


## Attestation of Certified Day Program Operations in Accordance with OPWDD Interim Reopening of Day Services Guidance

<b>Agency Legal Name</b>	Access: Supports for Living		
<b>Agency Address</b>	15 Fortune Road West, Middletown, NY 10941		
<b>Day Program Type</b>	<input type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community, without Walls	<input type="checkbox"/> Day Habilitation <input type="checkbox"/> Day Treatment <input type="checkbox"/> Sheltered Workshop	<input checked="" type="checkbox"/> Prevocational <input type="checkbox"/> Respite
<b>Operating Certificate Number</b>	N/A		
<b>Site Address</b> (certified sites only)	N/A		
<b>Certified Capacity</b> (certified sites only)	N/A		
<b>Primary Contact Name</b>	Lauren McClung		
<b>Primary Contact Email and phone</b>	lmcclung@asfl.org 518-618-1144		

The submission of this signed attestation and safety plan for the above program to [quality@opwdd.ny.gov](mailto:quality@opwdd.ny.gov) advises OPWDD of the agency's plan to resume operations at the day program in accordance with requirements as outlined in the guidance document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

The agency must attest to its ability to adhere to all requirements in the guidance as appropriate to the \_\_\_\_\_ program, and to ensure ongoing compliance with the requirements upon opening.

**Any attestation is a filing of a written document with a government agency and is enforceable against the signatory.**

	07/24/2020
Signature of Agency CEO	Date
Ronald J. Colavito	

Printed Name of Agency CEO

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

<b>Agency Legal Name</b>	Access: Supports for Living	
<b>Agency Address</b>	15 Fortune Road West, Middletown, NY 10941	
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<b>Primary Contact Name</b>	Lauren McClung	
<b>Primary Contact Email and phone</b>	lmcclung@asfl.org; 518-618-1144	

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:

At the hub site, there will be signage posted to reflect that non-essential visitors are not allowed, as well as instructions on COVID-19 transmission prevention. This includes the following signage: COVID-19 precautions, Face Mask Usage, Social Distancing Requirements, frequent hand washing, use of hand sanitizer, and precautions when using shared equipment.

### **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:

All staff and supervisors will be trained in the Day Services Re-Opening Standard Work (drafted 7/17/2020), which is agency procedure/protocol outlining the above requirements.

**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:

Outlined in our Day Services Re-Opening Standard Work is guidance for staff and supervisors regarding spacing of program furniture; use of directional tape with one way entering and exiting a space; guidance on social distancing in program space and vehicles; maintaining adequate social distance during meal times, including staggered start times, if needed; and oversight of occupancy to be no more than 50% in small or confined spaces. In addition, water fountains will be blocked off, and bottled or tap water will be made available. Bathrooms will be limited to one person at a time. At sites that have multiple bathroom stalls, every other stall will be blocked off to create social distancing. Support will be provided to help individuals learn about the importance of 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:

The Day Services Re-Opening Standard Work, that all staff and supervisors will be trained on, outlines that group size may not exceed more than 15 individuals, and occupancy will be limited to 50% capacity in small spaces. Groups of individuals served will be consistent and regularly evaluated. Staffing will be as static as possible, taking into consideration call outs, vacations, etc. Care providers will be notified of the need to send in meals requiring limited preparation and handling, and storage containers will be sent home to be cleaned and disinfected at the residence. Disposable plates, cups, and silverware will be available.

### 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:

Program schedules and activities will be developed by supervisors. The schedules will outline activities based on valued outcomes and safety standards. In the initial phase of re-opening, hours of services will be monitored for change to ensure social distancing is maintained while supporting the greatest number of individuals.

#### **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 staff will be trained in proper use of PPE by the agency nurse and documentation of the training will be retained in the employee's personnel files. PPE will be vetted by the agency and issued to staff. All staff and essential visitors will be required to wear a face mask. Program PPE supplies will be monitored and replenished weekly and ordered, as needed. Individuals will be supported to wear face masks and maintain social distancing. There will be back-up PPE available.

#### **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:

All staff will be trained in appropriate hand washing and to wash hands upon entering the building and frequently throughout the day. Individuals will be supported to do the same. Hand sanitizer will be readily available to staff and individuals. In addition, signage will be posted regarding frequent hand washing and frequent use of hand sanitizer. Program sites will have frequent cleaning and disinfection of high touch areas including doorknobs, tables, chairs, light switches, etc. with EPA registered products. A cleaning log will be kept on site. Doors will be open when possible for ventilation. Gloves and cleaning items will be discarded appropriately.

## **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:

Only individuals traveling to the same program will be transported in a vehicle. To the greatest extent possible, staff and residents working/residing in the same home will be transported together, requiring no reduction in vehicle capacity. In vehicles transporting individuals from multiple residences to the same program, vehicle capacity will be limited to 50%. Seats will be marked with tape to maintain distance between individuals. Staff and drivers will be trained to support individuals to take seats from the back of the vehicle forward when entering, and to exit the vehicle from front to back, with one person entering or exiting the vehicle at a time. All staff and drivers will be required to wear face masks, as will individuals who can tolerate them. Windows will be kept open.



**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:

All supervisors will be trained to notify the local health department upon being informed of any positive COVID-19 test result of an individual or staff at the site. All incident reporting and contact tracing requirements will be followed including notification to OPWDD.

**ADDITIONAL SAFETY PLAN MEASURES:**

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