# COVID-19 Safety Plan

**for Certified Day Program Reopening**

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| **Agency Legal Name** | Camp Venture, Inc. | |
| **Agency Address** | 25 Smith Street, Suite 510, Nanuet, NY 10954 | |
| **Day Program Type** | * **Certified Site** | * **Day Habilitation** |
| **Operating Certificate Number** | 7199-0300 | |
| **Site Address**  (certified sites only) | 230 Route 340, Sparkill, NY 10976 | |
| **Certified Capacity**  (certified sites only) | 135 | |
| **Primary Contact Name** | Marie Pardi, Chief Program Officer | |
| **Primary Contact**  **Email and phone** | [marier@campventure.org](mailto:marier@campventure.org)  (845) 624-5324 | |

**The program’s Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).**

**Some requirements may not be applicable to community-based services.**

**Please submit the written safety plan for each program to OPWDD prior to the reopening at** [**quality@opwdd.ny.gov.**](mailto:quality@opwdd.ny.gov) **In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.**

**Certified Sites must also maintain a copy of the program’s Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.**

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**SAFETY PLAN COMPONENTS**

**NOTE:** Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

**Signage –** applies to certified sites and other locations controlled by the provider

* Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
* 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.*

Identify how you will ensure the above and any related strategies:

* Signs clearly indicating that NON-ESSENTIAL visitors are not allowed are posted at all Day Hab program entrances.
* Signage is posted throughout program space that provides instruction regarding Social Distancing Requirements, Use of Masks, Proper Hand Washing, Proper Storage,Usage and Disposal of PPE and Symptom Monitoring and COVID-19 Exposure Reporting and appropriate use of Hand sanitizer.
* All program staff have been trained on the above prior to working in the Day Hab program.

## Entrance to Site Based Programs

**Pre-Entry/Pre-Participation Screening:**

* + Screen all individuals, staff, and essential visitors prior to entry into the day program site and/or participation in services/service delivery:
    - per infection control standards for protection of screener and screened person,
    - to include temperature check and required questions on exposure and COVID-19 Symptoms, per NYS DOH and OPWDD guidance documents.
  + Maintain daily documentation of all screening of individuals, staff and visitors in compliance with OPWDD and NYS guidance and policy.

## Response to Signs and Symptoms and Departure:

* + Safe management of any individual, staff or visitor who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include:
    - Facilitating departure as soon as possible, and
    - Safely manage separation from people not exhibiting symptoms, until they depart.
  + Ensure instruction is provided to any individual or staff sent home due to symptoms to contact their health care provider and written information on healthcare and testing resources.
  + Ensure the day program immediately notifies the local health department and OPWDD about the suspected case.

## Participation and Return to Program/Service:

* + Ensure staff members know to report and how to report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.
  + Ensure individuals do not participate in day services while they or a member of their household or certified residence is being quarantined or isolated.
  + Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
  + Ensure any return of an individual or staff to programs/services occurs only in adherence to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.

Identify how you will ensure the above and any related strategies:

* An Employee Screening Protocol has been developed all Day Hab staff have been trained on this protocol. Each Day Hab site will have a designated nurse (and a backup Supervisor) responsible to screen all staff, individuals and essential visitors upon arrival to program. This will be done per infection control standards for protection of the screener and screened person. Screening process includes a temperature check and required questions on exposure and COVID-19 symptoms, per NYS DOH and OPWDD guidance. Additionally, for those individuals transported by Venture, each will have their temperature taken prior to getting into the agency van.
* Documentation of health screenings of staff, individuals and essential visitors will be maintained at each site in compliance with OPWDD and NYS guidance.
* Any staff, individual or visitor who fails the initial/pre-programming screening will not be allowed entrance to the program or in the case of the individuals, will return home as soon as possible, remaining isolated from others until their departure. Area where the individual waited to return home will be cleaned and disinfected immediately after their departure.
* Any staff or essential visitor who exhibits signs or symptoms of COVID-19 during service delivery will be removed from the program space immediately and sent home. Individuals who exhibit signs and symptoms of COVID-19 will return home as soon as possible, remaining isolated from others until their departure. Areas where staff, essential visitor or individual frequented will be cleaned and disinfected as soon as possible.
* Anyone sent home or refused entry to day program will receive written instruction to contact their health care provider and will be provided with resource information regarding healthcare and testing options.
* Day Program Supervisor will immediately report any suspected case of COVID-19 to Camp Venture’s Human Resource and Quality Assurance Departments. The Quality Assurance staff will immediately make all necessary notifications to the local DOH and OPWDD.
* Staff have been trained to notify their supervisor immediately if they receive a positive COVID-19 test, have been exposed or potentially exposed to COVID-19 and/or have signs and symptoms of COVID-19. The supervisor will report this to Camp Venture’s Human Resource and Quality Assurance Departments, who in turn will make all necessary notifications . As essential employees Camp Venture will follow current DOH guidance.
* Individuals who participate in day services will stay home if they or members of their household test positive for COVID-19, are quarantines or isolated. This information is gathered during the screening process.
* Medical documentation, including clearance by a doctor to return to program/work will be maintained by the day program for individuals and by the Human Resource Department for staff.
* Returning staff or individuals will only occur according to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.

## Social Distancing Requirements:

**Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:**

* + Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing;
  + Plans to maintain no more than 50% occupancy in small/confined spaces within a program, such as a staff break room;
  + Potential use of physical barriers within site-based spaces;
  + Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual’s needs may require individual to staff distance to be less than six feet);
  + Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel;
  + Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows;
  + Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces;
  + Support and education of individuals to learn physical distancing/use of markers, patterns of movement, and other program strategies;
  + Maintain a staffing plan to prevent employees who should need to “float” between different rooms or different groups of individuals, unless such rotation is necessary to safely support individuals due to unforeseen circumstances (e.g. staff absence).
  + Provide adequate space and operational practices (e.g. staggered break times) for staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (i.e. eating or smoking).

Identify how you will ensure the above and any related strategies:

* Day Program participants from the same household will be transported together and remain together as a distinct group for day service delivery, whenever possible.
* Individuals transported by Venture will be grouped as a household and remain as an intact group for day service delivery, whenever possible.
* All transportation provided by Venture will maintain a 50 % or less capacity on the van.
* Anyone not residing in an OPWDD certified congregate care setting is required to provide proof of a Negative COVID-19 test prior to returning to day program.
* Each distinct group, as mentioned above, will remain as such, and will not commingle with any other group.
* Each van will be loaded and unloaded one at a time to avoid any commingling of groups.
* Each site will monitor their space and will cease return of individuals to the program if there is not sufficient space available to maintain separate groups and appropriate social distancing.
* Small/confined spaces within the program will maintain 50% capacity and appropriate social distancing.
* Each group will have furniture and seating arranged to facilitate appropriate social distancing.
* Individuals will eat their lunch in their own designated program space.
* Staff will maintain six feet of social distancing at all times, UNLESS, they are addressing the specific needs of an individual such as feeding, toileting or to ensure safety. Staff will utilize N95 mask when required to work in close proximity to an individual.
* Bathrooms will be limited to one individual at a time. Bathrooms will be cleaned and disinfected three times daily.
* Day program services will include instruction and guidance on the use of masks, social distancing, hand washing and the need to remain as an intact group at all times including one person to use the bathroom at a time.
* Staff are assigned to a specific group, which includes their transportation ,when Venture is the provider of transportation. Staff will not float between groups unless there is an unforeseen circumstance that would require staff reassignment to safely support the day program participants.
* Staff will maintain six feet of social distance at all times including their breaks and for completion of various administrative tasks, UNLESS, they are addressing the specific needs of the day program participants.

## Gatherings in Enclosed Spaces

* + Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
  + Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.
  + Ensure the group (≤15) of individuals receiving services and staff working with them are as static as possible.
  + Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
  + Stagger staff and/or individual meal and break times to maintain social distancing.
  + Adhere to social/physical distancing practices identified in the safety plan.
  + Prohibit shared food and beverages and buffet style dining.
  + Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
  + Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

Identify how you will ensure the above and any related strategies:

* Groups will be limited in size based on their household and transportation groups.
* Planned group size will be limited to no more than fifteen individuals who receive services, not including staff. Most groups will be six or less, not including staff, based on household size and transportation groups.
* Staff assigned to transport individuals will be the same staff providing day services to these individuals. Staff will remain with their designated group and will not float between groups unless needed to ensure the safety of the day program participants.
* There will be no commingling of groups, no use of shared spaces and bathroom use will be limited to one person at a time (bathrooms will be cleaned and sanitized three time per day). Vans will load and unload one at a time.
* Individuals will eat in their own distinct program space only.
* Lunches brought in by individuals must require limited preparation (refrigeration and microwave to reheat only).
* There will no use of reusable utensils or dishes.

## Day Program Schedules and Activities

* + Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
  + Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
  + Schedule individual’s activities to reduce density and allow for social distancing.

Identify how you will ensure the above and any related strategies:

* Planned group size will be limited to no more than fifteen individuals who receive services, not including staff. Most groups will be six or less, not including staff, based on household size and transportation groups.
* In general individual rather than group activities will be provided. Group activities will only be conducted if individuals can maintain 6 feet of social distancing during the activity. Outdoor activities will be encouraged, weather permitting. Venture’s own Equestrian Program, Animal Farm and Tech Center will be utilized on a scheduled basis with only one group in attendance at a time and program space thoroughly cleaned and sanitized between groups.
* Materials will be used by one individual only whenever possible. Any shared materials or equipment will be washed and sanitized after each use.

## Personal Protective Equipment:

* + Ensure all staff wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, at all times while providing services, consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated.
  + Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at no cost, if visitors do not have their own which meets requirements.
  + Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
  + Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
  + Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
  + Retain documentation of trainings in the employees’ personnel files and per agency procedures.

Identify how you will ensure the above and any related strategies:

* All staff are to wear a mask at all times.
* Staff will be provided with both surgical and N95 masks as appropriate. Staff may use their own appropriate cloth or disposal face mask that covers both their mouth and nose if desired. The use of a bandana is prohibited.
* Sufficient PPE will be on site for each Day Hab program including surgical masks, N95 masks, gloves, gowns and face shields.
* Staff are trained on the proper use of PPE prior to working in the Day Hab program. This includes when each is necessary, donning, doffing, disposing and/or reusing and sanitizing when appropriate. Training documentation will be retained at the program site.
* All essential visitors, in addition to passing the Pre-Entry Screening, must wear a face mask or be provided one to use while on site.
* Individuals will be encouraged, supported and trained to use a mask during day program transportation and service delivery, especially when they have difficulty ith maintaining social distancing.
* Staff training documentation will be maintain at each day program site.

## Hygiene and Cleaning

**Personal Hygiene to Reduce Transmission:**

* + Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
  + Provide and maintain hand hygiene stations at each location to include:
    - Handwashing: soap, running warm water, and disposable paper towels.
    - Hand sanitizing: alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical, and where the need for frequent hand sanitizing is expected;
  + Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
  + Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
  + Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.
  + Address any individualized needs affecting the unsupervised availability of hand sanitizer.

## Cleaning and Disinfection of Environment, Equipment and Supplies:

* + Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
  + Implement the following minimum standards regarding cleaning and sanitizing:
    - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
    - Use of only EPA registered products for disinfecting non-porous surfaces;
    - Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
    - Ensure adequate ventilation to prevent inhaling toxic fumes.
    - Maintain site cleaning logs indicating the date, time, and scope of cleaning.
    - Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
    - Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
    - Clean and disinfect all areas and equipment used by a person exhibiting symptoms upon their departure from the area and prior to use of the area or equipment by other individuals or staff.
    - PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
    - Provide ventilation with outside air safely and when possible.
  + Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible.
  + Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
  + Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

Identify how you will ensure the above and any related strategies:

* In addition to individuals and staff washing their hands upon arriving to the day program site and before leaving, before and after lunch, before and after using the bathroom and any other time necessary, hand sanitizer will be available at the entrance to the program, in each program group space and on the vans.
* Hand sanitizer will be alcohol based, containing at least 60 % alcohol.
* Bathrooms will provide soap, running warm water and paper towels.
* Staff and individuals will wash their hands frequently/when needed, with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance. Individuals will be supported to complete this task to the extent necessary.
* Hand sanitizer will not be left in a program space where the access would be potentially detrimental to a day program participant.
* High risk areas/high touch surfaces will be cleaned and sanitized before and after program, before and after lunch, after each activity and any other time necessary. Staff will wear gloves when cleaning and disinfecting areas.
* Common areas such as the entrance to the day program site and bathrooms will be cleaned and disinfected three times per day.
* Vans will be cleaned and sanitized after each van run.
* Only EPA registered products for disinfecting will be utilized.
* Staff have been trained to follow specific instructions for cleaning and disinfecting products. This includes the proper dwell times for all cleaners, sanitizers and disinfectants.
* Staff have been trained to ensure adequate ventilation to prevent inhaling toxic fumes.
* Cleaning logs are maintained for program spaces, bathrooms, common areas and vans including date, time, scope of cleaning and staff who completed the task.
* Cleaning products, sanitizers and disinfectants will be secured and out of reach of individuals who may misuse them.
* Used gloves, paper towels or other disposable items should be safely and immediately discarded, tied in a trash bag and removed from the environment.
* Should an individual or staff show signs or symptoms during day service hours, all areas and equipment used by that person will be cleaned and disinfected, as soon as possible, but definitely before use by another person.
* Shared objects and equipment will be limited and when used will be cleaned and disinfected after each use.
* Handwashing or use of sanitizer should be completed after use of shared objects, even if gloves were used.
* Items that cannot be cleaned or sanitized should not be used.
* Individuals and staff should refrain from bringing in personal items from home, except when clinically necessary. These items will be cleaned and disinfected after use.

## Transportation

Ensure that the following measures are implemented for the transport of individuals to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

* + Ensure only individuals and staff from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;
  + Reduce capacity on buses, vans, and other vehicles to 50% of total capacity;
  + As possible, stagger arrival and departure times to reduce entry and exit density.
  + To the extent possible, restrict close contact of individuals and staff by not sitting near each other or the driver.
  + If there are multiple doors in a bus or van, utilize one-way entering and exiting. Provide instruction for individuals to exit the vehicle one at a time and wait for driver or staff instruction before doing so.;
  + Ensure staff and the driver always wear face coverings in the vehicle. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.
  + To the extent they can medically tolerate one, support individuals to wear masks in vehicles.
  + After each trip is completed, clean and disinfect the interior of the vehicle before additional individuals are transported; and
  + Where appropriate and safe, roll windows down to permit air flow.

Identify how you will ensure the above and any related strategies:

* Day Program participants from the same household will be transported together and remain together as a distinct group for day service delivery, whenever possible.
* Individuals transported by Venture will be grouped as a household and remain as an intact group for day service delivery, whenever possible. This includes the staff providing transportation remaining with the same group of individuals for day service delivery.
* All transportation provided by Venture will maintain a 50 % or less capacity on the van.
* Individuals will be seated away from each other on the van to the extent possible.
* Vans will be loaded and unloaded one at a time to ensure no comingling of groups.
* (Venture vans are not equipped with multiple doors for entering and exiting the vehicle.)
* Staff will wear masks at all times during the transportation process.
* Individuals will be encouraged and supported to wear masks during transportation to the extent possible.
* Vans will be cleaned and disinfected after each van run. Cleaning charts will be completed and this documentation kept on file.
* When appropriate and safe, windows will be rolled down to permit air flow.

## Tracing and Tracking

* + Notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at their site.
  + If a staff or visitor test positive, procedures for day service cooperation with 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 to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.

Identify how you will ensure the above and any related strategies:

* Any reported positive COVID-19 test result of an individual or staff will be reported to the local DOH and OPWDD by Venture’s Quality Assurance department.
* If a staff or visitor tests positive for COVID-19, Venture will cooperate with the local DOH to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive. Confidentiality will be maintained as required by federal and state law and regulations.

## ADDITIONAL SAFETY PLAN MEASURES:

Please use this space to provide additional details about your program’s Safety Plan, if appropriate.

* Camp Venture is requiring any individual who does not live in an OPWDD certified congregate setting to provide documentation of a Negative COVID-19 test prior to returning to day program services.