Community Options New York, Inc.

**POLICY/PROCEDURE:**

**COVID-19 Procedures: Reopening of Day Services**

**Purpose:**

To ensure the safety and health of all individuals and staff relative to the reopening of Certified and Non-Certified Day Services as outlined in guidance provided by the New York State Office for People with Developmental Disabilities on July 10, 2020.

**Policy:**

1. Effective July 15, 2020, regions of New York State have entered into Phase Four of New York State’s Forward Reopening Plan, will be permitted resume day services programming, providing the following risk mitigation strategies are in place:

* Adequate supply of PPE and cleaning/disinfecting supplies, with continuous plan to keep these items on hand,
* Education/training of all individuals regarding safe health and hygiene practices,
* Daily health screenings and temperature checks,
* Safe social distancing,
* Use of masks or other face coverings (unless restricted due to medical diagnosis),
* Staffing pattern/plan to decrease “floating” between groups,
* Group activities and interactions of no more than 10 people,
* Reduced vehicle transportation capacity to 50%
* Conscientious hand washing, and
* Proper cleaning and disinfection.

1. Individuals may choose to resume Day Services programming from Community Options, only if all of the following conditions are met:
2. The individual is not suspected or confirmed to have COIVD-19 and is not under quarantine or isolation requirements.
3. The individual is capable of wearing a mask or face covering whenever social distancing is not possible.
4. The individual passes health screenings and temperature checks daily, before entering program.

**Procedural Safeguards:**

1. Education
2. All staff and program participants will be required to take training/re-training regarding signs, symptoms, detection and prevention of COVID-19.
3. All staff and program participants will receive training in proper handwashing, health/hygiene and use of PPE.
4. Signage will be posted throughout all certified settings addressing critical COVID-19 transmission, prevention and containment to include social distancing requirements, use of masks or face covering requirements, storage/usage and disposal of PPE, symptom monitoring and proper handwashing and use of hand sanitizer.
5. Entrance to Program
6. All staff, program participants and essential visitors will be screened prior to entry or re-entry to the day program site and monitored for signs and symptoms of COVID-19.
   1. The designated supervisor or health care professional will conduct health screenings and temperature checks. Daily recording of pass/fail status will be retained in a locked cabinet.
   2. Should a person present and not pass the daily health screening or present with signs and symptoms of COVID-19 they will not be permitted to enter the program site.
   3. Persons prohibited from entry will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications.
7. All staff, program participants and essential visitors will be required to perform hand hygiene immediately upon entering the program.
8. Presentation of Symptoms
9. Should symptoms present while at day program, the person or staff will be sent home as soon as possible.
10. Should the person need to wait for transportation home, he/she will be separated from all other individuals and staff in the designated nursing office or enclosed office space.
11. The designated isolation space will be thoroughly cleaned and sanitized once the person has left to office to return home.
12. Daily Safeguards
    1. Prevention/Protection
       1. All staff and individuals will be required to wear masks or face coverings throughout the program unless medically contraindicated,
       2. Groupings of staff and individuals receiving services will remain static and be limited to no more than 15 individuals receiving services at one time,
       3. Groups will be assigned as “teams” to ensure minimal contact with one another, and will not use common spaces at the same time,
       4. Consideration will be given to utilization of staggered program hours and/or restrictions to spaces throughout the building in effort to decrease exposure to others,
       5. Hand hygiene will be developed into the daily program schedule to ensure compliance and education of both staff and individuals.
       6. All hard surfaces and commonly used items will be washed down with soap and water after each use,
       7. All restrooms will be sanitized after each use, and
       8. The program will be sanitized daily after each shift to include washing down all surfaces, washing and drying all cloth items via washer/dryer, and sweeping/mopping of all floors.
    2. Social Distancing
       1. All program room capacity will be modified to ensure restrictions on the number of people present and available seating areas to allow for social distancing of at least six feet apart in all directions,
       2. Physical barriers will be put into place when social distancing is not permissible,
       3. Use of tightly confined spaces will be limited to no more than one person at a time, unless both individuals and staff sharing the space are wearing acceptable face coverings,
       4. Maximum occupancy of a space will never exceed 50%,
       5. Program areas will increase ventilation with outdoor air to the greatest extent possible and,
       6. Common areas such as hallways, lobbies and waiting areas will be marked appropriately to allow for social distancing and traffic flow.
    3. Day Program Schedule and Activities
       1. Those individuals best served onsite will be prioritized to rejoin program initially,
       2. High risk individuals will be encouraged to continue use of telehealth or less intensive in-home supports,
       3. On-site activities will be limited to maximum group size of 15 and individuals will be assigned to remain with their “team”,
       4. Individuals and staff will be instructed to utilize proper hand hygiene throughout the day, with scheduled times designated before meals and return to program rooms,
       5. Use of outdoor spaces will be maximized to include activities that focus on little or no physical contact such as hiking or walking and do rely on shared equipment,
       6. Group outings will be limited to one location per day/team, and will be documented on a Group Outing log in effort to track/trace possible community exposure,
       7. Mealtime will be limited to small stable groups/teams utilizing the same space and individuals will be encouraged to bring their own non-perishable foods stuffs, which require little preparation by staff with buffet style eating strictly prohibited. Whenever possible, individuals and staff will be encouraged to eat out of doors at appropriately designated areas.
    4. Compliance

The Program Manager or designee will be appointed as the Site Safety Monitor. The Site Safety Monitor will be responsible to ensure continuous compliance of the program specific safety plan to include but not limited to:

* + 1. Ensure a copy of the site safety plan is available at all times,
    2. Ensure health screenings/temperatures are taken daily and upon re-entry into the program area on each staff, individual and essential visitor,
    3. Conduct sweeps throughout the program area to verify individuals and staff are practicing social distancing and proper utilization of face masks and PPE,
    4. Ensure staff are washing down commonly used spaces after each use,
    5. Verify that all restrooms are being sanitized after use,
    6. Oversee the implementation and utilization of a cleaning schedule to include daily review and storage of same,
    7. Collect and safely secure daily health screening/temperature logs,
    8. Ensure proper educational signage and posters are visible and in good repair throughout the program building,
    9. Ensure that end of shift sanitization of the program area occurs daily and/or after suspected or confirmed infection.
    10. Collect and retain weekly vehicle/community logs.
  1. Transportation
     1. Only individuals and staff from the same facility will be transported together,
     2. Individuals will undergo a mini-health screen to include temperature check by the vehicle operator prior to boarding,
     3. Capacity on buses, vans and other vehicles will be reduced to 50% of total capacity,
     4. Consideration will be given to develop staggered arrival and departure times to reduce density during transition,
     5. One-way entering will be utilized for buses and vans with multiple doors,
     6. Directional tape and signage will be utilized to ensure proper social distancing,
     7. To the extent medically tolerable, individuals, staff and the drive will wear face-coverings at all times while in the vehicle,
     8. Where appropriate and safe, vehicle windows will be rolled down to permit air flow, and
     9. After each trip is completed, the interior of the vehicle will be thoroughly cleaned, before additional individuals are transported. Each cleaning and trip will be documented on the vehicle/community log.
  2. Tracing and Tracking
     1. Community Options will collect and retain health screening information and temperature checks for all individuals, staff and essential visitors entering the program site.
     2. These records will be stored in both electronic and paper form and will be easily accessible in the event of possible exposure.
     3. Community Options will immediately contact the local Health Department and OPWDD upon being informed of a positive COVID-19 test result and will notify staff, visitors and individuals as per agency protocol.
     4. Community Options will defer to the local Health Department relative to re-implementation and/or movement restrictions of infected or exposed persons including home isolation or quarantine.
     5. Any Day Program Services having become aware of a possible exposure or confirmed COVID-19 infection will immediately suspend programming for a minimum of 30-hours and will complete a thorough cleaning and sanitization of the entire program area prior to re-opening.