COVID-19 Safety Plan
for Certified Day Program Reopening

Agency Legal Name	NYSARC Inc. Suffolk Chapter	
Agency Address	2900 Veterans Memorial Highway, Bohemia, NY 11716	
Day Program Type	■ **Certified Site** □ **Community, without Walls**	■ **Day Habilitation** □ **Prevocational** □ **Day Treatment** □ **Respite** □ **Sheltered Workshop**
Anticipated Reopening Date	7/22/20	
Operating Certificate Number	61710462	
Site Address (certified sites only)	2111 Lakeland Avenue, Ronkonkoma, NY 11779	
Certified Capacity (certified sites only)	80	
Primary Contact Name	Rachel Genitempo	
Primary Contact Email and phone #	631-585-0100, 550	

The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

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

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

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

SAFETY PLAN COMPONENTS

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

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

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

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

Signs will be posted in each building entrance and restroom that promote everyday protective measures and describe how to properly wash hands and wear a face covering. .Signs are posted on every entry door that alert non essential visitors are not allowed. .

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:

• AHRC Suffolk has instituted temperature checks in addition to daily health screenings for employees and individuals. Health screenings will be done upon arrival to day program and will be conducted by medical personnel. In the event that medical personnel are unavailable, supervisory staff will substitute and perform this responsibility. Documentation of health screenings will note if screening was passed or person was sent home. No specific health information will be recorded. Documentation will be stored in a secured locked area.
• Employees that have shifts on off hours are required to self assess and take their own temperature. They must attest to the adherence of the screening process.

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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:

• Floor plans have been completed showing the rearranging of furniture at all day program sites to achieve a safe 6 foot or greater distancing. In some locations, individuals may be able to be seated at their own table, while at other locations, physical barriers may be needed to accommodate limited physical plant space. Excess clutter has been removed or stored away. Conference room space or other facility multipurpose areas will be re purposed as needed with gradual phase in attendance.
• Social visual markers will be placed on floors or sidewalks, to ensure that everyone remains at least 6 feet apart. Social distancing visual aids have also been placed at shared table settings.

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C. Gatherings in Enclosed Spaces

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.
- Ensure the group (≤15) of individuals receiving services and staff working with them are as static as possible.
- Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
- Stagger staff and/or individual meal and break times to maintain social distancing.
- Adhere to social/physical distancing practices identified in the safety plan.
- Prohibit shared food and beverages and buffet style dining.
- Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

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

• Groupings of individual's will remain small, not to exceed 15, and will take into consideration individuals grouped by shared residence or transportation wherever possible. Staff will also remain assigned as consistent as possible.
• People supported in large buildings with classrooms will remain in their designated classroom, rather than rotating classes. A variety of activity choices will be brought to them. People will be encouraged to walk on outdoor paths and walking areas whenever possible. Walking for exercise within the large buildings is prohibited at this time, due to lack of ability to maintain social distancing.
• Break schedules will be adjusted so there are not an excess of people in the building common areas at any given time. A capacity for each common area will be posted on the doors. People will need to maintain a minimum of a 6

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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:

People that live at home and are at low medical risk will be the first group invited to resume on site day program. People with significant medical risks are advised to temporarily continue to pursue telehealth supports and remain engaged.
To allow for the program occupancy not to exceed 50% capacity and maintain social distancing, a day program schedule of staggering start times/end times has been proposed.

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:

• As per NYS law, AHRC Suffolk has instituted a policy that all persons must wear face coverings at AHRC. Use of a face covering will continue to be required for all employees and individuals while the NYS law remains in effect. Everyone will be instructed to wear a covering when moving about the building, or not able to socially distance. Everyone should enter the building wearing a face covering at health screening 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.
All mask hygiene protocols will be observed. (Refer to Face Covering Policy)

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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:

• AHRC Suffolk will encourage and teach good hygiene practices of hand washing with soap and water for 20 seconds frequently throughout the day, after restroom use and prior to food handling.
• Hygiene breaks after each activity will be added into each activity schedule. This break will include hand washing or hand sanitizer use, as well as wiping down any shared table space and high touch areas.

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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:

AHRC Suffolk will request that family members and residential providers arrange to provide their own transportation. When feasible, AHRC will provide transport. In addition, arrival and departure times will be staggered to reduce congestion and allow time for health screening. Staff that are assigned to transport individuals to and from program will be trained to limit capacity on agency vehicles to 50% and maximize social distancing. All riders and driver must wear a face covering. Individuals and staff from other residences should not be intermingled for the purpose of transportation at this time. At pick up, before people are permitted to get on the vehicle, staff must perform a preliminary health screening and temperature check at the home. The individuals

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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:

AHRC Suffolk has a policy and procedure in place that when a positive test result is reported for an individual, the Quality Assurance department is notified immediately. When a positive test result is reported for an employee, the agency's Human Resource department is notified immediately. In all cases, AHRC Suffolk will notify local health departments and OPWDD of any positive COVID cases.

ADDITIONAL SAFETY PLAN MEASURES:

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

Preparation / Education:
• All people supported should be educated on what to expect with new day program expectations prior to their arrival, as well as reminded when they arrive at DH.
• All DH sites will review with every person supported a lesson on hygiene, mask wearing and social distancing. Staff should explain and demonstrate each concept on an ongoing repetitive basis.
• Staff action plans should be developed for each person to educate and support them in these areas.
• Anxiety should be anticipated as we re-introduce people to the DH site, especially with the use of masks, if people are not used to this. Support resources will be made available to them.
Communication
Signs will be posted in each building entrance and restroom that promote everyday protective measures and describe how to properly wash hands and wear a face covering.
Social distancing signs and COVID alerts as they are available and updated will be posted in common areas.
Opinions from people we support and family members are important. We obtained feedback in the following ways:
• Survey Tools were distributed to all family members
• Phone calls have been placed weekly, sometimes daily, to support families and residential providers
• Telephone surveys have also been performed to community based family members to determine their willingness to resume on site day program and transportation options

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