

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

Agency Legal Name	Community Living Corporation Inc.
Agency Address	135 Radio Circle Drive, Mount Kisco, NY, 10549
Day Program Type	<input type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Prevocational <input checked="" type="checkbox"/> Community, without Walls <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop
Anticipated Reopening Date	July 24, 2020 – Currently providing daily ZOOM programming
Operating Certificate Number	
Site Address (certified sites only)	
Certified Capacity (certified sites only)	15
Primary Contact Name	Levon
Primary Contact Email and phone #	Levon

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:

Staff are trained in the correct signage to be posted at the entryway of the program space: (1) The DOH no visitation (of non essential visitors) poster; (2) OPWDD poster with three questions to include the following: 1. in the last 14 days, have you visited any of the following states, Arizona, Alabama, Arkansas, Florida, North Carolina, South Carolina, Utah, or Texas - this is updated as travel bans to NYS are updated), 2. In the last 14 days, have you been exposed to anyone who has the virus, 3. Are you experiencing any of the symptoms associated with Covid-19 - Cough, Fever of 100.0 degrees or greater, Sore Throat, Shortness of breath, Headache, Chills, Muscle Pain, New loss of taste or smell. In addition, signage regarding the importance of handwashing, mask wearing and social distancing, as well as signage providing the procedures for each.

### **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:**

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1. A Covid-19 station is set up at the entry way of each visitation location only attended by individuals in day program. This station contains Covid-19 related signage, masks, gloves, hand sanitizer, cubby holes that contain staff PPEs and one for visitors, health screening log for staff and visitors, thermometer, and PPE garbage can
  2. Staff are trained to conduct and document health screenings of all individuals, staff, and essential visitors to the program facility.
  3. Staff and individuals are instructed to perform hand hygiene immediately upon entering the program and throughout the day. The goal being every hour or more depending on high touch areas and circumstances
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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 breakroom;
- 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:

1. No more than 15 individuals (excluding staff) are permitted in any one program space at any given time
2. A maximum of 50 % occupancy is permitted in smaller rooms such as office space and copier room (no more than two people permitted; masks are required)
3. Furniture and equipment are configured in such a way as to allow for social distancing of six feet in all directions. It is noted that CLC day programs support several individuals whose needs may require individual to staff distance to be less than six feet. In these cases, staff are required to wear a mask and to the extent the individual tolerates one, will be encouraged to also wear a mask, unless medically contraindicated.

### 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 (S15) 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:

1. On any given day, day program will be operated at 50 % capacity in or on any day program site. Outdoors will operate as per OPWDD guidelines regarding mask wearing and social distancing
2. Groups of individuals in any given program space will be capped at 15 individuals (excluding staff who are required to wear masks and practice social distancing to the extent allowed by the individual's plan).
3. Staff will be assigned to a small group of individuals and to the extent possible, will remain with this small group throughout the program day; that is, to the extent possible, staff will not be redeployed to or "float" between other individuals or rooms during the day provided that health and safety is not compromised and such rotation is critical to safely staff individuals due to unforeseen circumstances (eg. staff absence).
4. No sharing of food or utensils will be permitted and staff will insure all individual food storage containers will be washed and sanitized thoroughly after use.

### 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:**

1. A survey of families and residential providers indicates that day program capacity will be divided into smaller groups with the same staff member to better accommodate both social distancing and continuity of group participants, so members of the same group homes shall remain together to the greatest extent possible.
2. Day program capacity will be prioritized for individuals who are best served due to their specific clinical needs
3. On-site staff will be limited to those essential to direct service provision.
4. Focus will be placed on individualized activities and materials. Equipment will be wiped down between uses.
5. Individual activities will be scheduled to reduce density and allow for social distancing.

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**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:**

1. All staff are required to wear masks
2. Any essential visitor to the day program facility must wear a mask. If they do not have a mask prior to entry, they will be provided with a mask during the health screening check at the main entrance
3. All individuals will be encouraged to wear masks to the extent that they can tolerate one and that it is not medically contraindicated. Other personal hygiene will be strictly encouraged and taught such as regular 20 second handwashing, use of hand sanitizer, proper etiquette for sneezing and nose blowing, social distancing, and cleaning of equipment, food storage containers and all other items that may be touched by more than one individual including counters and surface tops.

~~cleaning of personal space~~

**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:

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1. All staff and visitors to the day program must pass the health screening check prior to entry
  2. All staff are trained in hygiene requirements to reduce transmission as advised by NYS DOH and the CDC
  3. Throughout the day program space including bathrooms, hand hygiene stations are available and include Handwashing signage, soap, running warm water, disposable paper towels, hand sanitizers that are alcohol-based
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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 airflow.

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

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T Transportation

S Staff will be trained in the implementation of measures for the safe transport of individuals to/from day services to reduce COVID-19 transmission risk. These measures will include the following:

- a) Only individuals and staff traveling to and from the same day program will be transported together
  - b) Individuals/ Staff from other day programs will not intermingle for purposes of transportation until further notice
  - c) Individuals transported together are encouraged to roll the windows down to the extent possible for aeration, wear masks to the extent possible and vehicles will be supplied with sanitizers and wipes and staff will wipe down vehicles prior to and after each use.
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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:

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1. Staff are trained to contact HR and QA as soon as any staff presents with COVID-19 symptoms or reports they have tested positive for COVID-19. Such staff will be instructed to leave the day program and contact their health care provider. QA will notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result at the day program site
  2. The manager will cooperate 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 staff began experiencing COVID-19 symptoms or tested positive (which is earlier) but maintain confidentiality as required by HIPPA.
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### ADDITIONAL SAFETY PLAN MEASURES:

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

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This safety plan will be maintained on site by the manager and will make it available to any staff or other agency requesting to review it.

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CLC's WOW program will continue to offer ZOOM classes for those individuals who are of higher risk. CLC's WOW program will further develop programming and activities in communion with CDC, DOH, OPWDD regulations and precautions with an eye on increasing locations for programming purposes only and to diminish the number of participants at one location at one time. Transportation will be both staggered and augmented in accordance with individual needs and safety and great efforts will be made for groups to remain apart from other groups daily and with their group-home peers to the greatest extent possible. The necessity for dynamism and creative programming have resulted in daily brainstorming by administration and staff to provide the most meaningful and safe engagement as possible, to enhance the lives and experiences of the most vulnerable among us. It is this agencies distinct pleasure to rise to the challenge and provide such creativity and programming for the benefit of our participants.