8/3/2020

Dear Family Member:

The Advocacy and Resource Center is able to reopen the day program based on the interim guidance published by OPWDD. We have developed a safety plan for reopening the day program which addresses all requirements contained in the OPWDD guidance. The following is a summary to help you understand the key elements which were put in place to keep your loved one safe. Your family member may be assigned to a different program location and group, this is due to the mandate to ensure that groupings of individuals and staff are as static as possible during transportation and in the program building. These assignments are based on safety considerations with everyone in mind. We do take individuals’ interests and preferences into account. Your cooperation and support are essential, especially in relation to the daily health screening outlined below.

1. All staff and individuals must be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter. Screening questions will be asked daily along with temperatures taken when day program individuals arrive at the day site. If an individual’s temp is 100 or higher, they cannot stay.
2. Individuals and staff exhibiting symptoms of COVID-19 will not be allowed to enter the program building. If symptoms begin while at day program, the individual or staff will be isolated immediately and must be sent home as soon as possible. The day program is required to immediately notify the local health department and OPWDD about suspected cases. Individuals may not return to the day program while a member of their household or residence is being quarantined or isolated. If your loved one or anyone they reside with is placed on quarantine or isolation, you must notify the day program immediately.
3. Social Distancing Requirements – Capacity at each program location is reduced to allow for physical distancing of at least six feet. Furniture in program rooms is set up accordingly. Individuals and staff need to adhere to this requirement unless safety of the core activity requires shorter distance or an individual’s treatment plan requires that closer contact be maintained with a staff member. Groupings of staff/individuals will be as static as possible. Individuals will be assigned to a specific program room and will not utilize common spaces at the same time as other groups.
4. Personal Protective Equipment – Individuals receiving services must wear face coverings, if they can medically tolerate one whenever social distancing cannot be achieved. Family members should supply a face mask to their loved one.
5. Hygiene and Cleaning – Strict adherence to hygiene and sanitation requirements are essential to reduce transmission as advised by the DOH and CDC. All individuals and staff must perform hand hygiene immediately upon entering the program and throughout the day.
6. Transportation – We encourage you to drop off your loved one at the day program, if possible. The program will communicate drop off and pick up times, specific requests may not be able to be accommodated. When arriving/picking up at the day site building, family member must call in, answer screening questions and staff will meet your loved one at the door. No visitors will be allowed in the day site building. There will be one designated door to enter/exit. The following measures are being followed for transporting individuals in agency vehicles: capacity on vehicles will be reduced by 50% to total capacity. Staff and driver must wear a face mask at all times in the vehicle; individuals will be expected to wear a face covering to the extent they can medically tolerate one. Individuals who ride an agency vehicle will be screened daily which includes a temperature check and will not be permitted to enter the agency vehicle if temp is 100 or higher.
7. Schedules and Activities – The day program site will be limited to a 6-hour day, starting at 8am and ending at 2p to accommodate for proper cleaning and disinfecting. Tasks and activities that most easily adhere to social distancing will be prioritized. Each individual will bring his/her own lunch which will be consumed in assigned program room. Outdoor activities on agency grounds are encouraged when safe to do so while following safety protocols.
8. Preparation and Education – All individuals will be educated on handwashing, hygiene, mask wearing and social distancing. Staff will teach, show videos and demonstrate these concepts on an ongoing basis.

Family members must agree to not send their loved one to the day program site if any COVID-19 symptoms are present. The Advocacy and Resource Center reserves the right to not have your loved one attend the day program if they present an added risk to others. Services may be suspended at any time if we feel the day program is unsafe or we have a positive case of COVID-19 within the building.

The complete safety plan is available at the day program site. The plan is current as of today’s date, it may require updates and amendments as new guidance is issued. Changes will be communicated to families. Please contact Bob Manor should you have any questions at (518) 324-8611 or rmanor@cviarc.org.

Acknowledgment and Agreement

I have read and understand the above letter that summarizes the family member and individual expectations of reopening the day program site. I have had the opportunity to ask clarifying questions. I acknowledge that the Advocacy and Resource Center has put in place preventative measures to reduce the risk of the spread of COVID-19 and I will comply with the above health screening requirements and cooperate with the agency and local DOH with all tracing and tracking requirements.

I understand the contagious nature of COVID-19 and acknowledge that the Advocacy and Resource Center cannot guarantee that my family member will not be infected with COVID-19 while attending his/her day program.

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Parent/Guardian Name Parent/Guardian Signature

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Name of Individual Date