



# Community Services

FOR EVERY1

## Day Habilitation, Prevocational Services and Respite Reopening - COVID-19 Procedures

**DATE:** 7/22/20

### **PURPOSE**

Effective July 15, 2020 for regions of the State that have entered into Phase Four in accordance the New York Forward Reopening Plan, guidance was released by OPWDD, entitled [Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People with Developmental Disabilities](#). These procedures provide an overview of the released guidelines, outlining the steps that day programs are responsible for implementing and monitoring.

### **OVERVIEW**

COVID-19 symptoms are similar to influenza. In an effort to prevent the spread of COVID-19 or other communicable diseases, the use of universal precautions is mandatory. Although every illness is different, there are certain simple, yet very effective steps that every employee can follow to minimize the potential for infection and the potential for transmission of illnesses. Safety Plans have been developed and submitted to OPWDD for each site/program to address the requirements outlined within these procedures. These safety plans are maintained at each site and will be made available when necessary.

### **PROCEDURES**

It is expected that all employees will adhere to the following procedures intended to prevent the risk of exposure to and contraction of COVID-19, as well reduce the chances of spreading the virus should a situation occur where a positive diagnosis of COVID-19 has been identified.

**Signage** – Signage must be posted throughout the certified site addressing critical COVID-19 transmission prevention and containment. Signage must include guidance regarding:

- Social distancing requirements
- Use of mask or cloth face-covering requirements
- Proper storage, usage and disposal of PPE
- Symptom monitoring and COVID-19 exposure reporting requirements
- Proper handwashing and appropriate use of hand sanitizer

**Entrance to Site Based and Participation in Community Based Programs** – All staff and individuals, as well as any essential visitors, must be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter.

- Staff on site should be limited to those essential to the direct service provision.
- Supervisory staff will review and monitor daily screenings
- Documentation of screening must be kept and stored in a secure location. Responses

- must be reviewed daily.
- Individuals and staff must be required to self-report, to the extent they are able, any changes in symptom status throughout the day and identify a contact person who staff and/or individuals should inform if they later are experiencing COVID-19-related symptoms.
  - Health screenings should ask about
    - COVID-19 symptoms in the past 14 days,
    - Positive COVID-19 test in the past 14 days,
    - Close contact with a confirmed or suspected COVID-19 case in the past 14 days and/or
    - Travel from within one of the designated states with significant community spread.
  - 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 (e.g. Advil, Tylenol)
    - If symptoms begin while at the day program, the individual or staff must be kept separate from well individuals and staff and be sent home as soon as possible.
  - Any individual or staff sent home should be instructed to contact their healthcare provider for assessment and testing.
    - The day program must immediately notify the local health department and OPWDD about the suspected case.
    - The day program should provide the individual or staff with [written information](#) on healthcare and testing resources, refer to DOH Testing guidance (<https://coronavirus.health.ny.gov/covid-19-testing>).
    - Individuals sent home from program shall consult with their healthcare practitioner prior to returning to the program
    - Staff sent home shall comply with appropriate return to work guidance and shall consult with their supervisor prior to returning to work.
  - Individuals may not return to or attend the day program while a member of their household or certified residence are being quarantined or isolated.
  - If an individual or staff member is identified with COVID-19, the day program must seek guidance from State or local health officials to determine when the individual/staff can return to the program and what additional steps are needed.
  - Staff should take the following actions related to COVID-19 symptoms and contact:
    - If a staff has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the staff may only return to work after completing a 14-day self-quarantine.
    - If a staff does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the staff may only return to work after completing a 14-day self-quarantine.
    - If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the staff should notify the day program and follow the above protocol for a positive case.
    - If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, and the inability to temporarily furlough that employee would cause a hardship to the employer/program, the staff should notify the day program and adhere to the following practices prior to and during their work shift, which should be documented by the day program:
      - Regular monitoring: As long as the staff does not have a temperature or symptoms, they should self-monitor consistent with the day program's health policies.

- Wear a mask: The staff should wear a surgical face mask at all times while in the day program.
- Social distance: staff should continue social distancing practices, including maintaining, at least, six feet distance from others.
- Disinfect and clean facility spaces: Continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.

**Social Distancing and Site Safety Requirements** – All day program providers must ensure that, for any programming occurring indoors, capacity is limited to the number of participants and required staff which ensures the following mitigation strategies are adhered to:

- At least six feet of physical distance is maintained among individuals and staff, unless safety of the core activity requires a shorter distance or an individual’s treatment plan requires that closer contact be maintained with a staff member.
- All staff must wear an appropriate face mask or covering at all times at work.
- Individuals receiving services must wear face coverings, if they can medically tolerate one whenever social distancing cannot be achieved.
- Groupings of staff/individuals receiving services should be as static as possible and each group should have no or minimal contact with one another to the greatest extent possible.
  - Group size must be limited to no more than fifteen (15) individuals receiving services.
  - Program rooms should include the same group of individuals and staff daily to the extent possible.
- Program rooms and seating areas should be modified to allow for social distancing at least 6 feet apart in all directions.
  - When distancing is not feasible between workspaces, the program must provide and require the use of face coverings or enact physical barriers, such as plastic shielding walls where they would not affect air flow, heating, cooling, or ventilation.
  - Tightly confined spaces should not be used by more than 1 individual at a time, unless face coverings are worn and occupancy does not exceed 50% of the maximum capacity of the space or vehicle.
- Shared food and beverages are prohibited, and food brought in from home should be limited to minimal preparation and packed appropriately.
- All reusable utensils and storage containers should be washed in a dishwasher on the highest setting.
- Limit the sharing of objects, such as electronic equipment, arts and craft materials, touchscreens, as well as the touching of shared surfaces; or, require employees to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, require workers and individuals to practice hand hygiene before and after contact.
- Ventilation should be increased with outdoor air to the greatest extent possible.
- Congregation in common areas should be limited to decrease density.
- Bi-directional foot traffic should be reduced.
- Day program services must designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
- Day programs must maintain a log of every person, including staff and essential visitors, who may have close contact with other individuals at the facility.
  - Log should contain contact information, such that all contacts may be identified,

traced and notified in the event someone is diagnosed with COVID-19.

**Personal Protective Equipment** – Day programs must have an adequate supply of required PPE on site. All required staff and essential visitors are required to wear a face covering or mask and will be provided one for use onsite at no cost.

- All day programs and staff should comply with OSHA standards applicable to each specific work environment.
- Staff may choose to provide their own face covering, however are not required to.
- Face coverings must be cleaned or replaced after use and may not be shared.
- All staff must be trained on proper use of PPE and documentation of such trainings must be stored in the employee's personnel file.

**Hygiene and Cleaning** – Strict adherence to hygiene and sanitation requirements is required to reduce transmission as advised by DOH "Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19," and the "STOP THE SPREAD" poster, as applicable.

- All staff and individuals must perform hand hygiene immediately upon entering the program and throughout the day.
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- Maintain an adequate stock of cleaning and EPA approved disinfecting agents and keep secure and out of the reach of anyone who may misuse.
  - Products should be locked in a separate area with only staff having access.
- Conduct frequent cleaning and rigorous disinfection of high-risk areas and high touch surfaces and maintain logs indicating the date, time and score of cleaning.
  - PPE should be used as needed if products or usage of them causes safety hazards.
- 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. Use only EPA registered products for disinfecting non-porous surfaces.
- After sanitizing or disinfecting any gloves, paper towels or other disposable items used will be immediately discarded.
  - These should be tied in a trash bag and removed from the environment.
- Shared objects/equipment should be cleaned then sanitize after each use.
  - Items that cannot be cleaned and sanitized should not be used. Individuals should not be permitted to bring such personal items from home.
- Hand hygiene stations must be provided throughout each location.
- All staff and individuals should wash their hands frequently with soap and water, for at least 20 seconds upon arriving to any site-based programming, before handling food, before and after eating and drinking, smoking/vaping, using the bathroom, after touching shared objects or surfaces, after touching their eyes, nose or mouth, or after cleaning, sanitizing or disinfecting surfaces or when hands are visibly dirty. Use of alcohol-based hand sanitizers with at least 60% alcohol are also acceptable. Use of hand sanitizer by individuals should be supervised as needed by staff.
- In the event there is a suspected or confirmed COVID-19 infection, CDC guidelines on "Cleaning and Disinfecting Your Facility" should be followed:
  - Close off areas used by the person who is sick. The provider does not have to necessarily close operations, if they can close off the affected areas.
  - Open outside doors and windows to increase air circulation in the area.
  - Wait 24 hours or as long as possible before you clean or disinfect.
  - Clean and disinfect all areas and equipment used by the person who is sick.
  - Once the area has been appropriately disinfected, it can be opened for use. Employees and individuals without close contact with the person who is sick can

return to the area immediately after disinfection.

**Transportation** – All certified day programs must ensure that the following measures are in place in order to transport individuals to/from day programming.

- Only individuals and staff traveling to and from the same day program should be transported together.
- Capacity on buses, vans, and other vehicles transporting individuals from multiple residences should be reduced 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.
- To the extent possible, individuals and staff from different households should restrict close contact by not sitting near each other or the driver.
- One-way entering and exiting should be utilized, and individuals should be directed to not exit the vehicle at once, instead following driver or staff instruction on exiting one person at a time.
- To the extent they can medically tolerate one, individuals, staff, and the driver must wear face coverings at all times 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.
  - Staff who cannot medically tolerate the use of a face covering should not be assigned to transport individuals at this time.
- After each trip is completed, the interior of the vehicle should be thoroughly cleaned before additional individuals are transported.
- Where appropriate and safe, windows should be rolled down to permit air flow.

**Tracing and Tracking** – Providers of day program services must 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.

- In the case of a staff or visitor testing positive, the provider of day program services must cooperate 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 staff began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.
- Local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- Staff who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their employer at the time of alert and shall follow all required protocols as if they had been exposed at work.

[Without Walls Safety Plan](#)

[Genesee Day Hab Safety Plan](#)

[Abbott Day Hab Safety Plan](#)

[Humphrey Day Hab Safety Plan](#)

[Pre-Vocational Safety Plan](#)

[Respite Safety Plan](#)