

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

<b>Agency Legal Name</b>	Epilepsy-Pralid Inc.	
<b>Agency Address</b>	2 Townline Circle, Rochester NY 14623	
<b>Day Program Type</b>	<input type="checkbox"/> <b>Certified Site</b> <input checked="" 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>		
<b>Site Address</b> (certified sites only)	31 Adams Street, Endicott, NY 13760 (drop in center)	
<b>Certified Capacity</b> (certified sites only)	N/A	
<b>Primary Contact Name</b>	Lisa McMullin	
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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:

Signage- applies to certified sites and other locations controlled by the provider:

- Signage is posted to alert non-essential visitors that they are not allowed to enter the program area.
- Signage is posted throughout the program providing instruction on COVID-19 transmission prevention.
- Staff training and read & signs will be completed to ensure everyone understands proper procedure.

### **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:

A. Entrance to Site Based Programs

• Pre-Entry/Pre-Participation Screening:

- All individuals being transported by Epilepsy Pralid; will have their temperatures taken by EPI staff prior to entering the vehicle. All individuals, staff, and essential visitors will be screened prior to entry into the Day Program site and/or participation and services/service delivery.
- Upon arrival to enter program all staff/individuals must take the Medical COVID-19 Evaluation and have their PPE on.
- Daily documentation will be maintained of all screened individuals, staff, and visitors in compliance with OPWDD and NYS guidance policy. Documentation will be kept and uploaded on EPI's electronic system with hard copies in Supervisors office.

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, may include:
  - If individuals fail initial/pre-program screening, they will be sent home, inform Nursing and PCP and follow guidelines set forth by OPWDD (Any individual or staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications i.e. Advil, Tylenol).
  - If staff fail initial/pre-program screening, they will be sent home, instructed to contact their PCP. Staff will isolate for at least 10 days after illness onset and must be fever free for 72 hours without use of fever reducing medications. Staff can also opt to be tested. If test comes back negative staff will be able to return to work provided their symptoms are improving (as there are other illnesses unrelated to COVID). Should staff opt to be tested they will communicate findings through EPI's COVID email/hotline.

- If a visitor fails initial/pre-program screening, they will be sent away and advised to contact their PCP and or DOH.
- If during program hours an individual exhibit symptom of COVID-19, they will be re-evaluated by program Supervisor/Assistant Supervisor/Medical Liaison and taken to the designated quarantine area.
- Staff/Individuals have been provided instructions to contact their health care provider along with written materials on healthcare and testing resources.
- If there is failure of pre-screening testing of staff/individual, program supervisor will notify HR who will then notify department of health and OPWDD.

Participation and Return to Program/Service:

- All staff have been provided training on how to report a positive COVID-19 test result to the agency along with exposure/possible exposure, and signs and symptoms to their supervisor.
- Any individual that lives in a household or certified setting may not attend/participate in day services while they or a member of their household is being quarantined or isolated.
- Medical information will be kept with Nursing for individuals and HR for staff regarding a positive COVID-19 test. Nursing/HR will determine a return to program.
- Any return of an individual/staff to program will only occur in adherence with OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations (72 hours without the use of fever-reducing medications).

## 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:

#### B. Social Distancing Requirements

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

- To coincide with the reduction of the total number of individuals served at one time, we are phasing our reopening and will not exceed 15 individuals. This will reduce congestion and facilitate social distancing.
- To maintain no more than 50% occupancy in designated rooms, 6' (36'squared) have been measured to ensure proper social distancing and capacity reduction. The following rooms can support.
- Plexiglass shields have been placed as a barrier between individuals on designated tables.
- Physical objects such as tables, chairs etc... have all been arranged to allow for social distancing.
- Signage/distance markers have been placed to denote social distancing throughout the program area.
- Physical barriers have been installed (plexiglass shields) in between workspaces when physical distancing is not feasible.
- Staff will help support and educate individuals to use social distancing, use of distancing/markers and patterns of movement throughout the program area as needed. This will be a goal on all individuals Staff Action Plans.
- Day Hab will be maintaining a staffing plan that does not require staff to float per NYS recommended best practices unless such rotation is necessary to safely support the person supported.
- Computers are spaced apart for distancing and laptops are available as well for distancing while doing notes to provide adequate space. Plexiglass dividers will be installed when physical distancing is not feasible.

### 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:

#### C. Gatherings in Enclosed Spaces

- Modification of hours will not be needed at first. This could potentially change to support people half days to limit group size and spacing.
- Program will not exceed 15 individuals in a group.
- Staff will be supporting the same group of Individuals unless such rotation is necessary to safely support the person supported.
- We will 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.
- Staff and/or individuals will stagger meals to maintain social distancing.
- Shared food will be prohibited. There will be no communal food or beverages allowed in program.
- Individuals will be requested to bring their lunch in a disposable paper bag. Individuals lunch must require limited preparation, such as heating in microwave.
- At the end of the shift all dishes (utensils and storage containers) will be sent back to their homes for cleaning and sanitizing.

### 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:

#### D. Day Program Schedules and Activities

- Modification of hours will not be needed at first. Could potentially change to support people half days to limit group size and spacing.
- Individuals have their own personal sealed container where their program supplies will be kept limiting cross contamination via sharing. All supplies will be disinfected after each use and placed back in individuals' container.
- Activities will be planned to help with distancing. Program is set up for reduced density and allows for social distancing.

#### 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:

#### E. Personal Protective Equipment

- Staff will not be allowed to enter program area without wearing face covering that covers both nose and mouth. Face covering must always remain on while in program area. Staff may remove face covering while on break in the designated area. (only one staff allowed in that area at a time)
- All essential visitors will be required to wear a face covering that covers nose and mouth. A face mask will be provided on site, at no cost, to a visitor that does not have their own or due to their face covering being visibly unsuitable.
- Individuals will be strongly encouraged to wear face coverings while in program. There are designated spaces in program where an individual may take off their face covering but if individual leaves that space, they must put face covering back on.
- There is ample PPE on site. PPE stock will be controlled by program management and nursing. PPE is available for community-based services and minimally includes masks, gloves, gowns, and face shields as needed.
- All staff are trained on the proper use of PPE, including when it is necessary to donning and doffing of face covering. Staff are trained in disposal and or reusing and sanitizing when appropriate.
- All training and documentation will be retained and uploaded into EPI's electronic monitoring system.

#### 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:

## F. Hygiene and Cleaning

### Personal hygiene to Reduce Transmission:

- All NY State, CDC and DOH guidelines will be followed regarding hygiene and disinfecting.
- We will provide and maintain hand hygiene stations at each location to include:
  - Hand washing; soap, warm running water, and disposable paper towels.
  - Hand sanitizing; alcohol-based hand sanitizer containing at least 60% alcohol. For areas where hand washing facilities are not available or practical, and where the need for frequent hand sanitization is expected.
- All staff have been trained to wash their hands frequently with soap and water for at least 20 seconds, using techniques per DOH and CDC guidance, including the conditions that require hand washing.
- Individuals will be supported to wash their hands frequently with soap and water for at least 20 seconds, using appropriate techniques as tolerated. This will be a goal/support on all individuals Staff Action Plans.
- The use of hand sanitizer will be encouraged by staff and individuals upon arrival and departure of program and throughout the day. Supervision/Support of use by individuals as needed.
- There are no individualized needs affecting the use of unsupervised availability of hand sanitizer.

### Cleaning and Disinfection of Environment, Equipment and Supplies:

- We will strictly adhere to sanitization requirements as advised by DOH.
- We have implemented the following minimum standards regarding cleaning and sanitizing:
  - Frequent cleaning and disinfection of high-risk areas and high touch surfaces.
  - Only EPA registered products will be used for disinfecting nonporous surfaces.
  - Proper dwell times will be followed for all cleaners and disinfectants per manufactures recommendations as indicated on the product label.
  - We will ensure that proper ventilation to prevent inhaling toxic fumes.
  - Site cleaning logs will be kept, indicating date, time and scope of cleaning in supervisor's office.
  - All cleaning products, sanitizers, and disinfectants will be kept out of the reach of individuals who may misuse.
  - We will safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting. They will be placed in trash receptacles which have closing lids.
  - All areas and equipment will be cleaned and disinfected if an individual shows signs or symptoms, upon departure from the area and prior to use of the area or equipment by other individuals or staff.
  - The use of PPE will be used when dealing with cleaning safety hazards along with hand hygiene.
  - When possible, outside air ventilation will be provided.

## 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 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:

#### G. Transportation

- Individuals and staff traveling to and from the same day program can be transported together; individuals from other day programs should not be intermingled for purposes of transportation at this time.
- Capacity of our vehicles have been reduced to 50%. Individuals who reside/work together in the same house may be transported together to day program in the same vehicle without a vehicle capacity reduction.
- We have staggered departure and arrival times to reduce entrance and exit density.
- Staff must always wear face coverings while in vehicle. If a staff cannot medically tolerate wearing a face covering, that staff will not be assigned to a van run.
- Individuals, to the extent they can tolerate will be asked to wear face coverings while in vehicles.
- After each trip is completed the interior of the vehicle will be disinfected before additional transportation can resume. All hard surfaces will be wiped/cleaned/disinfected. Completed vehicle cleaning logs will be kept, indicating date, time and scope of cleaning in supervisor's office.
- When appropriate and safe, all windows in the vehicle will be rolled down to permit the flow of air.

#### 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:

#### H. Tracing and Tracking

- Upon being notified of a positive COVID-19 test result, the local DOH and OPWDD will be informed immediately, which will be conducted through HR.
- All logs, which include in and out of staff, individuals, and visitors will be kept in EPI's electronic monitoring system and hard copies in program supervisor's office. The logs will be made available upon request of a contact tracer.

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

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

<ul style="list-style-type: none"><li>• The safety plan will be monitored by program supervisor/ designee and will be kept in supervisor's office.</li><li>• The safety plan is available for review upon request.</li> <li>• Staff will have access to the safety plan which will be in a binder; labeled safety plan and kept in the main office area for easy access.</li> <li>• Staff will have a meeting and be trained on all aspects of the above safety plan.</li> <li>• Agency will send a welcome back letter to outline guidelines and protocols for a safe return to program to all families and or IRA'S.</li> <li>• All training and documentation will be retained and uploaded into EPI's electronic monitoring system.</li></ul>