COVID-19 Safety Plan
for Certified Day Program Reopening

Agency Legal Name	Taconic DDSOO	
Agency Address	26 Center Circle, Wassaic NY 12592	
Day Program Type	■ **Certified Site** □ **Community, without Walls**	■ **Day Habilitation** □ **Prevocational** □ **Day Treatment** □ **Respite** □ **Sheltered Workshop**
Anticipated Reopening Date	December 7, 2020	
Operating Certificate Number	0275-0750	
Site Address (certified sites only)	Southern Ulster Neighborhood Center Milton (Milton Day Hab) 207 Milton Turnpike, Milton, NY 12547	
Certified Capacity (certified sites only)	50	
Primary Contact Name	Renee MacGowan	
Primary Contact Email and phone #	renee.macgowan@opwdd.ny.gov 845-705-6346	

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:

Signs will be placed at each of the two entrances to the program site alerting visitors that non-essential visitors are not allowed unless scheduled and pre-approved. The entrance at the parking lot is used for staff and visitors to enter while the entrance at the front of the building is currently to be used for the individuals when they arrive. Throughout the program, building signs will be placed to provide instruction on the critical COVID-19 transmission prevention and containment activities such as hand hygiene, donning, doffing & disposal of PPE, as well as reminders of social distancing. Site Supervisor will provide oversight of appropriate signage.

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:

Screening will be required of each individual and staff prior to arrival to the program site / before leaving their home. Once they are at the program site, they will be required to report first to the screening station that will be located at the two entrances to the building/program. Screening will be conducted for all staff / individuals upon entry to the building. A screener and back up screener will be assigned. All screening documentation will be maintained by the program supervisor in a secured locked area. Screening will include a temperature taken each time staff / individuals enter the site and answering of the COVID questions when they first arrive. Screeners will be provided and will use the necessary PPE to include a face / surgical mask and gloves but may also include a

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:

Attendance will be reduced by alternating homes attending each day.
Reducing the number of individuals in attendance on site, the program will operate with a minimum of 5-7 staff.
The program staff who are deployed to homes will report to program only on the days the home is scheduled to attend the program.
Staff will remain consistent with individuals to the greatest extent possible only moving when safety is a concern.
Arrival and dismissal times will be staggered.
Designated seating to encourage social distancing will be marked and additional seating moved/removed to limit

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:

Attendance will be reduced each day by alternating homes that attend.
The hours of the alternating schedules will also be reduced to 8:30am to 2:30pm
These schedules reduce capacity below 50%.
Each room will have the occupancy maximum posted on the door. This has been determined based on 6 foot distancing & the square footage of each room.
Each individual will be required to bring a properly packed lunch from home that requires little to no preparation at the program site. There will be no shared foods or beverages. Lunches will be eaten in the classrooms.
Reusable utensils, containers and dishes will be washed using the dishwasher on site set to the hottest or the

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:

Individuals will be split into two groups by the homes they live in; Group A and Group B. These groups will attend on alternating schedules attending every other day, 8:30am to 2:30pm, Monday through Friday. The homes will be notified of their schedule.
The alternating schedules will allow for a density reduction & social distancing.
When not scheduled to attend, Individuals (living in state run IRAs) will continue to be offered teletherapy and/or programming/activities provided to the IRAs by the Day Habilitation Specialist or the programing staff deployed to that IRA.
Each individual will be given their own supplies when possible to limit shared items. In the event items are shared

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:

All individuals, staff & essential visitors will be provided a surgical mask if they do not have appropriate face covering upon arrival. These will be made available at the designated screening area. There will be signs posted indicating proper use, the proper donning, doffing and disposal of the face coverings. All individuals, staff & essential visitors will be required to wear face coverings unless not medically tolerated. Staff may remove their masks when in a separate break area for eating/drinking purposes while maintaining 6-foot social distancing.
Staff will encourage individuals to wear face covering as tolerated when social distancing is not an option. They will be encouraged to maintain 6-foot social distancing when able. Individuals will be reminded of the importance of

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:

Hand hygiene/hand sanitizer locations will be located at the building entry/screening station and distributed throughout the program area. Hand washing, utilizing soap and water, will be required in the kitchen and bathroom areas. Hand sanitizer will be available in each classroom unless contraindicated by an individual's plan of care. Posters regarding proper hand hygiene will be located throughout the site. The site will maintain a record of all

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:

1st Student bus service uses one bus each day, having two separate runs. The company will be required to clean and sanitize before and after each bus run. The bus used for these runs have an 8-12 person capacity depending on the need to transport wheelchairs. Each run will be kept at 50% or less capacity. All individuals transported by the bus, the driver, and the bus aide will be required to wear surgical masks / coverings as medically tolerated. Program staff will provide transport to the homes they are assigned when available. When not available homes will need to provide their own transportation.
The vans will be cleaned and sanitized before loading and after unloading individuals. Staff and individuals will be

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 site manager will monitor the screening documentation and make all notifications to COC and infection control for proper tracing and tracking. The site manager will complete any and all necessary contacts as directed. In the event the manager is absent another staff will be assigned as a back up.

ADDITIONAL SAFETY PLAN MEASURES:

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