



July 22, 2020

Dear Day Hab Participant/Family Member/Residential Provider,

We are happy to announce that we have opened up three of our Day Hab Sites for Day Hab starting today. The sites that have opened are 700 S. Pearl St., Charles Park and Glenville.

We have worked with our Medical Director, Director of Healthcare, Regional Director of Facilities, and Program Management to develop a plan to safely reopen our day programs for the people supported.

Safety measures and protocols that have been put into place include:

- Daily health screenings for all day program staff, clinicians, transportation staff and day hab participants. The screening will include taking temperatures and responses to (4) questions
 - Have you (person supported) had a positive COVID-19 test in the past 14 days?
 - In the last 14 days, have you (person supported) or any member of your household been diagnosed with COVID-19?
 - Within the past 14 days, have you (person supported) travelled from one of the designated states with significant community spread as defined by the Governor's executive order?
 - Do you (person supported) have a one or more of the following symptoms: cough, sore throat, headache, muscle aches, diarrhea?
- If someone has a fever over 100.4 degrees or responds yes to any of the questions, they will not be allowed to attend Day Hab until their assessment is reviewed.
- If signs/symptoms of COVID-19 begin to be exhibited while at Day Hab, they will be brought to a separate room and the Program RN and/or Director of Healthcare will be notified. If it is determined that the person should go home, we will work to ensure that happens.
- All staff will be required to wear facemasks at all times.
- Staff have been trained on signs and symptoms of COVID-19, proper wearing of PPE, and disinfecting procedures.
- For those supported, they will be encouraged to wear a facemask or face shield if they are able to.
- The group sizes will be limited to no more than 15 people, not including staff.
- We will make every effort to avoid staff moving in between groups. A contact log will be maintained for each person.
- Activities will limit the sharing of items such as arts and craft materials, electronic equipment and shared surfaces.
- Changes to the program sites include the posting of signs to remind everyone of the safety measures they should take, including the wearing of facemasks, social distancing, and proper hand hygiene. Furniture has been moved in the program areas and placed in a manner to ensure social distancing.

- For vehicles used, the capacity of the vehicle has been reduced to 50%. All vehicles will be disinfected after each use.
- Our Regional Director of Facilities has developed cleaning and disinfecting procedures for each of our sites which will comply with DOH's Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19. Each site will be cleaned and disinfected daily and there will be more frequent cleaning and disinfection of high use areas such as program areas and bathrooms. Bathrooms will be cleaned every 2 hours and after each use.

In opening three sites, we know that some people will be a different site and with some different people than they were with prior to this happening. We have tried to ensure that there are familiar faces for everyone. We will provide opportunities for socialization with friends through remote or socially distanced activities.

For those of you who were in a community-based program or participated in community activities, we are in the process of developing a plan for a safe way to access the community. This will involve training on mask wearing, social distancing and hand hygiene. We will also research and plan community opportunities that will be safe and enjoyable.

- For those who are returning:
 - Lunch should be prepared and sent in the correct consistency. It should be sent in a manner that requires a minimum of staff preparation.
 - Personal items that cannot be cleaned and sanitized should not be brought in from home.

We are actively working on how to continue to reopen and a member of your program management team will be in contact with you to discuss returning. Thank you to those who have helped us out by transporting your family member to program. We are looking for Center Transportation to begin providing transportation in the next couple of weeks for those who need it.

We appreciate your patience during this time while we are trying to adjust to the current situation by providing meaningful day hab activities, socialization, safety training, and clinical services (if applicable) in a safe manner. The safety of your family member is of utmost importance to us. If you have any questions or concerns, please feel free to contact your program director/administrator or myself at (518) 427-2310 or champlin@cfdsny.org

Sincerely,



Nancy Champlin

Deputy Executive Director Adult Services