COVID-19 Safety Plan
for Certified Day Program Reopening

Agency Legal Name	Jawonio	
Agency Address	176 S. Broadway, Yonkers, New York 10701	
Day Program Type	□ **Certified Site** □ **Community, without Walls**	□ **Day Habilitation** ■ **Prevocational** □ **Day Treatment** □ **Respite** □ **Sheltered Workshop**
Operating Certificate Number		
Site Address (certified sites only)		
Certified Capacity (certified sites only)		
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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. 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.

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:

Staff will conduct on-going groups on hygiene for all participants. While in the community and/or at volunteer sites staff and individuals will follow all protocols. Signs have been laminated and posted in highly visible locations (e.g., building entrances, restrooms, common areas) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering. The non-essential visitor sign has also been laminated and posted at all entrances. Non-essential visitors have been directed to call the appropriate department

A. 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:

All drivers will be provided a thermometer to take the temperatures of participants who reside with their families and in another provider agency. They will be provided with the attestation log for individuals residing in our residences. Each person's temperature will be taken, and they will be screened for the presence of symptoms such as cough; sore throat; shortness of breath; and respiratory difficulties. A caregiver from the residence/home must accompany the person to the vehicle to assist in taking the temperature (if necessary) and answering the attestation statement correctly. People should not be walking to the vehicles unaccompanied unless arrangements are made ahead of time. The following questions will be asked - Have you experienced any COVID-19 symptoms

B. 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:

All staff will be trained on the Interim Guidance Regarding the Reopening of Day Services Certified by OPWDD. Transportation runs have been re-designed to limit the number of individuals on the vehicles. The staff and individuals who are assigned to each run will work together in the day program or community i.e park for the day. This arrangement will change only in cases beyond our control i.e. unscheduled staff absences. While in the community and/or at volunteer sites staff and individuals will follow all protocols.

Staff will ensure that there is min. 6 ft. (arranging furniture, if applicable) distance between personnel, unless

C. 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:

While in the community and/or at volunteer sites staff and individuals will follow all protocols.

Modifications to the day program hours will be explored as needed. Staff will ensure that their group adheres to all the guidelines to maintain the safety of their cohort while in all community settings. We will use all available spaces in the building to maintain 15 individuals or less (excluding staff). Groups and their staff will remain static unless floating is required based on circumstances out of our control. In situations where 6' Social Distancing may not be maintained, such as shared printer/copier/fax machine and restrooms- staff will be trained of procedures and expectation of compliance; signs to communicate the expectations to visitors and floor markers as applicable in

D. 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:

Modifications to day program/service hours will amend (if required) to meet the guidelines. Groups will remain static. Each participant will be provided with a personal supply kit to limit shared items. If an item has to be shared i.e. iPad staff will follow proper cleaning and sanitizing procedures in between use. Activities will be tailored to limit physical contact unless hand-over-hand support is needed - all precautions will be observed in those instances. The use or virtual lessons will still be encouraged where appropriate. Staff will ensure that their group adheres to all the guidelines to maintain the safety of their cohort while in all community settings. While in the community and/or at volunteer sites staff and individuals will follow all protocols.

E. 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:

Jawonio will provide employees with an acceptable face covering at no cost to the employee and have an adequate supply of coverings in case of replacement. The agency has been supplying PPE to its workforce through a state of emergency. PPE will continue to be inventoried and tracked routinely and established patterns of use will be modified as additional staff return to on-site work to ensure the availability of all necessary protective items, including masks, gloves, gowns, eye protectors, etc. Inventories are presently monitored by the RN Trainer, Residential Administrative Support, and the Purchasing Representative.Jawonio will follow the CDC recommendations for inventory control of PPE. Strategies to manage PPE in the event of potential shortages will

F. 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:

While in the community and/or at volunteer sites staff and individuals will follow all protocols.

The program will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on-site that document date, time, and scope of cleaning. Cleaning logs will be maintained by the Jawonio Maintenance Department or the Jawonio Cleaning Crew depending on the site and will document the regular cleaning and disinfecting regimen. Additional interim cleaning and disinfecting will be performed as appropriate to the specific area or division with the agency

G. 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:

All groups will remain static. Capacity on buses, vans, and other vehicles should be reduced to 50% of the total capacity to maximize social distancing and reduce COVID-19 transmission risks. We will consider staggering arrival and departure times to reduce density as needed. Staff and persons served will adhere to one-way entering and exiting. Individuals will be directed not to exit the vehicle all at once and follow driver or staff instruction on exiting one person at a time. To the extent, they can medically tolerate one, individuals, staff, and the driver must wear face coverings at all times in the vehicle. Staff who cannot medically tolerate the use of a face-covering will not be assigned to transport individuals at this time. After each trip is completed, the interior of the vehicle will be

H. 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:

We will notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at our sites. 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 and 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, and maintain confidentiality as required by federal and state law and regulations. Local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine. Staff will be trained that if they

ADDITIONAL SAFETY PLAN MEASURES:

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

The program will keep abreast of information from the New York State Department of Health Novel Coronavirus (COVID-19) Website, Centers for Disease Control and Prevention Coronavirus (COVID-19), and Occupational
Safety and Health Administration COVID-19. Supervisors will meet with staff to check-in. Our Behavior Support Team will also be available to support staff.