

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

<b>Agency Legal Name</b>	Adults and Children with Learning and Developmental Disabilities, Inc.	
<b>Agency Address</b>	807 South Oyster Bay Road Bethpage N.Y. 11714	
<b>Day Program Type</b>	<input type="checkbox"/> <b>Certified Site</b> <input type="checkbox"/> <b>Community, without Walls</b>	<input checked="" type="checkbox"/> <b>Day Habilitation</b> <input type="checkbox"/> <b>Prevocational</b> <input type="checkbox"/> <b>Day Treatment</b> <input type="checkbox"/> <b>Respite</b> <input type="checkbox"/> <b>Sheltered Workshop</b>
<b>Operating Certificate Number</b>	66430940	
<b>Site Address</b> (certified sites only)	2934 Hempstead Turnpike Levittown, N.Y. 11756	
<b>Certified Capacity</b> (certified sites only)	20 Supplemental Day Habitation	
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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:

All day program entrances have signage posted that alert non-essential visitors are not allowed. Signage for hand washing, masks wearing and keeping a social distancing. There are social distance floor decals and signage implemented to provide visual cues for the staff and people supported strategically placed throughout the program.

### **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

To ensure the employees, essential visitors and people supported comply with protective equipment requirements, ACLD Day Services will do the following:

Implementation 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 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. 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 site. A screening station will be set up in all building lobbies/ designated areas near the entrance to conduct a mandatory health screening assessment. Employees and essential visitors will only be permitted to enter the building using the front reception area or designated main entrance 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 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.

Implementation of a mandatory health screening assessment (e.g. questionnaire, temperature check) will be conducting prior to the people supported boarding the vehicle they will be asked the following questions; (1) COVID-19 symptoms in 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. Temperatures and assessment responses will be recorded in the Health Screening log and will be reviewed daily.

Essential visitors to our sites will have restricted or limited access to mitigate unnecessary risk and exposure to our staff and the people we support. All essential visitors, staff, and people supported will participate in a mandatory health screening which includes several questions and a temporal temperature check prior to entering the building. A designated staff member will conduct the daily screenings. Anyone who enters our facilities will be required to wear a mask, maintain physical distancing of no less than 6 feet of space from other people. Essential gatherings in the site will be limited to the maximum number of people that can safely practice appropriate physical distancing.

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

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

- Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing;

- Plans to maintain no more than 50% occupancy in small/confined spaces within a program, such as a staff break room;
- Potential use of physical barriers within site-based spaces;
- Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual's needs may require individual to staff distance to be less than six feet);
- Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel;
- Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows;
- Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces;
- Support and education of individuals to learn physical distancing/use of markers, patterns of movement, and other program strategies;
- Maintain a staffing plan to prevent employees who should need to "float" between different rooms or different groups of individuals, unless such rotation is necessary to safely support 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).
- individuals due to unforeseen circumstances (e.g. staff absence).

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

ACLD Day Services will encourage the use of physical distancing. To ensure employees and the people we support comply with physical distancing requirements, ACLD will do the following:

Ensure there is a minimum of 6 feet of distance between all people, unless safety or core function of the activity requires a shorter distance. Staff will assist and encourage the people we support to maintain 6 feet physical distancing whenever possible. Tables will be spaced 6 feet apart, spaced out seating, utilize outdoor space, staggered lunch times, and small group activities.

### 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 ( $\leq 15$ ) of individuals receiving services and staff working with them are as static as possible.
- Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
- Stagger staff and/or individual meal and break times to maintain social distancing.
- Adhere to social/physical distancing practices identified in the safety plan.
- Prohibit shared food and beverages and buffet style dining.
- Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

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

Tightly confined spaces (bathrooms, small offices, hallways) 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 and other applicable areas on the site (e.g. clock in/out stations, health screening stations, staff lounges, bathroom line, etc.)

Limit in-person gatherings as much as possible. Essential in-person gatherings (e.g. meetings, activities) should be held in open, well-ventilated spaces with appropriate physical distancing among participants. Establish designated areas for pick-ups and deliveries limiting contacts to the extent possible. be held in open, well-ventilated spaces with appropriate physical distancing among participants.

Direct support staff will be required to assist people supported 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.

ACLD will utilize floor markers in our lobby areas to ensure that staff, the people we support and essential visitors maintain safe distances as they enter our buildings. There will also be markings in hallways 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, program areas 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. Floor markings will be used to assist people with physical distancing. Activity schedules may be staggered to reduce the number of people entering the building/ room at one time.

#### 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:

The people supported will follow a structured daily activity schedule with a variety of opportunities to reintegrate into the program and the community. Preferred favorites are as follows; outdoor recreational outings, some volunteer activities with curb side delivery, Art Studio classes, Yoga, Zumba, Book club, Technology/Computer classes, Music and Dance, Trivia, Foreign Language lessons, Job readiness, and Karaoke. Everyone will participate in a weekly educational in-service to provide support, information and guidance around important topics impacted everyone. For example, Covid 19, stress management, coping, grieving and loss, current events, voting, diversity and inclusion, self-advocacy, nutrition, and open discussion on topics recommended by the people supported.

#### 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:

To ensure employees and the people we support comply with protective equipment requirements, ACLD Day Services will do the following:

ACLD will provide employees and the people we support with an acceptable face covering at no-cost to the person and have an adequate supply of coverings in case of replacement. Masks will be replaced as necessary and must be worn within the building at all times. Staff will assist and encourage the people supported to wear their masks when it is appropriate to do so.

ACLD will provide employees and people supported with clear plastic screen face masks to wear during transportation. Each mask will be marked with the name of the person it belongs to. The masks will be cleaned by the person supported and/or staff upon arrival to program and again by staff after transportation home. They will be stored in a safe place when not in use.

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.

ACLD will provide all necessary Personal Protective Equipment to the people supported and staff in each program. The teams will work with each person supported and provide education on the importance of wearing PPE (especially masks) in the community as tolerated. ACLD has secured ample supply of the following items:

- N95 Facial Masks
- Surgical/Disposable Masks
- Goggles
- Face Shields
- Gowns
- Gloves
- Hand Sanitizers
- Disinfectant wipes
- Temporal Thermometers
- Pulse Oximeters
- A designated quarantine room at each location in the event a person displays signs or symptoms of illness.

All ACLD staff have participated in required COVID-19 trainings before they work with the people we support. These trainings include:

- Centers for Disease Facts about COVID
- Hand Hygiene/ Social Distance
- Germ Buster
- Using Personal Protective Equipment
- Novel Corona Virus World Health Organization
- Infection control
- No Visitor Policy
- Safety Plan
- Transportation procedure

- 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:

To ensure employees and people supported comply with hygiene and cleaning requirements, ACLD Day Services 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 or designee and will be kept at the reception/ designee's desk of each building and maintained by the building office manager or designee.

Provide and maintain hand hygiene stations for people, 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. If the needs of the people supported require additional safety measures, the hand sanitizer will be made available upon request rather than left out.

All bathrooms will be properly stocked with soap and paper towels and signs will be posted in each bathroom reminding staff and people supported of proper hand washing. Alcohol-based hand sanitizer will be available throughout the site where it is safe to do so, otherwise it will be available upon request.

ACLD will provide hand hygiene training for all staff and people supported. People supported will be encouraged throughout the program day to maintain good hand hygiene and provided staff assistance.

Staff and/or maintenance will conduct regular cleaning and disinfection in the mid-morning, after lunch and at the end of the day, or more frequently as needed. Disinfectant wipes and medical grade gloves will be distributed to all sites so that staff can sanitize all high touch frequency areas like tabletops, doorknobs, light switches, bathrooms, kitchen areas, coffee maker, microwave ovens, copy machines, etc. Frequent cleaning and disinfection of shared objects (e.g. activity supplies, tools, machinery) and surfaces must be completed. Staff designated to clean will also be responsible for completing the cleaning log.

ACLD cleaning services will clean and disinfect all office spaces, hallways, program 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, copy machines, etc.

## **F. 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:

ACLD's Administrative and transportation team has been working on modifying the fleet of vehicles to ensure compliance with social distancing guidelines and safety practices. ACLD will utilize its vehicles to transport the people who participate in our day program. Our Day Services team has also reached out to the family members and some have expressed interest in transporting their respective family members to and from day program. With modification to the routes, we will be able to transport three individuals with a driver. ACLD will supply everyone with a surgical mask and a face shield to be used during transport as well as throughout the day. The health screening will be administered on every person. As part of the screening the person supported will have their temperature taken by a staff member prior to entering the vehicle. If their temperature is greater than 100. they will not be allowed to board the vehicle

## G. 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:

To ensure the employees and people supported comply with contact tracing and disinfection requirements, ACLD Day Services will do the following:  
If an employee or person supported 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.  
If a person supported tests positive for Covid-19, staff will inform their supervisor using the chain of command. Human Resources will be informed by program management so that they may inform all employees in close contact with the person. The person supported will not be allowed to attend Day Services until a negative test result is achieved and the person is medically cleared.

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

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

To ensure the employees, essential visitors and people supported comply with communication requirements, ACLD Day Services will do the following:

Posted signage throughout the site to remind people to adhere to proper hygiene, physical distancing rules, appropriate use of personal protective equipment (PPE), and cleaning and disinfecting protocols.

Established communication plan for employees, essential visitors, and people supported with a consistent means to provide updated information.

Maintain a continuous log of every worker and essential visitor, who may have close contact with other individuals at the site or area; excluding deliveries that are performed with appropriate PPE or through contactless means.

A continuous employee log and visitors log will be maintained at the reception/ designee's desk and be reviewed daily by the building office manager or designee. The log will be kept at the reception/ designee's desk.

If an employee 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.

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

If an employee tests positive for COVID-19, the appropriate program or department director will notify the Chief Compliance Officer who will immediately notify state and local health departments in addition to any other requirements.

Maintain a continuous log for each van route recording the health screening of each person supported at the time of pick up.