COVID-19 Safety Plan

For Certified Day Program Reopening

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| Agency Legal Name | ANDERSON CENTER SERVICES, INC. |
| Agency Address | 4889 ROUTE 9  PO BOX 367  STAATSBURG, NY 12580 |
| Day Program Type | Certified Site, Group Day Habilitation |
| Anticipated Reopening Date | August 03, 2020 |
| Operating Certificate Numbers | Horton Way LifeLong Learning Center: 89320651  Saugerties LifeLong Learning Center: 89320650  Violet Avenue LifeLong Learning Center: 89320446  West Road LifeLong Learning Center: 89320454 |
| Site Addresses | Horton Way LifeLong Learning Center  22 Bill Horton Way  Wappingers Falls, NY 12590  Saugerties LifeLong Learning Center  3038 Route 9W  Saugerties, NY 12477  Violet Avenue LifeLong Learning Center  378 Violet Avenue  Poughkeepsie, NY 12601  West Road LifeLong Learning Center  199 West Road  Pleasant Valley, NY 12569 |
| Certified Capacity | Horton Way LifeLong Learning Center: 20  Saugerties LifeLong Learning Center: 35  Violet Avenue LifeLong Learning Center: 35  West Road LifeLong Learning Center: 25 |
| Primary Contact Name | Sean Mackey, Director of Adult Services |
| Primary Contact  Email and Phone Number | [SMackey@andersoncares.org](mailto:SMackey@andersoncares.org)  (845)889-9152 |

Day Habilitation Reopening Safety Plan

Signage-

* All program building entrances will have signs that alert that non-essential visitors are not allowed
* All program buildings will 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*
* The Site Supervisors of each Day Habilitation program are responsible for the continuous compliance with all aspects of this site safety plan

1. Entrance to Site Based Programs
   1. All staff and individuals, as well as any essential visitors, will be screened daily prior to entry into the day habilitation site.
      1. Temperature checks will be recorded into <https://covid.acenterforautism.org/> for all staff and individuals
      2. A health screening assessment will be conducted by Day Habitation Instructors and/or Site Supervisors and recorded into Therap. This assessment will ask (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 and (4) travel from within one of the designated states with significant community spread

\*Any individual exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. All individuals residing in the same IRA will be required to return to the IRA and must contact their health care provider. They must remain home until they are fever free for 72 hours without the use of fever-reducing medications.

\*Any staff member exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. The staff will be required to return home and are required to contact their health care provider. They must remain home until they are fever free for 72 hours without the use of fever-reducing medications

\*If a staff member tests positive and is symptomatic, the staff can only return after 14 days of self-quarantine

\*If a staff member or individual tests positive for COVID-19 this must be reported to OPWDD and the local Health Department per NY State protocols

\*In the event a staff member or individuals has to quarantine that they are not to return to the program until medically cleared.

\*If symptoms begin while at the day program, the individual or staff must be sent home as soon as possible. An alternative program room will be utilized for symptomatic individuals until they are able to return to the IRAs.

* 1. All staff and individuals will perform hand hygiene immediately upon entering the Day Habilitation building
  2. Professional Assistants and/or Site Supervisors at each Day Habilitation building will maintain a log of every person, including staff and essential visitors, who have close contact with other individuals at the site. This will be documented in the Visitor Log Book at the entrance of each Day Habilitation site.
  3. Entrance into sites will be restricted to essential staff. Signage will be posted on entrances alerting non-essential visitors are not allowed
  4. The Site Supervisors of each Day Habilitation program are responsible for the continuous compliance with all aspects of this site safety plan

1. Social Distancing Requirements
   1. All staff will wear an appropriate face mask or covering at all times at work
   2. At least six feet of physical distance is maintained among staff members unless an restrictive technique is required or an issue of safety requires members to be in closer proximity
   3. Staff requesting breaks will use an assigned outdoor location that is at least 60 feet from the building. Only one staff will be allowed at the break location at a time.
   4. Use of signage and floor markers denoting spaces of six feet throughout program areas and hallways
   5. Hallways will have arrows/signage to denote 1 way traffic
   6. Individuals receiving services will be required to wear face masks or coverings when social distancing cannot be achieved. Staff will intervene to ensure individuals maintain proper social distancing and reinforce the usage of the masks throughout the program day to aide in desensitizing the individual to the masks. If an individual in the program will not tolerate wearing face masks they will be encouraged to maintain social distancing, and engage in activities where social distancing is more natural, such as outdoors.
   7. Group sizes will not exceed 8 individuals and will have the same staff working with them whenever and wherever possible
   8. Staff will not “float” between different team rooms unless it is critical for safety
   9. Tables and desks will be distanced six feet apart from each other
   10. Groups will not congregate in lobbies or hallways as arrival times and dismissal times will be staggered
2. Gatherings in Enclosed Spaces
   1. A maximum of 8 individuals receiving services will be gathered in the same room at any given time
   2. Team rooms will include the same group if individuals who reside in the same IRA, with the same staff each day to avoid crossing programs with other rooms
   3. All shared spaces in each Day Habilitation building will be closed to groups
   4. Lunch will be eaten in the team rooms with food prepared in the IRAs. There will be no shared food or beverages
   5. Staff members will eat meals with the individuals in the team rooms, maintaining social distancing
   6. Each team room will be assigned a designated bathroom
3. Day Program Schedules and Activities
   1. Groups will return two days per week with an A/B schedules- two days programming in the Day Habilitation buildings and three days programming in the IRAs
      1. Monday and Tuesday are A Days
      2. Thursday and Friday are B Days
      3. Wednesdays are dedicated to a deep cleaning of each building
   2. Groups will be comprised of individuals living in the same IRA and assigned a specific team room
   3. Program hours will start at 9am-3pm and include staggering arrival times and dismissal times by 10 minutes (i.e.: 9am-3pm, 9:10am-3:10pm, etc.)
   4. Related services will continue with Teletherapy via Zoom on days programming occurs in the IRAs
   5. Groups will remain in designated team rooms and not rotate into other rooms. Individuals in each group will not be integrated with other groups for programming
   6. Outdoor spaces at each Day Habilitation site will be utilized for additional program space when weather permits
      1. Social distancing will be maintained
      2. Disinfection will occur between each use
4. Personal Protective Equipment
   1. Site Supervisors at each Day Habilitation site will have an adequate supply of required PPE on site, including masks and gloves. The Site Supervisors are responsible for requesting restock of these materials
   2. All staff will be trained on proper use of PPE. Documentation of trainings will be located in RELIAS
   3. Individuals will be required to wear masks in the vehicles and upon entering the Day Habilitation site. Staff will support the individual and model mask usage and assist them with maintaining masks over mouth and nose.
5. Hygiene and Cleaning
   1. Site Supervisors at each Day Habilitation site will maintain an adequate stock of cleaning and EPA approved disinfecting agents.
   2. Site Supervisors will be responsible for ensuring all cleaning products, sanitizers, and disinfectants are kept secure and out of reach of individuals
   3. Each team room will be cleaned at the end of each program day by Day Habilitation Instructors and Specialists
   4. The cleaning of bathrooms and hallways and trash disposal is the responsibility of the contracted cleaning personnel.
   5. Bathrooms are cleaned at the end of each program day and are regularly inspected by Site Supervisors at each Day Habilitation site (see Section, Part l, for cleaning log)
   6. On Wednesdays a full day of cleaning will occur at each building by Site Supervisors before the next groups of individuals arrive on site. This includes all team rooms, materials, electronic equipment, and shared surfaces
   7. Shared items and materials will be limited and sanitized after each use
   8. All electronic equipment will be sanitized after each use by program staff
   9. Site Supervisors will ensure hand sanitizer is available in all rooms and locations within the Day Habilitation buildings
   10. All staff and individuals will wash their hands once arriving to any Day Habilitation building, before handling food, before and after eating, after using the bathroom, after touching shared objects or surfaces, after touching their eyes, nose, and mouth, and after cleaning and sanitizing.
   11. If individual or staff member becomes sick:
       1. The area will be closed off
       2. Windows will be opened if possible
       3. Any area that was utilized by the individual or staff must be cleaned and disinfected after 24 hours and not utilized until after disinfection
   12. A cleaning log will be maintained by Site Supervisors, Day Habilitation Instructors, and contracted cleaning personnel at each site indicating the date, time, and scope of cleaning
6. Transportation
   1. Arrival and dismissal times will be staggered to and from the Day Habilitation buildings
   2. Individuals and staff from the same IRAs will transport together
   3. All staff will wear face masks while transporting; Individuals receiving services will be encouraged to wear a face mask or covering
   4. Each van will be thoroughly cleaned after each use by assigned DHI and DHS
7. Tracing and Tracking
   1. The local health department and OPWDD will be notified immediately by Site Supervisors upon being informed of any positive COVID-19 test result by an individual or staff at their site
   2. If a staff or essential visitor tests positive, Site Supervisors will assist 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 48 hours before the staff began showing symptoms or testing positive

**Team Member LifeLong Learning Center Daily Cleaning Checklist**

**Location/Team Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| ITEMS | DISINFECTED (Y/N) | STAFF SIGNATURE |
| Doors/Doorknobs |  |  |
| Light Switches |  |  |
| Tables |  |  |
| Chairs |  |  |
| Desk(s) |  |  |
| Windows |  |  |
| Garbage Cans |  |  |
| Recycling Bins |  |  |
| Tasks/Activities |  |  |
| Electronic Equipment |  |  |
| Visual Supports |  |  |
| Therap Computers & Lockboxes |  |  |

**\*\*The above listed items have been disinfected and are ready for use\*\***

**Other:**

* Cleaning Products locked up after cleaning is complete

**Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**LifeLong Learning Center Weekly Cleaning Checklist**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Doors/Doorknobs
* Light Switches
* Tables
* Chairs
* Desks
* Windows
* Garbage Cans
* Recycling Bins
* Tasks/Activities
* Electronic Equipment
* Laundry Room
* Thermometer(s)
* Therap Computers & Lockboxes
* Entrance Way(s)
* Key Pads

**\*\*The above listed items have been disinfected and are ready for use\*\***

**Other:**

* Sanitizer stocked & available
* Cleaning Products stocked & available
* Cleaning Products locked up after cleaning is complete

**Comments/Concerns

**Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**