

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

<b>Agency Legal Name</b>	Abilities First, Inc.	
<b>Agency Address</b>	167 Myers Corners road, suite 202, Wappingers Falls, NY 12590	
<b>Day Program Type</b>	<input checked="" type="checkbox"/> <b>Certified Site</b> <input type="checkbox"/> <b>Community, without Walls</b>	<input checked="" type="checkbox"/> <b>Day Habilitation</b> <input type="checkbox"/> <b>Prevocational</b> <input type="checkbox"/> <b>Day Treatment</b> <input type="checkbox"/> <b>Respite</b> <input type="checkbox"/> <b>Sheltered Workshop</b>
<b>Anticipated Reopening Date</b>	07/27/2020	
<b>Operating Certificate Number</b>		
<b>Site Address</b> (certified sites only)	702 Freedom Plains Road, Poughkeepsie, NY 12603	
<b>Certified Capacity</b> (certified sites only)		
<b>Primary Contact Name</b>	Mark Nace	
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The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

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

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

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

## **SAFETY PLAN COMPONENTS**

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

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

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

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

• Signs have been posted in this buildings entrance and restroom that promote everyday protective measures and describe how to properly wash hands and wear a face covering  
Signs have been posed at the entrance informing everyone that they must have a COVID-19 screening before entering the building  
Signs have been posed saying visitors are not allowed.  
• Staff will follow the AFI Day Services Health Check policy when anyone shows relevant symptoms or a temperature of 100.0 F degrees or higher (See Attached).

### **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:

- This program location has a designated supervisor conduct daily screenings. The screener documents health screenings for all individuals and staff. PPE is provided for anyone completing the screenings. The Health Screening Form serves as a log for anyone entering the Program.
- For people living in the community, temperatures will be taken, and symptoms checked prior to people getting into the vehicles when AFI provides the transport, or prior to a family member dropping them off for day program.
- Anyone arriving not transported by AFI will have their temperature and screening completed upon arrival. This process will be accomplished through staggered drop off times. When people are unable to respond to the

## **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 expect significant changes to the day program spaces, along with work environment while we work to comply with federal, state, and local government regulations / guidelines. These guidelines are in place to promote workplace health and safety during this pandemic crisis. All individual program spaces will be limited to a maximum of 15 or 50 % occupancy in small spaces for individuals receiving services (does not include staff). Our plan is to ensure that all individuals and staff groupings are as static as possible. Emergencies and unexpected call outs may create additional assignments. This will be monitored by the Program Administration.

### 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:

- People supported in large buildings with multiple sites will remain in their designated programs. There will be no visiting between participants or staff from other programs.
- If there are people supported that want to visit each other, programs will plan to do that outside of the program, preferably outside at social distancing spaces and with people wearing face masks.
- “Zoom” meetings will be utilized whenever possible, for group recreational activities and for people to socialize and learn together. In person visitations will be cleared through Program Management and set up in advance.
- When possible, people that live in the same residence will be provided services in the same program? Potential  
~~action: Social distancing among people that are already living together maybe at closer distances than the six feet~~

### 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:

We have identified support needs, services, and risk mitigation strategies to assist us in developing our site safety reopening plan. We have taken into consideration square footage, social distancing protocol, individual health needs, individual preferences and limiting exposure to people as much as possible in this plan. Individuals that we support will be returning to day program sites as outlined attachment.

- We will be able to ensure distancing through arrangement of furnishings. Building entrances will be established through one main primary entrance at each site. At sites where there are multiple entrances, house/rooms will be assigned to specific doors as their primary entrance/exit into the building/room. Arrival and departure times will be

### 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:

- Use of a face mask will continue to be required for all employees while at work. People we support, who live in community homes, will be encouraged to wear a mask at all times. Everyone will enter the building wearing a face mask prior to check in. People that are not capable of wearing a face mask, due to a medical or other condition, will be offered a full face shield instead how many will we need
- All staff and individuals must perform hand hygiene immediately upon entering the program.
- Hand washing, after restroom use and prior to food handling, will be required by everyone.
- Alcohol-based hand sanitizer container at least 60 % alcohol will be available in program areas where hand

### 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:

- Hand washing, after restroom use and prior to food handling, will be required by everyone.
- Alcohol-based hand sanitizer container at least 60 % alcohol will be available in program areas where hand washing facilities may not be available or practical i.e. vans/community.
- Hygiene breaks every two hours will be required. This break will include hand washing or hand sanitizer use, as

## 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:

Transportation:

- Only individuals and staff from the same facility will be transported together. Individuals or staff from other residences will not be intermingled for purposes of transportation at this time.
- Seating will be limited to one person per row. To limit close contact sitting near each other or the driver will be avoided. All persons are required to wear a mask. Maximum capacity for vehicles will be 50 %.
- The arrival times will be staggered to reduce density.
- We have requested that families provide socially distant transportation whenever possible

## 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:

When the Local Health Department orders isolation and/or quarantine, Abilities First, Inc. consults with the Local Health Department if they have additional questions.

- If the Health Care Provider orders isolation and/or quarantine, tAFI may still contact the Local Health Department with any additional questions.
- Local Health Departments are the best resource for agencies.
- The Local Health Departments also have the authority to provide a written order related to isolation and quarantine.

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

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