

## COVID 19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	NYSARC Inc., Dutchess County Chapter	
Agency Address	84 Patrick Lane, Suite 130, Poughkeepsie, NY 12603	
Day Program Type	<input checked="" type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community ,without Walls	<input checked="" type="checkbox"/> Day Habilitation <input checked="" type="checkbox"/> Prevocational <input type="checkbox"/> Day Treatment <input checked="" type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop
Anticipated Reopening Date	7/29/2020	
Operating Certificate Number	72130465	
Site Address (certified sites only)	8 Industry Street, Poughkeepsie, NY 12603	
Certified Capacity (Certified Sites only)	104	
Primary Contact Name	Marie Fitzmaurice, Associate Executive Director	
Primary Contact Email and Phone #	<a href="mailto:mfitzmaurice@arc Dutchess.org">mfitzmaurice@arc Dutchess.org</a> (845)635-8084 x21134	

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:*

**Signage will be posted at all entrances alerting that non-essential visitors are not allowed. Additionally signs regarding COVID transmission prevention and containment will be placed throughout the building. The designated Safety Monitor will complete a daily checklist which will include an observation to ensure that proper signage is in place.**

#### Entrance to Site Based Programs

##### **Pre-Entry/Pre-Participation Screening:**

- o 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.
- o 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:**

- o 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.
- o 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.

- o Ensure the day program immediately notifies the local health department and OPWDD about the suspected case.

### **Participation and Return to Program/Service:**

- o 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.
- o Ensure individuals do not participate in day services while they or a member of their household or certified residence is being quarantined or isolated.
- o Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
- o 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:*

**All staff, essential visitors and people supported will be screened upon entry; screenings will include a temperature check and a series of questions that will assist to identify potential exposure issues. Those who do not complete the screening process and those who do not pass (temperature above 99.5 or yes to any questions) will not be allowed entry to the building or will be placed in a designated area by the entrance and away from others until they can be transported home. Those who take agency transportation will be required to complete an attestation prior to pick up; those who do not pass or who fail to complete the attestation will not be allowed entry to the vehicle. In all cases of a failed screening, the Director of Nursing will be contacted for further instruction; she will provide direction to the person, their family or the person's provider to contact their primary care physician as needed. The Director of Nursing will contact the Compliance Director to report suspected cases who, in turn will ensure proper reporting to the local health department and OPWDD. Anyone sent home will be required to obtain medical clearance prior to returning to the site. Daily documentation will be reviewed by the Program Nurse or designee to ensure that screenings are done appropriately; attestations will be maintained in accordance with HIPAA standards. All screeners will receive training and will be provided oversight via periodic observation by supervisory personnel; training will include the use of appropriate PPE during the screening process.**

### **B. Social Distancing Requirements:**

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:

- o Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing;
- o Plans to maintain no more than 50% occupancy in small/confined spaces

- within a program, such as a staff break room;
- o Potential use of physical barriers within site-based spaces;
- o 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);
- o 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;
- o Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows;
- o Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces;
- o Support and education of individuals to learn physical distancing/use of markers, patterns of movement, and other program strategies;
- o 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)
- o 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:*

**Less than 50% of individuals served will be included in the initial stage of reopening; other stages will be determined at a later date. Smaller, confined areas have been measured and have signage posted to ensure that social distancing can be adequately maintained. In order to ensure proper social distancing of 36 square feet throughout the building, markers have been taped to the floor to indicate where furniture must be placed. Floor markers and arrows are used to denote 6 ft. spaces and indicate directional flow; staff will ensure the on-going training of people supported to learn the importance of physical distancing. Cohorts of individuals transported together will be maintained and will be assigned the same staff on a daily basis. Strategies to ensure social distancing will include daily observations by the safety monitor and strict adherence to group and staff assignments.**

### **C. Gatherings in Enclosed Spaces**

- o Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- o 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.
- o Ensure the group (ñ15) of individuals receiving services and staff working with them are as static as possible.

- o 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.
- o Stagger staff and/or individual meal and break times to maintain social distancing.
- o Adhere to social/physical distancing practices identified in the safety plan.
- o Prohibit shared food and beverages and buffet style dining.
- o Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- o Ensure reusable food contained 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:*

**The space being utilized for the first phase of re-opening is large enough to accommodate proper social distancing. Hours have been modified in order to accommodate a second phase at a later date. Groups are in very distinct areas of the building; group sizes are less than 10 in this initial stage and will be maintained at no more than 15 in later stages. All assigned groups will be strictly adhered to and will have limited contact with those in other groups. There will be no sharing of food or beverages. We are requiring that cold lunches be packed in disposable containers; a dishwasher is on site if needed. Signage will be placed on the dishwasher regarding the use of hot/ dry setting. These strategies will be ensured through staff training and frequent observations by management staff.**

#### **D. Day Program Schedules and Activities**

- o Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- o Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
- o Schedule individual's activities to reduce density and allow for social distancing

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

**The space being utilized for the first phase of re-opening is large enough to accommodate proper social distancing. Hours have been modified to accommodate for a second phase at a later date. Activities planned will have no physical contact or shared equipment. Space to be used for activities allows for proper social distancing. These strategies will be ensured through staff training and a manager review of planned activities.**

#### **E. Personal Protective Equipment:**

- o 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).

- o 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.
- o Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- o 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.
- o Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- o Retain documentation of trainings in the employees' personnel; files and per agency procedures.

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

**All staff and essential visitors are required to wear appropriate face coverings; the agency will supply face coverings as needed at no cost. People supported will be educated on the importance of wearing masks and will be supported to do so at all times as tolerated. A two week supply of PPE is located on site at all times and a system to request additional PPE has been established. Additionally, the agency keeps an inventory of PPE and uses a burn rate calculator to determine future needs. Staff have been trained on proper use of PPE.**

## **F. Hygiene and Cleaning**

Personal Hygiene to reduce Transmission:

- o Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
- o 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;
- o 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.
- o Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
- o 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.
- o Address any individualized needs affecting the unsupervised availability of hand

sanitizer.

**Cleaning and Disinfection of Environment, Equipment and Supplies:**

- o Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
- o Implement the following minimum standards regarding cleaning and sanitizing:
  - o Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces; Use of only EPA registered products for disinfecting non-porous surfaces;
  - o Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
  - o Ensure adequate ventilation to prevent inhaling toxic fumes.
  - o Maintain site cleaning logs indicating the date, time, and scope of cleaning.
  - o Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
  - o 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.
  - o 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.
  - o PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
  - o Provide ventilation with outside air safely and when possible.
- o 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.
- o Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- o 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 and hand sanitizing stations areas are located throughout the building. The agency supplies only hand sanitizers that are 60% alcohol or above. Staff are trained in proper handwashing and will educate the people we support to use the same techniques. Hand sanitizers are placed at entrances and exits to encourage hand sanitizing upon arrival and prior to departure. Cleaning staff will utilize a checklist to ensure adequate cleaning and disinfecting of all areas of the building; checklists will indicate date, time and scope of cleaning and will be maintained on site. Program staff will be provided with a list of "high touch" areas and will ensure more frequent cleaning of those areas. Only EPA registered products will be purchased by the agency to disinfect surfaces; all disinfectants will be clearly labeled with dwell times. A thorough cleaning of areas and equipment utilized by a person**

**exhibiting symptom will be completed immediately upon their departure; garbage cans and bags have been placed in each area to properly discard items used for cleaning. Use of shared objects will be limited and disinfected after each use. Objects that cannot be cleaned have been removed from program spaces. People supported have been asked to bring minimal personal belongings.**

## **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:

- o **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;**
- o **Reduce capacity on buses, vans, and other vehicles transporting individuals from multiple residences to 50% of total capacity;**
- o **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;**
- o **As possible, stagger arrival and departure times to reduce entry and exit density.**
- o **To the extent possible, restrict close contact of individuals and staff from different households by not sitting near each other or the driver.**
- o **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.**
- o **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.**
- o **After each trip is completed, clean and disinfect the interior of the vehicle before additional individuals are transported; and**
- o **Where appropriate and safe, roll windows down to permit air flow.**

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

**The Agency has a contract with Cedar Bus. Cedar Bus has established routes where people are not comingled with those traveling to other day programs. People riding the bus together will be grouped together to receive their day habilitation service .Capacity on vehicles has been reduced to 50%. People supported are staggered as they get on and off the bus in order to maintain social**



**distancing and reduce density in drop off and pick up locations. Drivers and monitors will be required to wear appropriate face coverings, people attending day program will be supported to do so as well. Cedar bus utilizes EPA registered products to clean and disinfect before and after each trip. A checklist is utilized to ensure proper cleaning of vehicles.**

#### **H. Tracing and Tracking**

- o 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.
- o 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:*

**The Arc of Dutchess has a well-established procedure for notifying the Local Health Department and OPWDD of any positive COVID19 test results. The agency's Compliance Director takes the lead in this area. The agency will continue to work in collaboration with the local health department to trace all contacts in the workplace.**

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

Please use this space to provide additional details about your programs Safety Plan, if Appropriate: