

Tarrytown Day Hab Safety Plan

iAHD

Embracing Families, Enriching Lives

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Ensuring the health and safety of all people we support and their families as well as our workforce is IAHD's number one priority – here's how we plan to accomplish this goal during the re-opening phase of our Day Programs.

Throughout the challenges presented by the Covid-19 Public Health Emergency, IAHD's goal has been to strike a balance between safeguarding health and protecting operations. IAHD is eager to get back to operations in this "new" normal. We have set forth the following communications of the Safety Plan we are putting in place.

The plan includes required health care checks, social distancing, use of personal protective equipment, meticulous attention to hand washing and proper cleaning and disinfection. The program administrator will be designated as the safety monitor, and is responsible for monitoring compliance with all aspects of the site safety plan.

Signage has been posted throughout the site to remind all staff and visitors to adhere to:

- Social distancing requirements
- Use of surgical mask or cloth face covering requirements
- Proper storage, usage and disposal of PPE
- Symptoms of Covid-19 and exposure reporting
- Proper Handwashing and use of sanitizer
- Visitor Policy

A. All individuals, staff and essential visitors must undergo a daily health check and may only participate in/work at/visit the day program if all of the following circumstances are met:

- The person is not suspected or confirmed to have COVID-19, and not under quarantine or isolation.
- No member of the person's household is under quarantine or isolation for COVID-19.
- The person has not been exposed to COVID-19 in the past 14 days.
- The person has not traveled to a state or country under travel advisory due to COVID spread in the past 14 days.
- The person passes a health screen and temperature check prior entering the program and is free of fever of 100F or greater and symptoms of COVID-19. The screening will be conducted by a designated staff and overseen by a supervisory level staff, and the results will be documented in a log. Individuals who are transported to the day program via agency vehicle will have their health check with temperature taken prior to boarding the vehicle.
- Persons who do not pass the health screen or present with a fever of 100F or greater, will not be permitted to enter the program area and will be asked to remain in an identified contained area as supervisor coordinates departure and

makes all necessary notifications. The person will be advised to contact their health care provider and provide medical documentation prior to return.

- Upon arrival to the day program, the person washes their hands immediately, and adheres to all PPE, social distancing and hygiene guidelines set forth in this document throughout the day.
- Any person who develops a fever or other symptoms over the course of the day will be immediately separated from others and sent home as soon as possible. They will be required to remain home at least 14 days and until they are fever free for 72 hours without the use of fever-reducing medication.
- Nonessential visitors are not permitted until further notice. All visitors must be approved by administration, and must wear a mask while on the premises.

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

- A distance of 6 feet will be maintained between staff and individuals whenever feasible.
- The capacity of enclosed classrooms will be reduced ensuring social distancing and will not have occupancy greater than 15. Open program space and outdoor space will be utilized to the extent possible. Furniture in program area has been arranged to allow for adequate spacing.
- The program area will have social distancing markers using tape that denote six feet of spacing.
- During working hours staff will wear appropriate face coverings over their nose and mouth.
- Individuals who can medically tolerate it must wear face coverings when social distancing cannot be achieved.
- A staffing grid has been developed to create a consistent assignment of staff to individuals and reduce floating to the extent possible.
- Hepa filters have been placed on air handling units. Day program doors will be kept open as appropriate to ventilate spaces. Individual air filtering units will be placed in areas where there are lacking windows.
- Shared workspace and equipment will be sanitized between uses
- Commonly used areas such as narrow hallways will contain taped directional signs and distance markers.
- Person Centered Training will be provided for individuals supported to better understand need for distancing, flow of traffic and learning markers.
- Congregation in common areas will be prohibited.
- All meetings will continue to be held via teleconference so as to limit foot traffic in the program.
- 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.

- Any activities that involve sharing objects or close contact will not be permitted.
- In order to reduce building capacity IAHD will continue to provide services to our residential individuals in their home, and phase them into onsite day services as appropriate.
- Individuals should refrain from bringing personal items to the day program.
- Individuals will have their own writing utensils, no supplies will be shared.

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

- Meals and snacks will be consumed in assigned classroom space.
- The staff will follow all individual specific meal preparation and dietary guidelines.
- The sharing of food and beverages, is prohibited. All food items must be in their own individual containers.
- Handwashing before and after meals will occur with staff assistance.
- Disposable utensils and plates will be used and promptly discarded.
- The kitchen area, including high touch areas such as refrigerator and microwave handles, will be sanitized before and after meals.
- Items such as modified dishes, cups and utensils will be sterilized on a daily basis through use of a dishwasher. Each item is to be clearly marked with the individuals name and contained in its own plastic bin.

C. The following measures have been put into place for enclosed spaces

- No classroom will house individuals beyond capacity for social distancing nor will there be more than 15 individuals in a classroom at any one time.
- Break rooms will have the occupancy numbers posted and breaks will be staggered to ensure that social distancing is in order.

D. The following is an outline of Day Program Schedules and Activities during reopening

Site Based Day Hab

- Reopening will occur in phases, the initial reopening will commence for those individuals whom reside with their families or non – IAHD residences. Those individuals will be served in cohorts in order to reduce exposure.
- A comprehensive staffing grid is in place to ensure staff groupings are consistent and that when to the extent possible staff will not be utilized in more than one other classroom.
- Individuals will be provided with their own personal items in order to reduce exposure. Those items will be maintained in a separate sealed environment and labeled with each individuals name accordingly.
- Program hours will be staggered with session arrival and departure times occurring from 9:00 am to 1:30PM and 10:00 am to 2:30pm. Staggering times in this manner will reduce congestion during entrance and exit. As well as allow additional time for needed health screenings.

E. The following PPE Protocols will continue to ensure compliance with CDC, DOH and OPWDD guidelines:

- The program administrator will ensure that all staff are provided with a surgical mask on a regular basis. Staff will be trained on the proper use, storage and disposal of such mask. A new mask will be provided at no more than one week intervals.
- Masks upon soiling will be discarded in designated covered garbage cans.
- All individuals as tolerated and if medically capable will be asked to wear a mask. All individuals will be provided with a cloth face covering or a face shield.
- All essential visitors will be required to wear a mask upon entering the building and will be required to wear the mask throughout the duration of their visit.
- All staff will be trained on our PPE protocol, these trainings will be recorded and record maintained in employee training file.

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

- The program administrator 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 program manager will maintain an adequate stock of EPA approved disinfecting agents, which shall be safeguarding from individuals but accessible to staff as needed.
- The program area will be ventilated when cleaners, sanitizers and disinfectants have been used.
- High touch areas, including bathrooms, door handles, table tops, and the nursing station will be cleaned rigorously at least daily and more often as needed and documented in a sanitation log. Items used for cleaning will be discarded in covered trash can and removed as soon as possible.
- Throughout the day habilitation building there are wall mounted hand sanitizing stations.
- The program supervisory staff will ensure that all employees comply with all personal protective equipment requirements set forth by OPWDD and DOH.

G. The following measures are in place for agency vehicles used to transport individuals from IAHD Residences:

- Only individuals travelling to and from the same group home will be transported together. To the extent possible, individuals who are transported together will be cohorted together at the day program.
- 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.
- Where appropriate and safe, windows will be rolled down to permit airflow.
- Individuals will be directed to maintain space between themselves and others and exit the vehicle one person at a time.

The following measures are in place for agency vehicles used to transport individuals from Outside Residences and Community:

- Individuals will be transported through IATS
- Capacity on Vehicles that are transporting individuals from multiple locations will be reduced to no more than 50% of total capacity.
- Individuals and matrons will be spaced out to the extent possible in the vehicles to avoid close contact.
- Driver and Matron must wear face coverings at all times in the vehicle. Individuals who can medically tolerate a mask should do so to the extent possible. Social distancing must be maintained for individuals who cannot medically tolerate a mask.
- Vehicles will be thoroughly disinfected after each trip.

H. IAHD is committed to doing our part in the tracing and tracking of COVID-19 cases by doing the following:

- The Corporate Compliance 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 manager and Human Resources at the time of alert and shall follow all required protocols as if they had been exposed at work.