the hand sanitizer on their person and return it to the program upon completion of the community outing.***

### **Close Contact Log:**

OPWDD requires that a log is maintained of every person who may have close contact with other individuals in the facility. **This log MUST be completed daily for each individual reflecting other individuals, employees or essential visitors that were in close contact with them throughout the day.** The log is to be turned into the Manager at the end the week and maintained. It must be produced in the event of a positive case for contact tracing or as requested by OPWDD.

### **Compliance Monitoring:**

The Site Safety Monitor will be responsible to collect all Close Contact Logs for each individual at the end of the week, review for completion and uploaded to the Interdepartment Folder labeled Covid-19 on a weekly basis. Notifies the Manager and Division Director of concerns related completion of the logs. Document on Site Safety Monitor weekly checklist.

### **Personal Protective Equipment:**

#### **Supplies:**

The Manager is responsible for oversight of the inventory of PPE supplies, including surgical mask, gloves, gowns or face shields, etc. on a regular basis and order supplies through the agency purchasing process.

The Manager will supply all employees with a two-week supply of masks. Employees are responsible to maintain their masks supply. Masks should be replaced daily or when they are

visibly soiled. If an employee chooses to use a cloth mask, the employee is responsible to wash the mask regularly.

The Manager is also responsible to maintain an adequate supply of masks to supply to individuals and any essential visitors who may need one.

### **PPE use:**

Employees must be trained on proper use of PPE, including donning/doffing as well as proper disposal. Employees are expected to wear a face covering and a face shield any time they are in the presence of individuals, even when social distancing is possible, including outside. The mask should cover the person's nose and mouth. ***Once a staff person has completed both vaccinations and waited the requisite 2 weeks, they may dispense with the face shield if they so choose.*** HR will determine when and who may be relieved of the face shield requirement. Confirmation of vaccinations must be sent to HR.

Individuals who have a medical diagnosis that impacts their ability to wear a face covering will not be required to do so. This must be documented in their program plan and additional efforts to maintain enhanced social distancing, minimal risk activities, etc. will be implemented.

Individuals who do not tolerate face coverings for other reasons, such as behavioral, will be supported to learn to wear a mask. Their program plan should include strategies to support them to wear a face covering. Additional efforts to maintain enhanced social distancing, minimal risk activities, etc. will be implemented.

### **Compliance Monitoring:**

The Site Safety Monitor will be responsible review the PPE supplies on hand weekly. Notifies the Manager and Division Director of concerns related to PPE supplies. Document on Site Safety Monitor weekly checklist.

The Site Safety Monitor, Team Leader and Program Manager should be observant of employee actions during the course of the program day and provide reminders as needed to individuals, employees and essential visitors on the need to wear face coverings correctly. Ongoing failure of employees to adhere wearing face coverings or other PPE as warranted, will result in disciplinary action.

### **Hygiene and Cleaning:**

#### **Hand Hygiene:**

All Employees are required to complete training on proper hand washing. This will be maintained in the Relias LMS.

***Hand Hygiene must be completed by all individuals, employees and visitors upon entering the program site and upon departure.*** Hand sanitizer stations must be available and stocked at the front and side door of the building. While the use of soap and water is most preferred, the use of hand sanitizer is acceptable. Hand sanitizer will need to be available in all program rooms and common areas.

Employees must complete hand hygiene:

- Upon entry and departure of the building.
- Upon entering or when leaving the program room
- Before and after supporting individuals in the rest room or with other personal care.
- Before and after supporting individuals with snacks or drinks
- Before and after their own meal break
- Before and after touching shared surfaces or objects (such as laptops, mice, tablets, etc.)
- After touching their eyes, nose or mouth
- After using the restroom.
- After cleaning or sanitizing surfaces
- Any time they are soiled.

Individuals will be supported as needed to complete hand hygiene:

- Upon entry and departure of the building.
- Upon entering or when leaving the program room
- After using the restroom.
- Before and after snack/drinks
- Before and after touching shared surfaces or objects (such as program supplies, etc.)
- After touching their eyes, nose or mouth
- After cleaning or sanitizing surfaces
- Any time they are soiled.

### **Cleaning:**

All employees are responsible to participate in regular cleaning of the site throughout the day as indicated in the cleaning checklist as well as whenever the need occurs. ***Cleaning checklists must be used and documented on.***

As two sessions of programming will be occurring, cleaning will take place in between the morning and afternoon session and again at the end of the program day. Employees will utilize the cleaning checklist and ensure that high touch surfaces are disinfected. These include but are not limited to, restrooms, door handles, tables, arm's on chairs, light switches, appliance knobs, handles on equipment, desks, faucets, etc. Shared computer keyboards and tablets are not easily disinfected. Anyone using these items should perform hand hygiene before and after use. Gloves can also be used when using electronic equipment and disposed of following use.

Employees are to follow directions on cleaning products and keep products locked for safety.

Employees must clean activity supplies after use and as much as possible, these items should not be shared.

Doors should be left open as much as possible to decrease frequent touching of door handles.

On a weekly basis, custodial staff will deep clean the site using the Clorox 360 system.

### **Positive Covid-19 cleaning:**

If an individual, employee or visitor has a positive Covid-19 result, cleaning and disinfection of all surfaces in the area must be done. Close off the area that used by the person who is sick. It is not necessary to close the program if the area the person used can be closed.

The custodial department will be notified by HR to clean the site using the Clorox 360 system as soon as possible.

### **Compliance Monitoring:**

The Site Safety Monitor will be responsible to review cleaning supplies, hand sanitizer and hand soap supplies weekly. Notifies the Manager and Division Director of concerns related to ability to maintain supplies. Document on Site Safety Monitor weekly checklist.

The Site Safety Monitor will be responsible to review cleaning and collect cleaning checklists and upload to the Interdepartment Folder labeled Covid-19 on a weekly basis. Notifies the Manager and Division Director of concerns related cleaning not being performed or documented on. Document on Site Safety Monitor weekly checklist.

The Site Safety Monitor, Team Leader and Program Manager should be observant of the condition of the site throughout the program day and identify/correct cleaning issues as needed.

The Site Safety Monitor, Team Leader and Program Manager should be observant of employee actions during the course of the program day and provide reminders as needed to individuals, employees and essential visitors on the need to perform hand hygiene and/or cleaning. Ongoing failure of employees to adhere to regular, documented cleaning or performance of hand hygiene as warranted, will result in disciplinary action.

### **Transportation:**

#### **Transportation:**

At this time, families and care providers may still be transporting individuals to and from program to reduce potential risks associated with individuals being in such an enclosed space. If program staff does transportation to/from Day Program occurs the following must be followed:

- Face coverings must be worn by all employees in the vehicle. Individuals will be supported to wear face coverings as well.
- 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 and near an open window
- Only individuals traveling to/from the same day program can be on the vehicle. We cannot transport people from two different day programs together ***unless all individuals being transported have been fully vaccinated.***
- As much as possible, individuals traveling together are encouraged to be in the same group/program room as Day Program to reduce further intermingling with others.
- When transporting individuals who live in different residences, the capacity of the vehicle can only be at 50%. (i.e. a 12-passenger van can only transport 6 people, including staff).
- Maintain seating space in the vehicle, roll down windows (weather permitting).

- Individuals who live in the same home and travel to the same program do not need to have a vehicle capacity limitation or seating space needs.
- Vehicles are to be cleaned in between uses.

### **Suburban Transportation:**

- Suburban will provide door-to-door service. Either the driver or a monitor (if needed) will come to your door when they pick up and drop off your family member.
- If you know the day before that your family member will not be attending program, you will need to notify Suburban by 6:00 p.m. the night before AND call the program manager/staff to let them know. For day-of cancellations, please call Suburban and the program.
- All Suburban staff and people being supported are required to wear a mask at all times during transport. ***Exceptions will be fully vaccinated individuals with the approval of Suburban.***
- Suburban drivers will be required to collect a COVID-19 screening questionnaire/attestation document from each person or family member every day, to verify there have been no symptoms or potential exposures in the household. For your convenience, we are enclosing the questionnaire/attestation. Simply tear-off one each day that your family member will be attending their program. Drivers will deliver that form to our program staff.
- It is your responsibility to take the temperature of your family member, and record it on the questionnaire/attestation form each day.
- Each vehicle will be operated at 50% of its typical capacity to allow for social/physical distancing while on board the vehicle. Suburban drivers will disinfect the vehicle between routes.
- People who will be riding the bus together will be traveling to or from the same site if not fully vaccinated.
- Upon arrival at the day program, staff will be taking temperatures. In the event that your loved one's temperature is above 100 or if he or she is exhibiting signs/symptoms of the coronavirus, program staff will call and you will need to come and pick up your family member as soon as possible.

### **Arrivals/Departures:**

Those arriving to program will use the assigned, site-specific entrance identified in the appendix sections. After completing and passing the Health Screening and performing hand hygiene, the individual will be brought to their program room by staff. Only one individual will enter the program at a time, unless the individuals were transported together.

Upon departure, individuals will be brought to their vehicle one at a time by staff using the assigned site-specific exit identified in identified in the appendix sections.

Employees will be responsible to ensure social distancing is maintained during transportation time. It may be necessary to ask families or individuals to wait until the area is clear.

### **Compliance Monitoring:**

The Site Safety Monitor will be responsible to review and collect vehicle cleaning checklists weekly. The Site Safety Monitor is also responsible to ensure the vehicle is stocked with

necessary cleaning supplies in a locked container. Notifies the Manager and Division Director of concerns related cleaning not being performed or documented on. Document on Site Safety Monitor weekly checklist.

## **Tracing and Tracking:**

### **Employees**

Upon notification of an employee who has symptoms of Covid-19, the employee and manager will follow the agency guidance on Staff Work Related Questions to Covid and the Covid Guide for Managers, report the concern to the HR department and follow their instructions. As noted in the Health Screening section, if the employee is at work when symptoms begin, they must be sent home.

Protocols for Return to work will be followed.

### **Individuals**

Upon notification that an individual has symptoms of Covid-19, they cannot come to program until cleared by their physician. If quarantine orders are issued by their physician or the DOH-notify QA; obtain copy of order from family/care provider.

As noted in the Health Screening section, if the individual is at program when symptoms begin, they must be isolated and sent home. The Individual may not return to program until medical clearance is received.

### **Additional Guidance for Staff:**

- If a person is displaying symptoms: No program- doctor's clearance needed.
- If a person is precautionary quarantined due to their symptoms: No program- a Covid test and a negative result with a doctor's clearance is required to return to program.
- If a person has a member of their household under quarantine: No program- cannot return until that household member's quarantine is lifted. Note required.
- If a person has mandatory quarantine due to known exposure to a positive person: No program- cannot return until quarantine is lifted (14 days from the date of their exposure); even if they have a negative test result and no symptoms.
- If a person has traveled to non-contiguous states outside of NY-cannot come to program until they submit a negative test- must follow the travel process guidelines.
- If a person is positive: mandatory isolation-cannot return until isolation lifted by DOH. Also a return to program note from their doctor is required.

### **Positive Cases:**

In the event of a positive case, whether employee, individual or visitor, the Manager is required to notify the HR and QA department immediately. The Local Health Department will be contacted and provided contact tracing information. The Health Screening log and Close Contact Log are vital to this process as they will provide the list of people who were in contact with the positive person. The list for contact tracing is typically requested for 48 hours prior to the positive person's symptoms starting or the date the person was tested if they are

asymptomatic. The Manager will work with the QA and HR department to gather the list of staff, individuals and visitors for contact tracing. HR and QA will complete the contact tracing and send to the DOH.

The QA Department will complete the notification to OPWDD and complete the necessary reports. The Manager, HR and QA will work cooperatively with the Local Health Department to determine which individuals and employees must quarantine. Employees under quarantine orders will follow the Return to Work Protocols. Individuals under quarantine cannot not attend program until quarantine has been lifted by the Local Health Department. A verbal confirmation from the Local Health Department will be accepted if the communication is made directly between Arc of Onondaga and the Local Health Department employee.

The Manager will be responsible to notify families/care providers if individuals were in contact with the positive person. The Local Health Department may also do this if the individual is being given a quarantine status.

The Executive Director will notify employees who were in contact with the positive person. The Local Health Department may also do this if the individual is being given a quarantine status.

When we have an individual who tests positive for Covid, we will need the following prior to their return to program:

- *The release from isolation order from the DOH*
- *A return to program note from their physician.*

### **Closure of the Program:**

In the event of an outbreak of positive Covid-19 cases, Arc of Onondaga will follow the guidance of the Local Health Department to determine if the entire program should close. Individuals and families/care providers will be notified of the closure and be advised to seek guidance from the Local Health Department and their own physician for testing and necessary quarantine. Employees will be notified by the HR Department and seek guidance from the Local Health Department and their own physician for testing and necessary quarantine.

Upon clearance by the Local Health Department, employees, individuals and families/care providers will be notified of the re-opening.

OPWDD will be notified by the Division Director of the required closure and upon notification of clearance by the Local Health Department for re-opening.

NOTE: If there is an exposure at the Day Hab site, those identified through contract tracing to be deemed able to work will be required to wear Enhanced PPE until the quarantine has ended.

### **Fire Drills:**

Fire Safety continues to remain a crucial element to ensure safety of the individuals supported at program. Fire Drills will continue to be implemented on a quarterly basis at the program. Fire drills will be implemented in both the morning and afternoon sessions.

Individuals, employees and visitors will continue to use the nearest and clearest exit during a fire drill or fire emergency. It will not be possible to maintain social distancing during fire emergencies or fire drills as it is critical that individuals understand that there can be no delays when exiting upon hearing the alarm.

Individuals, employees and visitors will maintain social distancing at the meeting place as much as possible while ensuring the safety and supervision levels of individuals being supported.

## **Appendix 1: Non-Emergency Site Visits**

### **COVID-19: OPWDD Interim Guidance for Non-Emergency Site Visits of Certified Facilities dated 9/15/20**

In order to be provided access to certified sites and programs to conduct routine business activities, the following guidelines must be met:

- With the exception of the need for an unannounced or emergency visit, outside employees with business to conduct at a certified site must contact the Day Hab to schedule the visit with enough notice (at least 24 hours' notice whenever possible) to allow for any necessary staggered scheduling and cleaning of any high touch surfaces;
- Staff must advise all outside employees of any positive or suspected cases of COVID19 on the premises and schedule non-emergency visits accordingly to ensure minimal unnecessary exposures. If the visit must occur as scheduled, the outside employee must wear PPE and implement appropriate infection control precautions;
- Outside employees must undergo symptom and temperature checks by staff and shall be denied access if they report any of the following: COVID-19 exposure or COVID-related symptoms during the prior 14 days; *traveled outside of the US within the previous 14 days*; or have a temperature over 100.0 degrees Fahrenheit;
- The minimum number of outside employees necessary to complete the visit should participate, in order to reduce the amount of people in a location at one time;
- People receiving services at a Day Hab location should be notified ahead of time that outside employees will be present and advised how to remain socially distant from them;
- Face coverings must be worn by outside employees throughout the entirety of the visit to the site. Outside employees are expected to furnish their own face coverings; Outside employees must sanitize their hands upon arrival and throughout the visit as appropriate. Program site should have sufficient hand sanitizer available;
- Outside employees must maintain a minimum 6-foot separation from staff and the people being supported unless visit purpose requires closer contact;
- Staff must clean/sanitize any areas of the site utilized by the outside employees immediately following the visit; and

- The program site shall maintain a daily log of all visitors and staff, which shall include names and contact information of any outside employees conducting business at the location, as well as the location within the site where business occurred.

## **Appendix 2: Site-Specific Midler DH**

### **Social Distancing**

#### **Program Room Capacity/Bathroom Assignments:**

To determine the number of individuals assigned to each program room, the square footage of the space and furniture needs were taken into consideration. Staff are NOT included in these numbers. Additionally, each program room will be assigned a specific bathroom. The following is the current designated capacity and bathroom assignment:

- Program Room B: 4 individuals Bathroom- Assigned bathroom Q (color code green).
- Program Room C: 6 individuals Bathroom- Assigned bathroom T (color code blue).
- Program Room D: 4 individuals Bathroom- Assigned bathroom P (color code yellow)
- Program Room E: 5 individuals Bathroom- Assigned bathroom O (color code purple)

Visitors will be designated to use bathroom S. Signs will be posted.

Markers/tape will be placed on the floor in the program rooms to assist staff and individuals in maintaining social distancing.

#### **Transportation times:**

During drop off to program, the front door of Midler will be used and individuals will be immediately brought to their program room after successful completion of their health screening and hand hygiene.

During departure from program, the front entrance of Midler will be used as the rear doors are not conducive to transportation. Individuals will remain in their program room until they are called to leave. The employee assigned to transportation will ensure only one person is leaving the area at a time to avoid congestion.

#### **Arrivals/Departures:**

Those arriving to program will use the front entrance of the Midler site. After completing and passing the Health Screening and performing hand hygiene, the individual will be brought to their program room by staff. Only one individual will enter the program at a time, unless the individuals were transported together.

Upon departure, the front entrance of the Midler site will be used as the rear exits are not very conducive to transportation. Individuals will be brought to their vehicle one at a time by staff. Staff assigned to transportation will ensure that individuals do not gather in the foyer area.

Employees will be responsible to ensure social distancing is maintained during transportation time. It may be necessary to ask families or individuals to wait until the area is clear.

## **Appendix 3: Site-Specific Galeville DH**

### **Social Distancing**

#### **Program Room Capacity/Bathroom Assignments:**

To determine the number of individuals assigned to each program room, the square footage of the space and furniture needs were taken into consideration. Staff are NOT included in these numbers. Additionally, each program room will be assigned a specific bathroom. The following is the current designated capacity and bathroom assignment:

Program Room 1: 5 individuals Bathroom- within the program room

Program Room 4: 5 individuals Bathroom- Assigned bathroom 16 (color code blue).

Program Room 3: 5 individuals Bathroom-within the program room.

Visitors will be designated to use bathroom #15. Signs will be posted.

Markers/tape will be placed on the floor in the program rooms to assist staff and individuals in maintaining social distancing.

#### **Transportation times:**

During drop off to program, the front door of Galeville will be used and individuals will be immediately brought to their program room after successful completion of their health screening and hand hygiene.

During departure from program, the side entrance on Beechwood will be used. Individuals will remain in their program room until they are called to leave. The employee assigned to transportation will ensure only one person is leaving the area at a time to avoid congestion.

#### **Arrivals/Departures:**

Those arriving to program will use the front entrance of the Galeville site. After completing and passing the Health Screening and performing hand hygiene, the individual will be brought to their program room by staff. Only one individual will enter the program at a time, unless the individuals were transported together.

Upon departure, the side entrance of the Galeville site will be used. Individuals will be brought to their vehicle one at a time by staff.

Employees will be responsible to ensure social distancing is maintained during transportation time. It may be necessary to ask families or individuals to wait until the area is clear.

#### **Activities- Clinic Services:**

Clinic services are available at the Galeville location for individuals who need P.T or O.T. services. Clinicians will provide services only in the dedicated clinical space and services will be provided to one person at a time and cleaned in between use by the Clinician. As needed, if the individual's clinical services must be provided in a common area (i.e. bathroom, hallway), the clinician will use the bathroom assigned to the program room and ensure social distancing is maintained.

## **Appendix 4: Site-Specific Hampton DH**

### **Social Distancing**

#### **Program Room Capacity/Bathroom Assignments:**

To determine the number of individuals assigned to each program room, the square footage of the space and furniture needs were taken into consideration. Staff are NOT included in these numbers. Additionally, each program room will be assigned a specific bathroom. The following is the current designated capacity and bathroom assignment:

Program Room 1: 5 individuals Bathroom- adjacent to program room

Conference Room: 4 individuals Bathroom- Assigned bathroom -Room 11 (color code blue).

Program Room 3: 4 individuals Bathroom-adjacent to the program room.

Visitors will be designated to use the ladies and men's bathrooms in the exterior hallway; rooms 19 and 20. Signs will be posted.

Markers/tape will be placed on the floor in the program rooms to assist staff and individuals in maintaining social distancing.

#### **Transportation times:**

During drop off to program, the side entrance of Hampton will be used and individuals will be immediately brought to their program room after successful completion of their health screening and hand hygiene.

During departure from program, the side entrance of Hampton will be used. Individuals will remain in their program room until they are called to leave. The employee assigned to transportation will ensure only one person is leaving the area at a time to avoid congestion.

As the front entrance of Hampton is shared space with another business, the decision has been made to not utilize the front entrance at this time, with the exception of emergency use.

#### **Arrivals/Departures:**

Those arriving to program will use the side entrance of the Hampton site. After completing and passing the Health Screening and performing hand hygiene, the individual will be brought to their program room by staff. Only one individual will enter the program at a time, unless the individuals were transported together.

Upon departure, the side entrance of the Hampton site will be used. Individuals will be brought to their vehicle one at a time by staff.

Employees will be responsible to ensure social distancing is maintained during transportation time. It may be necessary to ask families or individuals to wait until the area is clear.

#### **Activities- Clinic Services:**

Clinic services are available at the Hampton location for individuals who need P.T or O.T. services. Clinicians will provide services only in the dedicated clinical space and services will be provided to one person at a time and cleaned in between use by the Clinician. As needed, if the individual's clinical services must be provided in a common area (i.e. bathroom, hallway), the clinician will use the bathroom assigned to the program room and ensure social distancing is maintained.

## **Appendix 5: Site-Specific East Syracuse DH**

### **Social Distancing**

#### **Program Room Capacity/Bathroom Assignments:**

To determine the number of individuals assigned to each program room, the square footage of the space and furniture needs were taken into consideration. Staff are NOT included in these numbers. Additionally, each program room will be assigned a specific bathroom. The following is the current designated capacity and bathroom assignment:

- Program Room B: 10 individuals Bathrooms- within the program room
- Program Room M: 10 individuals Bathrooms-within the program room.

Employees/essential visitors will use the bathrooms within the program rooms as there is no separate bathroom available.

Markers/tape will be placed on the floor in the program rooms to assist staff and individuals in maintaining social distancing.

#### **Transportation times:**

In an effort to cohort individuals and decrease co-mingling, during arrival/departure to program, individuals assigned to Room M will use the front entrance/exit leading into that room. Individuals assigned to Room B will use the front entrance/exit leading into that room. Upon arrival, individuals will be immediately brought to their program room after successful completion of their health screening and hand hygiene.

It will be necessary to assign an employee at each entrance to complete necessary health screenings and control entrance/exiting to avoid congestion.

Care providers/family will be notified of which entrance/exit will be used for arrival/departure. Any changes to assignments will be communicated to the care provider/family. Signs will be posted on the doors indicating "M" or "B" to clearly mark the assigned entrance/exit.

#### **Arrivals/Departures:**

In an effort to cohort individuals and decrease co-mingling, during arrival/departure to program, individuals assigned to Room M will use the front entrance/exit leading into that room. Individuals assigned to Room B will use the front entrance/exit leading into that room. Upon arrival, individuals will be immediately brought to their program room after successful completion of their health screening and hand hygiene. Only one individual will enter the program at a time, unless the individuals were transported together.

Care providers/family will be notified of which entrance/exit will be used for arrival/departure. Any changes to assignments will be communicated to the care provider/family. Signs will be posted on the doors indicating "M" or "B" to clearly mark the assigned entrance/exit.

Employees will be responsible to ensure social distancing is maintained during transportation time. It may be necessary to ask families or individuals to wait until the area is clear.

## **Appendix 6: Site-Specific Lancaster DH/ArtSurge.**

### **Social Distancing**

#### **Program Room Capacity/Bathroom Assignments:**

To determine the number of individuals assigned to each group, the square footage of the space and furniture needs were taken into consideration. Individuals will be cohorted into groups with designated tables and discouraged from co-mingling with the other groups. *The social distancing of 6 feet must be maintained.* Staff are NOT included in these numbers. Additionally, each program group will be assigned a specific bathroom. The following is the current designated capacity and bathroom assignment:

- Program Group 1: 4 individuals Bathroom A- Downstairs
- Program Group 2: 4 individuals Bathroom A- Downstairs
- Program Group 3: 4 individuals Bathroom B- Downstairs
- Program Group 4: 3 Individuals Bathroom B- Downstairs

*Lancaster may now increase occupancy but must maintain additional groups at 6 feet of social distancing.*

Visitors will be designated to use the ladies and men's bathrooms in the main hallway. Signs will be posted.

Markers/tape will be placed on the floor in the program space to assist staff and individuals in maintaining social distancing. *Maximum capacity for people receiving supports is no longer capped at 15.*

*This being an uncertified space and a Day Hab without walls, we will be using the meeting space in order to ensure safety of the people we support and decrease risk from spending all day out in the community.*

#### **Transportation times:**

During drop off to program, the back entrance of the Lancaster site will be used and individuals will be immediately brought to their program group after successful completion of their health screening and hand hygiene.

During departure from program, the back entrance of the Lancaster site will be used. Individuals will remain in their program group until they are called to leave. The employee assigned to transportation will ensure only one person is leaving the area at a time to avoid congestion.

#### **Common Areas:**

If needed, the use of the side rooms maybe utilized but will be limited to one group at a time and will be cleaned in between uses. Capacity limits will be posted at the designated side room to aid in social distancing.

### **Day Program Schedule and Activities:**

**Schedule:**

At this time, we will be offering one full day session of Day Habilitation at the site. A morning session from 8 am to 12:30 pm.

Meals will not be served at program at this time. Snacks will be provided to individuals and can either be sent in by the family or provided by the program. There will be no sharing of food or buffet style snacks. Snacks should require limited preparation at the program.

**Activities:**

As much as possible, activity supplies will not be shared among individuals or groups. If supplies are shared, they will be cleaned in between use. Items that cannot be cleaned such as cloth items should not be used, unless the individual's plan requires it.

With this being a without walls program, community outings will be limited to low risk activities, such as parks, walks, etc. Only individuals assigned to the same group will go on a community outing together. Face coverings must be worn by employees the entire time they are with individuals in the community. Individuals will be supported to wear face coverings. Employees will be required to bring hand sanitizer with them into the community and assist individuals to use hand sanitizer after touching high touch surfaces. ***Hand sanitizer cannot be left in the vehicles due to the alcohol content and potential combustion issues. Employees must keep the hand sanitizer on their person and return it to the program upon completion of the community outing.***

**Arrivals/Departures:**

Those arriving to program will use the Back entrance of the Lancaster site. After completing and passing the Health Screening and performing hand hygiene, the individual will be brought to their program group by staff. Only one individual will enter the program at a time, unless the individuals were transported together.

Upon departure, the back entrance of the Lancaster site will be utilized. Individuals will be brought to their vehicle one at a time by staff.

Employees will be responsible to ensure social distancing is maintained during transportation time. It may be necessary to ask families or individuals to wait until the area is clear.-

