



ACLD COVID-19 REOPENING SAFETY PLANS

807 South Oyster Bay Road, Bethpage, NY 11714



ACLD has developed this safety plan to ensure that all employees, visitors, and the people we support are provided a safe environment. Wherever there is a conflict between these general guidelines and program specific guidelines, the program specific guidelines will prevail.

General Guidelines

PEOPLE

ACLD will encourage the use of physical distancing. To ensure employees comply with physical distancing requirements, ACLD will do the following:

- Ensure there is a minimum of 6 feet of distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 feet apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, ACLD will keep occupancy under 50% of maximum capacity.
- Post physical distancing markers using tape or signs that denote 6 feet of spacing in commonly used areas at the site (e.g. clock in/out stations, health screening stations, staff lounges, etc.)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate physical distancing among participants.
- Interviews will be performed via telephone or secure video conference. In the event that an interview must be conducted in person, all parties involved are required to adhere to physical distancing guidelines and wear face masks for the duration of the interview. Staff are required to clean and disinfect the interview space prior to and after the interview.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- The majority of all training classes will be conducted using video conferencing. Training sessions that are required for assessing the skills of trainees will be in-person. Trainers will ensure proper social distancing during these time-limited skill sessions. Trainees will utilize proper PPEs and will not be sharing any materials or equipment during this assessment.
- Direct support staff will be required to assist people with intellectual and developmental disabilities that may not allow for 6 feet of distance between staff and individuals at all times. Both staff and individuals will wear safety masks and practice good personal hygiene including washing hands with soap and water for 20 seconds or using hand sanitizer immediately following contact situations that are less than 6 feet of distance.

- Visitors to our buildings and homes will have restricted or limited access to mitigate unnecessary risk and exposure to our staff and the people we support. All visitors that must enter our facilities will be required to maintain physical distancing of no less than 6 feet of space with other people and will be required to have their temperature checked as soon as they enter the building. Essential gatherings in the workplace will be limited to the maximum number of people that can safely practice appropriate physical distancing.
- ACLD will utilize floor markers in our lobby areas to ensure that staff and visitors maintain safe distances as they enter our buildings. There will also be markings in hallways to ensure one-way traffic to improve physical distancing. People will be encouraged to eliminate congregating in hallways, mail rooms, copier rooms, etc. to further enhance physical distancing. Lunch rooms and staff lounges will have signs posted advising staff of the maximum number of people that can be in those areas at a given time. Staff schedules may be staggered to reduce the number of people entering the building at one time and/ or employees will be permitted to work from home, when possible.

PLACES

Protective Equipment. To ensure employees comply with protective equipment requirements, ACLD will do the following:

- ACLD will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- All staff assigned to administrative office buildings will be provided with five cloth masks for their use. These masks are re-usable and the employee is responsible for their laundering and care. Masks will be replaced as necessary and must be worn within the building at all times except when staff are in their assigned offices and can maintain safe physical distancing of 6 feet.
- Direct support staff will be provided with disposable surgical masks at the beginning of each shift. If direct support staff will be working in a location with a person that tested positive for Covid-19 or has symptoms of Covid-19, N95 or equivalent masks will be issued as necessary.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Staff will store N95 masks in a brown paper bag when not in use to extend the life of the mask. The Purchasing Department will be required to order and maintain an ample supply of PPE to ensure adequate supplies are available. The agency will store all PPE in a climate-controlled storage facility with 24/7 access.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact. Frequently shared areas and objects such as door knobs, light switches, bathrooms, kitchens, etc. will be cleaned and sanitized daily using appropriate disinfectants.

Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, ACLD will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that documents date, time, and scope of cleaning. The cleaning logs shall be completed by cleaning supervisors/ maintenance staff and will be kept at the reception desk of each building and maintained by the building office manager or designee. In the residential department, the House Manager or designee will ensure the facility is cleaned and sanitized and will complete and maintain the cleaning log in the office.
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- All bathrooms will be properly stocked with soap and paper towels and signs will be posted in each bathroom reminding staff and visitors of proper hand washing. Alcohol-based hand sanitizer will be available throughout the building. ACLD will provide hand hygiene training for all staff.
- ACLD cleaning services will clean and disinfect all office spaces, hallways, common areas, kitchens, lunch rooms, training rooms, meeting rooms, reception areas, lobbies, and bathrooms on a daily basis and record and maintain the information in a cleaning log. A disinfectant will be used to sanitize all shared objects including door knobs, light switches, bathrooms, kitchen areas, coffee machines, vending machines, microwave ovens, etc.
- Disinfectant wipes and medical grade gloves will be distributed to all offices so that staff can sanitize desks, monitors, keyboards, telephones, etc.

Communication. To ensure the business and its employees comply with communication requirements, ACLD will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, physical distancing rules, appropriate use of personal protective equipment (PPE), and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a Visitors log of every person, including employees and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means. The log will be kept at the reception desk. A similar log will be maintained at our residences by the house manager or designee and kept in the office.
- If a worker tests positive for COVID-19:
 - the employee will be directed to leave the agency facility and must provide a medical note for the initial absence and a secondary note for clearance before they can return to full duty.
 - The appropriate program or department director will notify the Chief Compliance Officer who will notify the local health department and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal laws and regulations.

PROCESS

Screening. To ensure the business and its employees comply with protective equipment requirements, in accordance with Appendix 1, ACLD will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days or if the person traveled from a state that requires a 14-day mandatory quarantine. Temperatures and assessment responses will be recorded in the employee and visitor log and will be reviewed daily.
- All employees and essential visitors will be required to wear a mask before entering any agency facility. A screening station will be set up in all building lobbies to conduct a mandatory health screening assessment. Employees and essential visitors will only be permitted to enter the building using the front reception area and floor markings will be used to ensure physical distancing. Employees and essential visitors will have to stop at the screening station where their temperature will be checked using thermal imaging equipment or a no-touch thermometer.
- Personnel assigned to the screening station will be issued masks and gloves to monitor the screening station to ensure compliance. A designated area will be set up to ensure that the responsible party will be at least 6 feet away from employees and essential visitors. The agency will maintain an ample stock of PPE to ensure adequate supplies are available.

Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, ACLD will do the following:

- If an employee tests positive for Covid-19, the agency will clean any contaminated areas using a disinfectant that is effective against Covid-19. The agency will maintain an ample stock of disinfectants to ensure adequate supplies are available at all times.
- Human Resources will be responsible for interviewing any employee that tests positive for Covid-19 as soon as they become aware of the situation. Human Resources will notify all close contacts in the workplace to ensure that all such employees work from home (if possible) or remain home for at least 14 days. Human Resources will notify the Chief Compliance Officer so that the local and state health department can be notified.

Appendix 1

ACLD Guidance for Screening for COVID-19 for Visitors and Employees (Created 6/8/20, Revised 6-12-20)

Purpose: To ensure that people entering the workplace are free from symptoms of COVID-19 and provide a safe work environment for visitors, employees and people supported.

Employees and visitors must undergo a health check prior to entering any ACLD facility before the start of a shift. The temperature of each person must be taken and recorded on the form if he/she registers 100°F or higher. The person will not be permitted entry to the facility if their temperature registers 100°F or higher, or if they answer “yes” to any of the pre-screening questions. If a person is denied entry to the facility, the chain of command must be notified. All employees are advised that if they develop a temperature of 100°F or higher, or any other symptoms of the COVID-19 virus, while on shift they should immediately contact the chain of command and will be instructed to leave the facility.

During the designated Pandemic for COVID-19 anyone entering an ACLD workplace facility must wear a mask. A mask will be provided to a person if he/she needs one. Any person who refuses to participate in any part of the ACLD screening protocol will be asked to leave the facility.

Who to screen:

Visitors: Any person who is entering the building and not immediately leaving must be screened. This includes, but is not limited to: family members, applicants, maintenance repair person, and/or vendors. Deliveries should be coordinated at each location and should not be required to be screened. Staff will ensure a delivery person is not walking through a facility.

Employees: Any full time, part time, temporary and/or per diem employee will be screened prior to entering the workplace. Each employee should have an ACLD ID badge and participate in the screening.

Designated screener:

Each location will have a designated and trained screener. Additionally, a second screener should be identified in case the primary person is not available. A designated screener will be provided training by either a medical professional or supervisor on how to appropriately screen each person.

Protective equipment:

Each facility will provide personal protective equipment (PPE) for a designated screener. PPE equipment may include gloves, mask, shield or goggles and gown as needed. Additionally, a barrier like clear plexiglass can be used for the screening process if available.

Main points for safety when conducting a screening for visitors or employees:

- Any person entering a facility must wear a mask. A person will be asked to leave the facility if he/she refuses to wear a mask.

- A designated entrance for a facility will be designated to ensure visitors and employees enter at only one point of entry.
- ACLD will provide social distancing cues to ensure people remain a minimum of 6 feet apart. ACLD will establish staggering start times for employees to avoid long lines.
- Only one person can enter a facility at a time to be screened.
- Signs will be posted to remind visitors and employees about the rules for safety. These will include staying six feet apart and not entering the facility until permitted.
- A hand sanitizer station will be established at each designated location. Masks will also be made available.
- A designated log, thermometer, questionnaire, and written response for denial will be provided for each location to utilize with the screening. Any person denied entrance will be given a written denial response.

Procedure for employee and/or visitor:

- A visitor should arrive at his/her designated time for meeting or shift. A visitor could enter a facility for screening within 15 minutes of the designated time to conduct business.
- An employee should arrive at his/her designated shift no sooner than seven (7) minutes before scheduled start time. An employee may be provided a staggered start time for any days reporting to an ACLD worksite which would be coordinated by a supervisor.
- Prior to being screened, each person will line up at the designated entrance and stand a minimum of six feet apart from one another.
- Only one person at a time can enter the facility to complete a health screening for access to an ACLD facility.
- Each person must agree to taking his/her temperature and answer the required health screening questions.
- If the person registers above 100 degrees and/or answer yes to any of the questions, the person will not be permitted to stay at a facility.
- Any visitors receiving a denial will receive a written response from the screener and be instructed to contact the appropriate ACLD parties that he/she will have to reschedule their visit.
- Any employee receiving a denial of entrance to work will receive a written response from the screener. The employee will be asked to contact his/her supervisor and an HR representative.
- An employee will be required to follow up with the appropriate medical documentation in order to return back to the worksite. Documentation should be submitted to a benefits representative in the Human Resources Department. A medical note can either be emailed at benefits@acld.org or faxed to 516-495-7070.

Procedure for screening each person:

- A screener will wear a mask, goggles or shield, gloves and gown as needed.
- Screener will announce one person to enter the facility at a time.
- Screener should ensure that there are no other people around when an employee or visitor is screened.
- The person will stand at a designated spot for the screening. Person should stay behind a barrier such as clear plexiglass or tables to create distance between the screener.
- Screener will ask for person's name and identification to indicate if they are an employee or visitor. This information will be recorded on a log.
- Screener will then use the touchless thermometer to measure a person's temperature. A screener should measure the temperature behind a barrier like clear plexiglass. A screener's face should remain behind a barrier.
- If necessary, temperature should be taken multiple times to ensure there is no discrepancy with the validity of the temperature reading.
- If a temperature is below 100 degrees the employee will only have a check (on designated log) that he/she is cleared. Screener will then proceed to designated questions.

- If a person registers above 100 degrees the screener would provide a written response to the visitor about being denied entrance to an ACLD facility.
- The screener will ask each person the following questions:
 - Have you exhibited any COVID-19 related symptoms in the past 14 days that include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestions or runny nose, nausea or vomiting, diarrhea? (If a person has two or more symptoms then he/she would not be permitted to enter the facility further.)
 - Have you tested positive for COVID-19 in the past 14 days?
 - Have you had close contact with a person who has a confirmed case of COVID-19 or someone who is symptomatic in the past 14 days
- A screener may have to ask follow up questions to determine an answer for any of the three screening questions.
- If the person answers yes to any of these questions he/she would not be permitted to enter the facility.
- If a person is denied entrance to the facility the information should be documented on the designated log.
- A screener should then provide a written denial response for either a visitor or employee.
- A screener should dispose of his/her gloves if a person is denied access to a facility for COVID-19 related symptoms. Any other PPE equipment should be discarded as needed.
- A screener should contact a supervisor or designee either by phone or email of any person who was denied entrance. The communication should occur within one hour (of the screening) depending upon the urgency of the business needs of the visitor or employee.
- At the end of the business day the designated log should be secured in a locked cabinet or office for privacy reasons.

Employees who are denied entrance to an ACLD facility:

Any employee who is denied entrance for an ACLD facility will be asked to contact an HR benefits representative. An employee can contact a benefits representative at (516) 822-0028 ext. 205 or ext. 203 or by email at benefits@acld.org. An employee will be asked to provide documentation from a medical provider on whether or not the employee is cleared for work or needs to be absent for a period of time. A medical note can either be emailed at benefits@acld.org or faxed to 516-495-7070. If an employee tests positive for COVID-19 he/she will have to follow the CDC recommended guidelines before returning to work.

Visitors who are denied an entrance to an ACLD facility:

A supervisor or designee will contact the appropriate parties regarding a visitor denial to ensure appropriate follow through with a visitor. Revisiting an ACLD facility will be determined on a case by case basis. A discussion with a Director of the program or designee should be consulted before a visitor who was previously denied should be allowed to return.