

Safety Plan for the Re-Opening of Day Habilitation Programs

August 2020

A. Signage

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

1. All building entrances will have signage stating that non-essential visitors are not permitted on the premises.
2. Social distancing requirements will be posted at building entrances and throughout the building.
3. Use of face mask requirements will be posted at building entrances, throughout the building and on program vehicles.
4. Proper hand washing and appropriate use of hand sanitizer will be posted in all group rooms, common areas, and on program vehicles.
5. Room occupancy limits will be posted on group room doors and common group spaces, as applicable.

B. Entrance to Programs

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

1. Each location will have a designated entrance(s) where screening will take place. All other entrances will remain locked.
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 buzzed in or 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.
5. Screening will be completed by assigned staff who are trained on how to complete the following steps and ask the appropriate questions:
 - 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).
 - They will also be asked about possible exposure to someone confirmed with COVID-19 or under inquiry for being exposed to COVID-19 within the last 14 days.
 - They will be asked 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.
6. The Screener will take the Individuals/ visitors/employees temperature.
 - If a staff member's temperature is 100.0 F or higher or if they have signs or symptoms of illness, they will be asked to leave the premises and see a medical professional before they can return to the program.
 - If an individual has a temperature of 100.0 F or higher or has signs and symptoms of illness or they have traveled to a country or state that require quarantine, they will be sent home, told to follow up with a medical professional, and asked to follow the state guidelines for 14 days quarantine.

- In the event that an immediate departure is not possible, the individual with symptoms, exposure, or travel concerns will be escorted (wearing a mask) to the designated isolation area at the facility, until they can be transported home. Parents/guardians will be contacted. Individual will remain in isolation area until transport can be arranged.

C. Social Distancing Requirements

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 person's activity requires a shorter distance,
2. Desks/tables will be arranged for seating of program participants 6 feet apart from one another. Floor markers will designate desk/table locations to accommodate 6 feet of separation between each person supported.
3. All chairs will be labeled with the person's Initials to reduce use by any other individual. All extra chairs /tables will be removed from the room.
4. Program participants will be provided with support and education to learn physical distancing/use of markers, patterns of movement and other distancing and safety strategies as appropriate.
5. Physical barriers may be utilized where needed for additional safety.
6. One-directional foot traffic will be implemented in hallways and narrow spaces where necessary and feasible,
7. All staff must wear a surgical or N95 disposable face mask at all times while at work, consistent with all current Executive Orders and OPWDD guidelines, unless medically contraindicated
8. Individuals receiving services must wear face coverings, if they can medically and behaviorally tolerate one, whenever 6 feet social distancing cannot be achieved. To help achieve this goal, all individuals who currently cannot tolerate face masks will have this goal added to their Life Plan to be worked on using desensitization strategies, social stories, and practice.
9. Static groupings of staff and individuals will be maintained as much as possible by assigning individuals to a specific group room and only floating staff within a specified cohort of group rooms.
10. Group size will be limited to no more than seven (7) individuals receiving services, not including employees/staff.

D. Gatherings in Enclosed Space

Program Management will ensure the following:

1. Large group congregation outside of assigned programmatic ratios is prohibited.
2. Congregate lunchrooms or cafeterias will not be utilized by the individuals. All food and drinks will be consumed in the group room. Everyone is encouraged to bring their own lunch or funds to purchase lunch at local store that does not require the use of the refrigerator and/or microwave, to the extent possible.
3. Only paper/disposable goods will be available. In the event that reusable utensils are required (i.e., adaptive feeding equipment), they will be appropriately sanitized.
4. Reusable utensils and storage containers brought to the program by the program participant will be sent home in zip lock bags to be washed at home.
5. Program staff will wear gloves at all times while assisting people with eating and will change gloves before moving from one person to another.

E. Day Program Schedule and Activities

1. At the present time, 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. This reduction will allow for disinfecting and cleaning the premises and vans.

2. Program activities will focus on programming that does not require shared equipment and minimizes the need for physical contact. When and where appropriate, we will be going out into the local community to parks and other safe destinations to limit the amount of time the individuals are at the program site.

F. Personal Protective Equipment

1. Program management will ensure that all staff and individuals are trained on the proper use of Personal Protective Equipment.
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 HeartShare are surgical or properly fitted KN95 disposable masks that cover both the mouth and nose.
3. An essential visitor to the program must also wear a face covering.
4. If a person does not have a face mask one will be provided one.
5. Individuals receiving services must wear face coverings, if they can medically and behaviorally tolerate one. To help achieve this goal, all individuals who currently cannot tolerate face masks will have this goal added to their Life Plan to be worked on using desensitization strategies, social stories, and practice.

G. Hygiene and Cleaning

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

1. Staff and individuals onsite at the program 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. Alcohol-based hand sanitizer will be available throughout the building, on the vans and carried by staff for use in the community.
3. Regular cleaning and disinfection of hard surfaces, doorknobs, light switches, faucet handles, keyboards, etc. will be completed 3 times a day on the following schedule: 1) mid-morning; 2) after lunch; and 3) at the end of the day after all individuals have left the site.
4. Deep cleaning of every room in the facility will be provided at the end of the program day using an electrostatic sprayer with EPA-approved cleaning/disinfection solution.

H. Transportation

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 the day program site. Arrival and departure times will be staggered to the extent possible.
2. Only individuals and staff from the same facility 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.
 - Health screening, including taking of temperatures, will occur upon entrance to the vehicle. Any individual who displays signs of COVID-19 or may have been exposed to someone who is COVID-19 positive will not be granted entry to the vehicle. They must remain home and should be directed to seek medical attention.
 - To the extent possible, social distancing will be implemented in the vehicles.
 - All staff and driver will wear face masks at all times while in the vehicle.
 - Individuals will be encouraged to wear masks and social distance when this is not possible.
 - Whenever possible, the vehicle's windows will be partially opened to allow fresh air to enter the vehicle.
 - The recycled air setting will not be utilized for the vehicle's the air conditioning setting.
 - After each trip is completed, the driver will clean and disinfect the interior of the vehicle using an EPA-approved cleaning product, preferably Lysol unless the electrostatic device is used.



HEARTSHARE HUMAN SERVICES OF NEW YORK

ATTESTATION

These guidelines and safety measures, among others included in the OPWDD guidelines for reopening, serve the purpose of attempting to avoid possible transmission of COVID-19 into our facilities and your homes. As HeartShare gradually re-opens its day programs, the health and safety of our individuals and staff are our highest priority. Per the OPWDD guidance issued on July 10, 2020, the people we support may not return to their day program while a member of their household or certified residence is being quarantined or isolated due to COVID 19.

If you suspect that one of the 5 scenarios listed below is true, please call the day program immediately, keep the person at home and seek guidance from their healthcare provider for assessment and testing. The person will not be allowed to return to program until cleared by a medical professional and a plan for their return has been discussed with program management. Thank you!

We ask that you please attest to the following by filling in and signing below:

By resuming services with HeartShare Human Services of New York, I, _____, caregiver/residential provider of _____, agree to assess for signs and symptoms of COVID-19 daily and inform the program of any instance of: (1) COVID-19 symptoms in the past 14 days; (2) positive COVID-19 test in the past 14 days; (3) close contact with a confirmed or suspected COVID-19 case in the past 14 days; (4) travel from within one of the designated states or countries with significant community spread as listed by New York State; and/or (5) a temperature at or above 100.0 F. I further agree not to send the individual to program when members of his/her household are being quarantined, isolated, have symptoms of COVID, 19 or were in contact with someone diagnosed with COVID 19.

Signature of Family Member/Caregiver/Residential Provider: _____

Relationship: _____

Date: _____

**NOTE: Please only return this page. The other pages are for your reference*