COVID-19 Safety Plan
for Certified Day Program Reopening

Agency Legal Name	OPWDD- Region 1	
Agency Address	620 Westfall Rd. Rochester, NY 14620	
Day Program Type	■ **Certified Site** □ **Community, without Walls**	■ **Day Habilitation** □ **Prevocational** □ **Day Treatment** □ **Respite** □ **Sheltered Workshop**
Anticipated Reopening Date	10/26/2020	
Operating Certificate Number	02720445	
Site Address (certified sites only)	Canandaigua Day Hab 3220 Middle Cheshire Rd., Canandaigua, NY 14424	
Certified Capacity (certified sites only)	96	
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Primary Contact Email and phone #	gregory.f.thane@opwdd.ny.gov 585-393-6605	

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. 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:

TTL will supply site with appropriate signage and direction for placement. Program Administrator/Designee will ensure signs are posted properly. Signs will be posted at the entrance indicating that no non-essential visitors will be permitted. Staff and visitors will be directed to the main office to have their health screening completed. Signs will be posted at the entrance and throughout the building instructing staff and visitors to wear masks, proper use of PPE, proper hand washing/hygiene, COVID-19 signs and symptoms, and social distancing requirements. Signs will be posted on each room to indicate the maximum capacity for each space. Signs will be posted in the hallways to indicate that people should walk on the right-hand side close to the wall to eliminate close contact.

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:

Upon arrival at the site, all staff and essential visitors will have a health screening completed by a Program Administrator/designee or RN/LPN wearing PPE (minimally a mask and gloves). All service recipients will have a health screening completed prior to transportation to the site by residential staff (DA2, DA1, DSA, RN). Upon arrival at the site, all service recipients will have a health screening completed by the lead staff in their core room (either HS1 or DSA) or the RN/LPN wearing PPE (minimally a mask and gloves). Signs and symptoms of COVID-19 will monitored throughout the program day as well. Temperatures will be taken by staff noted above and COVID-19 screening questions will be asked by staff noted above. Questions will include (questions subject

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 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:

Core rooms have been restructured to include service recipients from the same and/or paired homes. Square footage has been measured and labeled for each room to determine the maximum capacity. 6-foot social distancing will be maintained for each service recipient except when clinically necessary for services. Rooms will be capped at 15 service recipients. Furniture needs have been assessed to determine what is necessary. All excess furniture has been removed. All remaining items are arranged to provide proper social distancing. Instruction and support will be given by core room staff (HS1 and DSA) to service recipients to learn the new requirements for social distance. When social distancing is not possible, service recipients will be expected to

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 (≤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:

Alternate programming options (At Home Program, etc.) will be explored with service recipients as appropriate. Core room groups will be limited by the square footage of each room to give each person 36 square feet with no more than 15 individuals in any one group. Rooms will be comprised of service recipients from the same or "paired" homes as much as possible. Use of communal spaces will be limited to one core room at a time, which will keep the number of people appropriate. Each core room group will remain separate from the others. There will be no building wide or joint activities. All shared spaces will be sanitized by staff (HS1, DSA, OT, PT, SLP) in between uses. Core room groups, both staff and service recipients, will be kept as static as possible. Movement between groups will only be done if/when absolutely necessary.

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:

At this time, there will be no adjustment to the day services hours or schedule. The building is able to accommodate group sizes that meet COVID-19 guidance with no changes.

Habilitation Specialists 1s will work to plan activities that require little to no physical contact between service recipients. All group activities will be done within the static core room group and will adhere to appropriate social distance guidelines. Each core room group will remain separate from the others. There will be no building wide or joint activities. HS1s will also plan activities that require minimal contact with staff. When staff (HS1 or DSA) contact is necessary to provide an essential service, staff will wear all appropriate PPE.

E. Personal Protective Equipment:

- Ensure all staff wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, at all times while providing services, consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated.
- Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at no cost, if visitors do not have their own which meets requirements.
- Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
- Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- Retain documentation of trainings in the employees' personnel files and per agency procedures.

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

Masks will be provided for staff, essential visitors, and service recipients (as appropriate). If a personal, cloth mask is utilized, people will be reminded to follow CDC guidelines for cleaning (cleaned after each use either in the laundry with standard laundry detergent or by hand with a bleach solution). All staff and visitors will be required to wear a mask at all times while in the building. Signs will be posted to ensure that all are informed of this requirement as they enter the building. Program Administrator/designee will monitor for compliance. Staff will remain up to date on all pertinent infection control training. This will be completed through SLMS, in person training done by the Program Administrator/designee, in person training done by RN/LPN, or through Read and

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:

Each core room is equipped with a sink in the main room as well as the attached bathroom. This sink will be fully stocked by the cleaning vendor with hand soap and paper towels at all times. Core room staff (HS1 and DSA) will monitor this stock and refill as needed throughout the day. Staff, visitors, and service recipients will be encouraged to wash their hands regularly throughout the day. Signs will be posted in each core room, bathroom, and in the

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 air flow.

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

Transportation will be accomplished using a combination of vendor transport through the Cedar Bus Company and OPWDD owned vans driven by IRA staff.

Buses will be comprised of service recipients living in the same home or a paired home. These service recipients will also share a core room while at program. Staff (DSA) riding the bus will also be the same staff working in the home as well as the core room. Only service recipients traveling to and from the same day program will be on the same bus together. Service recipients living in the same home will sit together on the bus with social distance

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:

The Program Administrator/designee will maintain a complete visitor log, so it is known who was in the building at what time. This log will record all staff and visitors. Service recipient attendance will be recorded on the core room's accountability sheet by core room staff (HS1 and DSA). In the event of a suspected or confirmed COVID-19 case, the Infection Control department will be notified for further guidance. Program Administrator/designee will convey all needed information to the local Health Department as needed.

ADDITIONAL SAFETY PLAN MEASURES:

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

Teaching and support will be provided to the service recipients by core room staff (HS1 and DSA) for the new requirements at program. Staff will assist service recipients in adjusting to the changes.

The reintegration of individuals back to this day habilitation site will occur in stages. Should the number of positive cases of COVID-19 increase in the county, the reintegration of individuals will be paused to further assess.