

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

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|---|---|--|
| <b>Agency Legal Name</b>                            | HeartShare Human Services of New York   |  |
| <b>Agency Address</b>                               | 12 MetroTech Center, 29th Floor, Brooklyn, NY 11201   |  |
| <b>Day Program Type</b>                             | <input type="checkbox"/> <b>Certified Site</b><br><input checked="" type="checkbox"/> <b>Community, without Walls</b> | <input type="checkbox"/> <b>Day Habilitation</b> <input checked="" type="checkbox"/> <b>Prevocational</b><br><input type="checkbox"/> <b>Day Treatment</b> <input type="checkbox"/> <b>Respite</b><br><input type="checkbox"/> <b>Sheltered Workshop</b> |
| <b>Anticipated Reopening Date</b>                   | August 3rd, 2020  |  |
| <b>Operating Certificate Number</b>                 | none  |  |
| <b>Site Address</b><br>(certified sites only)       | Community Prevocational Program   |  |
| <b>Certified Capacity</b><br>(certified sites only) |   |  |
| <b>Primary Contact Name</b>                         | Michelle Henley   |  |
| <b>Primary Contact Email and phone #</b>            | michelle.henley@heartshare.org<br>646-483-8910  |  |

The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at [quality@opwdd.ny.gov](mailto:quality@opwdd.ny.gov). In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

## **SAFETY PLAN COMPONENTS**

**NOTE:** Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

### **Signage – applies to certified sites and other locations controlled by the provider**

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

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

Signage will be posted throughout the hub site and on program vehicles (as appropriate) addressing COVID-19 transmission, prevention and containment. This includes the following:

1. Where appropriate, all building entrances will have signage stating that non-essential visitors are not permitted on the premises.
2. Program management will also contact families, residences and other concerned parties and alert them that visiting by non-essential persons is not allowed until further notice.
3. Social distancing requirements will be posted at building entrances and throughout the building, as appropriate

### **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:

Program Management will ensure that the Screening Requirements listed below are followed.

1. Each hub site location will have a designated entrance where screening will take place.
2. All staff, individuals, and any authorized visitors will be screened prior to entering the common areas of the building.
3. Unexpected guests will not be admitted on premises.
4. The screening areas/stations will be equipped with thermometer, gloves, hand sanitizer, masks, garbage pail, cleaning supplies, screening log and a pen.

## **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:

Management will ensure that Social Distancing Requirements are adhered to.

1. Individuals and staff will remain at least six feet apart from one another in all directions, unless the safety of the core activity requires a shorter distance, or an Individual's Life Plan/Staff Action Plan requires that closer contact be maintained with a staff member.
2. While in the community, individuals will travel in groups of no more than 5 to ensure proper oversight and to be able to maintain appropriate social distancing.
3. While at a community site, all staff and individuals will wear masks as required and continue to practice social

### 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:

Program Management will ensure the following:

1. Group size will be limited to no more than ten (10) individuals receiving services, not including employees/staff.
2. Groups will remain static and self-contained, and stable groups of individuals and staff will have no or minimal contact with one another. They will not use common spaces at the same time to the greatest extent possible.
3. Use of common spaces (kitchen, café space and lobby) in general, will be limited to the greatest extent possible.
4. Congregation in lobbies and hallways is prohibited.
5. Large group congregation outside of assigned programmatic ratios is prohibited.

### 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:

1. All HeartShare day programs will operate between 9am – 2pm each day, exclusive of transportation. This is a reduction of one hour a day from the previous schedule.
2. At this time, HeartShare is able to meet the social distancing requirements for each person in the program, so there currently is no need for a split program schedule. In the event that a split schedule becomes necessary in the future, we will submit another plan detailing what our new structure will be.
3. The reduced program hours will allow time needed to conduct screenings, disinfect and clean any premises and meet socially distanced transportation requirements.
4. Activity schedules will be developed on a weekly basis. The location of service may be adjusted as needed to

#### **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:

1. Program management will ensure that all staff and individuals are trained on the proper use of Personal Protective Equipment (PPE) – see #8 below. Training will be conducted regularly and will be required before a new staff member is permitted to actively work at a site, as well as when a program participant returns to program or a new individual starts at program. Documentation of trainings will be maintained at the program site per agency procedures.
2. All staff must wear a face mask or covering at all times while at work, consistent with all current Executive Orders and OPWDD guidelines, unless medically contraindicated. Acceptable face coverings for COVID-19 at

#### **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:

Program Management will ensure proper personal hygiene and cleaning to reduce COVID-19 transmission risk.

1. Staff and individuals will be trained and instructed to utilize vigorous and frequent handwashing and hand sanitizing throughout the day, including upon arrival to and departure from program.
2. Staff and individuals will be instructed and trained to wash their hands frequently with soap and water for at least 20 seconds as available

## 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:

Program Management will ensure that safety measures are adhered to reduce the risk of COVID-19 transmission during transportation of individuals to and from program.

1. HeartShare will utilize agency vehicles and/or a transportation vendor to transport individuals to and from program.
2. Only individuals and staff from the same program will be transported together.
3. To prevent/minimize spread of COVID-19 the following precautions will be implemented:
  - Vehicle capacity will be capped at 50%, unless the passengers are all travelling from the same residence.

## 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:

1. All visitors/employees/individuals will be asked screening questions regarding:

☐ symptoms (e.g. do you have fever, lower respiratory infection, trouble breathing, shortness of breath, cough, nasal congestion, runny nose, sore throat);

□ about possible exposure to someone confirmed with COVID-19 or under investigation for being exposed to COVID-19 within the last 14 days;

☐ about recent travel out of the country or to a NYS travel ban state within the last 14 days.

□ Anyone with symptoms of COVID-19 cannot enter the building.

### ADDITIONAL SAFETY PLAN MEASURES:

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

| Patient Information  |                            |
|--|----------------------------|
| Mr. John Doe   | 1234 Main St, Anytown, USA |
| DOB: 01/01/1980  | Phone: (555) 123-4567      |
| Referral from: Dr. Jane Smith, Primary Care Physician                        |                            |
| Reason for Visit: Annual Physical Examination                                |                            |
| Allergies: No known allergies  |                            |
| Current Medications: None  |                            |
| Family History: No significant family history                                |                            |
| Social History: No tobacco or alcohol use                                    |                            |
| Review of Systems: All systems within normal limits                          |                            |
| Physical Examination: All vital signs and physical exam within normal limits |                            |
| Diagnosis: Healthy   |                            |
| Recommendations: Continue annual physical exams                              |                            |
| Next Appointment: 12/01/2024   |                            |