



The Arc Westchester

**COVID–19 Safety Plan**  
for Certified Day Programs  
Reopening Day Services

July 31, 2020

On March 17, 2020, OPWDD issued guidance suspending day services until further notice. Effective July 15, 2020 for regions that have entered Phase Four of the state's reopening plan, day services may resume operation while meeting all State and Federal safety requirements. These include health screenings and assessments, social distancing, use of personal protective equipment, hygiene and cleaning standards and modifications to transportation. This information is current as of July 15, 2020. Processes and practices will be modified as information changes.

#### Health screening and safety:

- A Safety monitor will be assigned to each site whose responsibilities include continuous compliance with all aspects of the site safety plan
- Each site supervisor will be responsible for overall site safety and compliance on an ongoing basis with the oversight and assistance of the Community Day Services Director.

#### Entrance to Site Based/Participation in Community Based Programs:

- All staff, individuals and essential visitors will be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter.
- Any individual or staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g. Advil, Tylenol).
- A daily designated screener will conduct health screening and will wear, at minimum a face mask, and gloves. Face Shields and gowns are available on site for both screening and if an individual becomes symptomatic or requires isolation.
- Screeners must require individuals and staff to self-report, to the extent they are able, any changes in symptom status throughout the day and identify a contact person who staff and or individuals should inform if they later are experiencing COVID-10 related symptoms.
- Health screening assessments will be reviewed daily and documented

#### Staff Screening:

A screener will conduct and record a health assessment and screening for all staff. (See attached "Staff" form). The health assessment will ask the following: (1.) Have experienced symptoms of COVID-19 in the past 14 days; (2) Have you tested positive COVID-19; or been in close or proximate contact with anyone who has tested positive for or has/had symptoms of COVID-19 within the past 14 days; (3.) Have you in the last 14 days returned to the US, after traveling to a country for which the Centers for Disease Control and Prevention, have a level 2 or 3 travel health notice; or 4.) Have you traveled within one of the designated states with significant community spread?

- Any staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. Additionally, staff with a temperature greater or equal to 100.0F will be sent home, and staff who develop new symptoms or fever while in the facility will be sent home. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (eg. Advil, Tylenol).

The Screener will document if the screening was passed or if the staff was sent home. No health information will be recorded. All staff screenings will be secured in a locked area.

#### Individual Screening:

A screener will conduct and record a health assessment and screening for all individuals. (See attached "Individual" form). The health assessment will ask the following: (1.) Have 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 within the past 14 days; (3.) Have you in the last 14 days returned to the US, after traveling to a country for which the Centers for Disease Control and Prevention, have a level 2 or 3 travel health notice; or 4.) Have you traveled 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. Additionally, individuals with a temperature greater or equal to 100.0F will be sent home, and individuals who develop new symptoms or fever while in the facility will be sent 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.

The Screener will document if the screening was passed or if the individual was sent home. Any individual sent home will also require nurse and supervisor notification. Staff that have been in contact with this individual will consult with their supervisor and/or health care professional.

#### The following measures are in place for agency vehicles and all providers of transportation:

- For all providers of transportation including families, residential providers and The Arc Westchester staff, health screenings must take place prior to transportation as per above.
- Hours of arrival and departure will be monitored in order to decrease density at these times.
- Where appropriate and safe, windows should be rolled down to permit airflow
- Only individuals travelling to and from the same day program will be transported together. To the extent possible, individuals who are transported together will be kept together at the day program.
- Capacity on The Arc Westchester vehicles that are transporting individuals from multiple residences will be reduced to 50% of total capacity. Individuals who reside together may be transported together without any reduction in vehicle capacity.
- Individuals and staff must be spaced out to the extent possible in the vehicle to avoid close contact.
- Staff must wear a face covering at all times in the vehicle. Individuals who can medically tolerate wearing a mask should also do so to the extent possible. Social distancing must be maintained for individuals who cannot medically tolerate wearing a mask.

- The vehicle will be thoroughly disinfected after each trip and the cleaning will be documented in the vehicle log. Adequate supply of disinfectant, paper towels and PPE must be maintained on each vehicle and monitored daily.
- Individuals will be directed to maintain space between themselves and others and exit the vehicle one person at a time.
- Staff will receive training on the practices above

Signage has been posted throughout the certified site to reinforce health and safety standard:

- Social distancing requirements
- Symptoms of COVID-19 exposure requirements
- Hand washing technique and use of sanitizer
- Use of mask or cloth face covering requirements
- Space limitations in designated areas
- The prohibition of nonessential visits

The following social distancing measure will be implemented at the site based day program:

- A distance of 6 feet will be maintained between personnel and individuals whenever feasible.
- The capacity of enclosed classrooms will not exceed 15 individuals receiving services
- Activities will be developed that require little or no physical contact and which do not require shared equipment to the extent possible
- Open program space and outdoor space will be utilized to the extent possible.
- The program area will have social distancing markers that denote six feet of spacing.
- During working hours' staff will wear appropriate face coverings
- Individuals who can medically tolerate it must wear face coverings when social distancing cannot be achieved.
- A staffing plan assigns staff to a consistent group of individuals.
- Day program doors will be kept open as appropriate to ventilate spaces.
- Shared workspace and equipment will be cleaned between uses
- Congregation in the lobby or other common areas will be prohibited.
- In order to limit visitors, all meetings will continue to be conducted via phone, teleconferencing or with appropriate social distancing as feasible.
- Only essential employees will have contact with the individuals in the program area.
- Staff will provide individuals support with safety activities such as wearing a mask, maintaining social distancing and washing hands.
- In order to reduce building capacity, initially services will be provided in the home for those living in The Arc Westchester residences, with a phased return to site based day services will be implemented as appropriate.
- Individuals should refrain from bringing personal items to the day program.
- Staff will receive training on the practices above

The following mealtime protocols are in place to adhere to social distancing and reduce risk:

- All are asked to bring meals that require minimal or no preparation.
- The sharing of food and beverages is prohibited.
- Disposable utensils and plates will be used and promptly discarded.

- Meals will be eaten in each person's designated program area. There will be no congregating in cafeteria areas for the purpose of meals.
- The kitchen area, including high touch areas such as refrigerator and microwave handles, will be sanitized before and after meals.
- Staff will receive training on the practices above

The following hygiene standards will be implemented in order to maintain a sanitary environment:

- The site supervisor, with oversight from the Community Day Services Director, will ensure that there is an appropriate amount of handwashing soap, paper towels, hand sanitizer and PPE (masks, gloves) available.
- Staff and individuals will wash their hands upon entering the program and throughout the day.
- Agency vehicles will be disinfected between each use.
- The site supervisor will maintain an adequate stock of EPA approved disinfecting agents, which shall be safeguarded from individuals but accessible to staff as needed. Inventory will be secured and tracked on a log. Supplies must be ordered in a timely fashion.
- High touch areas, including bathroom sinks, door handles, toilet handles and seats, program area door and chair handles and table tops will be cleaned at least twice per day and more often as needed.
- Throughout the day habilitation building there are hand sanitizing stations.
- The program supervisory staff and safety monitor will ensure that all employees comply with all personal protective equipment requirements set forth by OPWDD and DOH.
- Staff will receive training on the practices above

Operations of Community Habilitation and Without Walls program during reopening:

- All Community Habilitation and Without Walls operations will start and end in the community as much as possible and/or will operate within space at Arc locations in numbers of 15 or less.
- The Direct Support Staff working with the individuals in without walls/in the community will conduct and document a self-health check following the screening tool. The form will be sent to a supervisor weekly for review.
- The Direct Support Staff working with individuals will conduct the health screening and assessment. The documentation will be sent to a supervisor weekly for review.
- The number of individuals being transported in agency vehicles will not exceed 50% of the vehicle capacity unless all of the individuals being transported live together.
- Low risk, outdoor activities such as going to a park or for a walk, or picking up to-go meals should be prioritized.
- Community outings to stores, outdoor restaurants, salons, etc., should be extremely limited.
- Volunteer opportunities must meet social distancing requirements or masks must be used. Interaction with other volunteers and the public should be limited.
- Recreational outings should be limited to one location per day for any individual participating.

- Staff must bring hand sanitizer and ensure all individuals are washing and/or sanitizing hands whenever surfaces such as door handles, counters, public benches, and store shelves are touched.
- Social distancing principles must be adhered to, to the greatest extent possible.
- Face coverings shall be brought on public outings and individuals must be encouraged to wear the covering at all times. Everyone who is medically able to tolerate a mask must wear one when unable to maintain social distancing.
- There should be no unnecessary interaction with other members of the public while on an outing.
- When planning outings, staff should be aware of various capacity restrictions for businesses and should consider calling ahead, where possible, to ensure group size can be accommodated.
- Staff will receive training on the practices above

Tracing and tracking of COVID-19 cases:

- The Director of Nursing or designee will notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff.
- In the case of a staff or visitor testing positive, we will cooperate with the local health department to trace all contacts in the workplace. We will notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the staff began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.
- Staff who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their supervisor at the time of alert and shall follow all required protocols as if they had been exposed at work.