

## **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:

Policies and procedures have been developed for the Arc Mid-Hudson which describe how the organization will adhere to requirements for operations during the COVID-19 pandemic as established by NY State, OPWDD, OSHA, The Arc NY and the CDC.

Information is posted at the building's identified entrance for staff, individuals supported and other essential visitors. Non-essential visitors are not allowed entry and signage indicating that is posted at the entrance. Signage is also posted throughout the building to remind everyone of social distancing; good hand hygiene; the requirement to wear a mask to help prevent the spread of the coronavirus; proper storage, usage, and disposal of PPE; and symptom monitoring and COVID-19 exposure reporting requirements.

### **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:

The main building entrance has been established and noted with signage. If a second entrance needs to be identified for subgroup(s) use to minimize interaction with another group, the second entrance will only be used for the identified subgroup(s) and noted with signage.

Arrival and departure times are organized and alternated to limit unnecessary exposure as people enter the building.

All exits may be used when exiting the building and for evacuation purposes.

All staff and individuals, as well as essential visitors, must be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter.

Families and providers will complete and submit screening questionnaires, which include questions required by the CDC and OPWDD and a temperature check, before individuals may board a van or arrive at program. Drivers will check that the answers do not reflect any health concerns and will take the individual's temperature again before allowing a passenger to board. Upon arrival to program, a screener, wearing a mask and gloves, will double check that the questionnaire is satisfactory and take each person's temperature again. If someone displays symptoms of coughing, shortness of breath, or fever, or the answers on the questionnaire reflect a concern, the individual will be isolated and the family/provider will be contacted to pick up the individual.

Anyone exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building and must return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).

Each day program designee (supervisor or health care professional) will ensure completion of the daily screenings and documentation of the temperature checks.

All screening information will be collected and filed. Staff screenings will be secured separately. Screeners must require individuals and staff to self-report, to the extent they are able, any changes in symptom status throughout the day and identify a contact person to be informed of any symptoms experienced later.

If anyone supported develops symptoms while at program, they will be separated from the group and arrangements made for them to immediately return to their residence.

If staff develops symptoms while at work, they will be asked to leave immediately and to notify their supervisor and the employee health nurse who will advise them on next steps.

If an individual develops symptoms, their family or provider will be advised to contact their PCP for directives.

Individuals may not return to or attend day program while a member of their household or certified residence are being quarantined or isolated.

Appropriate distancing will be maintained by staff waiting to assist people in exiting the vehicle until the previous group is admitted into the building.

Staff and people supported, unless unable to comply, are required to wear a mask while waiting in line for their temperature and symptom checks.

All staff and individuals must perform hand hygiene immediately upon entering the program and throughout the day.

## **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 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 Safety and Risk Management Administrator will be responsible for determining the physical space and capacity of each day program building and area. Square footage requirements will be met by rearranging all worksites to achieve a safe 6 foot or greater distancing.

Tape will be placed on floors or sidewalks to help ensure that everyone remains at least 6 feet apart.

Furnishings are arranged to support social distancing.

Where physical distancing is not possible, alternating A/B schedules and delayed returns will be implemented to lower the total people in attendance in certain program areas.

We will look to limit attendance at the same day program area to 2-3 homes, wherever possible.

Entrance to the building is limited to one main primary entrance. If a second entrance needs to be identified for a subgroup's use to minimize interaction with another group, the second entrance will only be used for the identified subgroup.

Wherever possible, other entrances are locked to prevent entrance, but will be available for exiting.

Arrival and departure times will be organized and alternated to limit unnecessary exposure as people enter the building.

All exits may be used when exiting the building and for evacuation purposes.

Stable, small groups of individuals (no more than 15) and staff have been identified to limit interactions with other people.

Individuals will be supported to learn physical distancing/use of markers, patterns of movement, and other program strategies to maintain 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 (:515) 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 classrooms will remain in their designated classroom, rather than rotating classes. Socially distant classes in the large cafeteria will be allowed, up to the designated occupancy and spacing requirements. 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 the inability to maintain social distancing.

Break schedules will be adjusted so there is not an excess of people in the building's common areas at any given time. A capacity for each cafeteria or lunch area will be posted on the doors. People will need to maintain a minimum of a 6-foot space between seats, and across the tables when utilizing these areas/rooms.

Group size must be limited to no more than 15 individuals receiving services. The restriction on group size does not include employees/staff.

People will be required to continue to observe physical distancing of six feet or greater while walking, taking a meal break, smoking break or any other break.

Lunch and snacks will be served in the program/classroom area unless a cafeteria or lunchroom is available for an identified stable group/cohort alone.

#### **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:

Community outings will be evaluated on an individual basis by program leadership. Activities that cannot accommodate social distancing will be cancelled or modified. Groups shall include no more than 10 people, inclusive of staff members, and should be with individuals in regular contact (e.g., roommates or housemates).

Smoking area and bathrooms will be marked with maximum occupancy. Everyone will need to comply with room maximums. Occupied signs will be utilized on all rest rooms doors to indicate when the area is free for use.

“Skype, Zoom, Microsoft Teams or similar video conferencing will be utilized whenever possible, for group recreational activities and for people to socialize and learn together.

Sharing of items that are difficult to clean or disinfect will be discouraged.

Each person's personal belongings will be kept in an individually labeled container or area. Program management will ensure adequate supplies to minimize sharing of high touch materials to the extent possible. Each person will be assigned their own container with art supplies or equipment where possible. Where this is not possible, the use of supplies and equipment will be limited to one group at a time and will be cleaned and disinfected between uses.

The program will avoid sharing electronic devices, books or games. If sharing anything, staff will ensure proper disinfectant procedures are utilized prior to sharing items.

#### **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:

- Masks will be provided by the Agency and will be available in several locations, including the Reception area. The receptionist at each building will be the point person for Personal Protective Equipment (PPE). If there is no receptionist at a building, there will be an employee designated to oversee PPE at that site; his or her name will be posted in the reception area.
- Individuals will be educated on the importance of wearing a face covering and the different options that are available for them to use. Individuals will be supported to wear face coverings as tolerated.
- Employees will let their supervisor know if additional PPE is needed, and the supervisor will request additional PPE from Administrative Services. All PPE will be secured after normal business hours.
- Educational protocols/procedures are provided to all staff via email and at locations.
- Everyone should enter the building wearing a face mask prior to check in.
- Use of a face mask, covering both nose and mouth, will be required for all employees while at



work.

- People we support will always be encouraged to wear a mask. Individuals 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 continue to be observed.
- PPE tracking sheets are used to ensure an adequate supply of PPE is always available.
- Staff have been trained on infection control strategies related to COVID-19.
- Guidance documents have been developed and distributed to address: proper hand washing, use of hand sanitizer, donning of gloves, wearing of gloves and gowns, and how to don and wear a mask.

## **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 20 at least seconds using techniques per NYS DOH and CDC guidance, including the conditions that 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:

Enhanced and regimented cleaning schedules will be implemented in all program areas.

High touch frequency surfaces (door handles, light switches, wheelchairs, faucets, etc.) will be cleaned several times a day by DH staff.

Facilities/porter maintenance will complete a thorough cleaning and disinfecting of all program areas in the main buildings.

Staff will be responsible for disinfecting their workspace and any offsite locations.

Staff will be responsible for disinfecting all bathrooms after each use.

Shared workstations, computers, phones, tablets, copiers, etc. will be disinfected and wiped down with an approved disinfectant after each use.

Non-shared workstations will be wiped down with approved disinfectant at the beginning of each shift, mid shift, and at the end of each shift.

Hand washing, after restroom use and prior to food handling, is required by everyone.

Hygiene breaks every two hours are required. This break will include hand washing or hand sanitizer use, as well as wiping down any shared table space and high touch areas.

All agency vehicles will be disinfected on a regular basis and after each use.

All cleaning and disinfecting products will be stored securely, per policy, and all products will meet EPA disinfection criteria. Staff will read each product to ensure disinfecting protocol is followed exactly as written.

Staff will ensure that there is adequate ventilation when using these products to prevent anyone from inhaling toxic fumes.

Cleaning and disinfection of surfaces and equipment is required of all staff and is not just the responsibility of Facilities/Porter Maintenance.

A cleaning log will be maintained at the site documenting the date, time, and scope of cleaning.

All desks, workstations, tables and equipment will have spray disinfectant cleaner and paper towels at designated locations for frequent use throughout day. Additional supplies



should be requested through a Program Director.

Windows in day program areas will be open whenever possible to allow fresh air and increased ventilation.

Unnecessary personal belongings of people we support, as well as staff, should be left at home or in a personal vehicle. Personal items such as lunch boxes that are brought in by people we support and staff should be disinfected upon arrival to the program site. These items may be transit methods for viruses.

Food prep and consumption surfaces should be disinfected with appropriate food grade disinfectant.

Food brought into program should be ready to serve whenever possible to reduce handling.

## **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 from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;
- Reduce capacity on buses, vans, and other vehicles to 50% of total capacity;
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff 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. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.
- To the extent they can medically tolerate one, support individuals to wear masks in vehicles.
- 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:

Residences and families will be encouraged to self-transport individuals, to ensure safety and limit exposure risks. Where families are unable to transport, our Transportation Department will evaluate routes that allow us to transport individuals that attend the same program. These routes will be limited to our available resources on a case by case basis. In addition, all routes will follow enhanced safety procedures focused on OPWDD's most current guidelines to limit the risk of exposure to individuals and staff we

transport.

Families/providers will be required to wait with individuals until the passenger(s) have entered the vehicle and their seat belts have been secured. Transportation Drivers will collect a completed prescreening form from individuals and will check temperatures via touchless infrared thermometers prior to loading during the am trip to ensure everyone's safety and well-being. Any individual without the completed form, a temperature reading of 100.4 degrees, or showing symptoms of a cough or noticeable shortness of breath will not be transported. The driver will inform the family/provider that all individuals from that household will not be able to board. The driver will advise the Day Hab staff of the concern upon arrival to program, who, in turn, will advise the Day Hab Nurse for follow up with the family or provider. If COVID symptoms are not observed until the van is en-route, the driver will immediately advise Day Hab staff upon arrival to program. The individual will be isolated from the group and the family/provider will be immediately contacted to pick the individual up from program.

Drivers will always be wearing face coverings while driving and will have gloves available for any necessary contact with individuals. Vehicles utilized to transport individuals to program will be thoroughly sanitized after the completion of every route. Vehicle capacity will be reduced by 50% when transporting individuals from multiple residences. We will offer strategic safe seating with the maximum seating distance possible between the individuals we transport, especially if passengers are from different houses or are medically unable to wear a face covering. This will not exceed every other seat at a minimum distance. Windows will be open to increase airflow, weather permitting.

Drivers will provide instruction to individuals entering or exiting the vehicle to do so one at a time and to wait for the driver or staff's instruction before doing so.

#### **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:

Updated information on COVID-19 and any related policies will be posted on the Arc Mid-Hudson website, Arc Hub, at the entranceway of each main building, and in a common area (such as a multipurpose room). Emergent information will be communicated directly to employees on site in an affected building.

Anyone exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building and must return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).

If an individual supported develops symptoms while at program, they will be separated from the group and arrangements will be made for them to immediately return to their residence.

Notification will be made to the LHD and OPWDD immediately per current guidance any time the agency is informed that an individual or staff has tested positive for COVID-19 virus. Families and providers will also be immediately notified by phone.

If staff develops symptoms while at work, they will be asked to leave and to notify their supervisor and the employee health nurse, who will advise them on next steps.

Individuals may not return to or attend day program while a member of their household or certified residence are being quarantined or isolated.

If an employee or individual tests positive for COVID-19, the Agency is required to immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the person, while maintaining confidentiality required by state and federal law and regulations.

If an employee tests positive for COVID-19, the employee's supervisor will promptly notify the Human Resources Department, Employee Health Nurse and the Office of the Director of Administrative Services and Safety.

When an individual or staff tests positive for COVID-19, the agency will follow CDC guidelines and will close off the day program area used by the person who is sick. Outside doors and windows will be opened to increase air circulation in the area. The agency will then wait 24 hours before cleaning. A deep cleaning/disinfection of the applicable contaminated areas will then be completed after which the program will be re-opened. HR and the Staff Nurse will immediately commence contact tracing using the protocols that have been developed with local health departments. Any employees who were potentially exposed to COVID-19 will be immediately notified of such by phone from the Employee Health Nurse.

The program nurse will have a daily list of individuals with contact information and will make appropriate notifications.

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

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