

July 31, 2020

Dear Family Member,

We are pleased to announce that we will shortly be able to welcome our day service participants back to our programs. In advance, we are attempting to call all family members to share and discuss our day service reopening safety plan. We have or will speak to you soon but in the meantime, we are enclosing a copy of our COVID-19 Safety Plan and highlighting key points. The safety of the people we support and our staff is our highest priority. With that in mind and with the guidance of OPWDD, we have developed our COVID-19 Safety Plan for your reference and use. This plan will help ensure the health and safety of all involved while being able to support your family member in our site based programs once again. We have greatly missed them!

OPWDD's guidance includes serious limitations to transportation by only allowing vehicles to operate at 50% occupancy. Therefore The Arc Westchester will unlikely be able to provide your transportation at this time. We will work with each family to discuss your specific needs.

I would like to highlight a few key points that will help ensure the safety of all and thank you in advance for your cooperation.

Health screening and safety:

- A screener will conduct and record a health assessment for all individuals.
The health assessment will ask the following:
 - (1) Have you or a member of the household experienced symptoms of COVID-19 in the past 14 days
 - (2) Have you tested positive for COVID-19; or been in close or proximate contact with anyone who has tested positive for or has/had symptoms of COVID-19, including a member of the household, within the past 14 days
 - (3) Have you or a member of the household, in the last 14 days returned to the US, after traveling to a country for which the Centers for Disease Control and Prevention has a level 2 or 3 travel health notice
 - (4) Have you or a member of the household traveled within the last 14 days to 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 including a temperature greater or equal to 100.0 F and will be sent home.
- Individuals who develop new symptoms or fever while in the facility will be immediately separated, provided with additional PPE gear (ie gown and/or face shield), and sent home. If someone becomes ill, staff will follow all emergency procedures including calling 911 as needed and contacting a program nurse.

It is extremely important that if the answer to any of the above questions is yes or your family member exhibits any signs or symptoms of COVID -19 including a temperature of 100 degrees or higher, you ***NOT*** send your family member to program and you contact your health professional and your program's supervisor.

In addition, all are asked to:

- Bring meals that require minimal or no preparation. For community-based programs (i.e., Choices) a bag lunch is mandatory.
- Wear a face covering. For those with limited or no tolerance, we ask a face covering is sent with the person in order to work with them on safe practices, hygiene, and the prevention of the spread of illness.
- Cooperate with all efforts at tracking and tracing as per the DOH, and NY State

We ask that you carefully read the enclosed COVID-19 Safety Plan and contact your program's supervisor with any and all questions you may have. You will see that there are plans for health screenings, vehicles and transportation, signage, social distancing, hygiene, infection control and tracking and tracing. The plan is current as of this date and will be amended as new guidance is issued. This information is also on our website at www.arcwestchester.org.

Your cooperation with NY State, DOH and The Arc Westchester guidelines is vital and will help us to do our part to prevent the spread of this dangerous disease. Again, we thank you in advance and are here for you and your family member.

Yours in good health,



Avery Valins
Assistant Executive Director of Day Services