



COVID-19 Safety Plan for The New York Foundling's Day Program Reopening for Individuals with Developmental Disabilities

**Anticipated reopening date 10/15/2020*

FOR QUESTIONS, PLEASE CONTACT:

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Signage:

- Signs are posted at the entrance of the building alerting non-essential visitors that they are not allowed to visit at this time. The sign will include management's contact information for further guidance.
 - Signs are posted throughout the day program site identifying instructions on critical COVID-19 transmission prevention and containment activities.
 - Signs include:
 - How to Wash Hands
 - Stay Home from Work – Symptom Check Sign
 - Covid-19 Prevention
 - Face Covering and Social Distancing
 - The Day Program Management will ensure appropriate signage throughout the site.
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A. Entrance to Site Based Programs

Pre-Entry/Pre-Participation Screening:

- A pre-screening protocol has been developed and all Day Habilitation staff have been trained on this protocol. A pre-screening checklist is to be used to document symptoms of and exposure to COVID-19.
 - A log book has been formulated that contains a checklist with questions pertaining to whether a person is experiencing symptoms of COVID-19 such as coughing, sneezing, fever, temperature, etc. (The checklist is included in the appendix.)
 - Management is responsible for maintaining daily documentation of all screening of individuals, staff and visitors in compliance with OPWDD and NYS guidance document.
- All individuals and staff are to be screened prior to entry into the day program site and/or participation in services/service delivery (including prior to entry to van for transportation to program).
- Documentation of health screenings of staff and individuals will be maintained at each site in compliance with OPWDD and NYS guidelines.
 - Once staff have arrived, they are to complete pre-screening checklist prior to starting their shift.
 - As staff arrive at various pick-up locations at residences and community locations, pre-participation screening will take place prior to getting on the van.
 - If participants do not travel by agency vehicle, pre-screening will take place prior to admission to building.
- Failure to comply with the above mentioned pre-screening procedure will result in postponement in the participation of program.

Response to Signs and Symptoms and Departure

- Any staff or program participant who fails the pre-screening will not be allowed entrance to program. If a staff or individual fails said pre-screening, they will return to their home as soon as possible, remaining isolated from others until their departure. Any area the individual waited to return home will be cleaned and disinfected immediately following their departure.
- If an individual fails the pre-screening individuals prior to entrance to van will not board the vehicle and will be asked to remain home.
- Any individual or staff who fails a pre-screening or develops symptoms during the day will be provided with information regarding testing and are encouraged to get tested for COVID and contact their primary provider for further instructions.

- Any staff who exhibits signs or symptoms of COVID-19 during service delivery will be immediately removed from the program space and sent home. Areas where symptomatic staff have occupied will be cleaned and disinfected as soon as they have safely departed.
 - Staff have been trained to notify their supervisor immediately if they receive a positive COVID-19 test result, have been exposed to COVID-19 or begin exhibiting signs or symptoms. The reporting supervisor will report this information to The New York Foundlings Human Resource and Quality Assurance Departments.
 - Program staff must notify Human Resources immediately of any changes in the condition, status, or location of the staff with the confirmed COVID-19 diagnosis.
 - **NOTE: If OPWDD subsequently reaches out directly to program staff for updates or further information on the affected staff, they should be redirected to the QPC Investigations at DD Incident Hotline at 212-206-4110.**
- 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 symptomatic individuals have occupied will be cleaned and disinfected as soon as they have safely departed.
 - Staff have been trained to notify their supervisor immediately if any individual receives a positive COVID-19 test result, has been exposed to COVID-19 or begins exhibiting signs or symptoms. The reporting supervisor will report this information to The New York Foundlings Quality Assurance Department.

Participation and Return to Program/Service:

In regards to program participants returning to program:

- As per current day habilitation policy, we will continue to request medical clearance for return to program when an individual is returning after being sick.
 - In addition, medical clearance will be required for return to program after an individual fails a pre-screening, mandatory quarantine, or a positive test result.
- A program participant will be required to quarantine in accordance with DOH recommendations after exposure or testing positive.
- An individual may return after a mandatory quarantine after a 14-day period when they have been symptom and fever free for 24 hours without assistance from medication.
- If an individual tests positive, then their group/classroom will be asked to quarantine for 14 days from last day of possible exposure.
 - Loaner tablets will be provided to the quarantined group when available in order to continue day habilitation services remotely.
- If two or more individuals tests positive within a two-week period, then the program will close for a 14-day quarantine and resume remote day habilitation services during the closure.
- All individuals who are under quarantine due to a positive test or exposure are required to have a negative test result prior to returning to program. Documentation must be received by the program before a return date can be scheduled.

B. Social Distancing Requirements:

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

- Day Program participants from the same household will be transported together.
- Individuals who travel to program together will remain grouped together while at program as much as possible.
- Upon arrival each van will be unloaded one at a time to avoid any commingling of groups.

- This will be the same procedure at the end of the day for loading vans.
 - The New York Foundling will be reducing the amount of individuals served at one time by approximately 50% in our site based programs to allow for appropriate social distancing.
 - Our sites have been measured to allow 6 feet between participants within shared spaces. In seated areas where social distance cannot be maintained even with reduced participation, protective barriers such as plexiglass dividers have been installed.
 - There will be signage throughout the building to denoting the need to maintain appropriate social distancing. Particularly all common areas, hallways, and entrances.
 - Bathrooms within our facilities will be limited to one individual at a time. Bathrooms will be cleaned and disinfected three times daily.
 - Staff will not float between different room or groups of individuals unless such rotation is necessary to safely support individuals due to unforeseen circumstances (e.g. behavioral outburst, staff absence).
 - Staff will maintain six feet of social distancing at all times. The only exceptions are when they are addressing the specific needs of an individual. Staff will utilize a mask at all times while at the program.
 - Staff are expected to maintain social distance when on break or while performing additional tasks that do not require direct contact with individuals. A staggered break schedule will be utilized to minimize how many staff are on break at one time.
 - Staff will provide education and continued support in regards to maintaining social distance as well as the use of a face covering and appropriate hand hygiene.
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C. Gatherings in Enclosed Spaces

- Planned group size, is limited to no more than fifteen (15) individuals who receive services. This does not include staff.
 - Individuals and staff who are transported together will remain together as much as possible to avoid comingling different groups.
 - Bathrooms are single use, unless assistance is needed. Staff will utilize appropriate PPE at all times.
 - Social distancing will be maintained during meal times.
 - Everyone must adhere to social distancing practices as identified in section B of this safety plan.
 - There will be no shared food and beverages.
 - Food brought from home will require limited preparation (i.e. heating in microwave) and be packed appropriately.
 - Disposable utensils will be utilized.
 - Shared food and drinks are prohibited.
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D. Day Program Schedules and Activities

- The Day Program Management will ensure the following occurs for day program schedules and activities while maintaining the reduced capacity to meet the 6 feet social distancing guidelines.
- Modifications have been made to stagger arrival and departure times to maintain the reduction of the programs capacity and group sizes.
- The programs activities include educational instructions, indoor recreational activities and limited outdoor activities which ensure little or no physical contact between others. Activities that are utilized by multiple people will be cleaned and disinfected after each use.
- Each groups schedule has been tailored to ensure social distancing during the activity and includes individual activity for each person.

E. Personal Protective Equipment:

- All staff will be required to wear a well-secured disposable or cloth face covering (i.e. bandana or scarf) over their mouth and nose at all times while providing services. A mask with an exhalation valve will not be permitted as it allows unfiltered exhaled air to escape to others. If a staff person has a health issue where he/she is unable to wear a face mask, he/she must ensure to practice social distancing (maintain a distance of at least 6 feet) and practice hand hygiene more frequently.
- All visitors will be required to wear a face mask. If they do not arrive with one, one will be provided to them at the front desk. Visitors who refuse to wear a mask will be asked to leave the program immediately. Visitors will be required to undergo symptoms and temperature checks by program staff and will be denied visitation if they report any COVID-19 exposure or symptoms during the prior 14 days, or have a temperature over 100 degrees Fahrenheit. Visitors will be required to sanitize their hands upon arrival and must perform meticulous hand hygiene throughout the visit. Following the visit, staff will disinfect the area occupied by the visitor.
- Staff will support all individuals in regards to PPE usage. Staff will remind/encourage individuals to practice hand hygiene before and after the use of PPE. Thorough hand washing (at least 20 seconds) will be encouraged and hand sanitizer (at least 60-95% alcohol) will be made available. Individuals will be encouraged to wear a face covering (disposable face mask, bandana or scarf) as tolerated. In the event an individual cannot tolerate wearing a face covering, staff will ensure that social distancing (distance at least 6 feet) is being implemented. For those that have difficulty with wearing a mask for a long time, staff will assist them in taking mask breaks either outside of the building or in an area that is socially distant from the group.
- The day program will maintain an adequate supply of face masks and gloves for all staff and individuals. Gowns and face shields will also be in stock to be used as needed. Inventory of PPE supplies will be checked weekly. In the event there is a PPE shortage, all staff will be required to implement OPWDD Guidelines on Options when Personal Protective Equipment (PPE) is in Short Supply or Not Available as released by OPWDD on April 2, 2020. Management will continue to submit requests for PPE through the local Office of Emergency Management.
- All staff will receive quarterly training by the nurse on how to use PPE effectively. This training will include donning and doffing PPE (properly taking on and taking off PPE), how to dispose of, possible re-use and sanitizing. Staff will also receive in-service training pertaining to infection control.
- All trainings will be kept in staffs' personnel files. A copy will be placed in the program training binder.

F. Hygiene and Cleaning

Personal Hygiene to Reduce Transmission:

- Day Hab Specialist will adhere to the following guidelines and assist all individuals with doing the same:
- All New York Foundling Day Hab locations will provide Hand Washing and/or hand sanitizing stations.
- Hand washing with soap and warm water for at least 20 seconds will be encouraged frequently.
 - All will wash their hands every time they arrive to the Day Hab site and before leaving to go home or to another location, before handling food and medications and after using the bathroom and/or assisting with personal hygiene.
- Hand sanitizer (at least 60% alcohol) can be used when unable to wash hand with soap and water
 - When using hand sanitizer cover all surfaces of your hands, rub them together until dry.

- Day Hab will institute 2-hour hand washing or hand sanitizing breaks in addition to the above times. All individuals and staff will wash or sanitize their hands during these breaks. Shared surfaces such as tables and high touch surfaces will be wiped down during the break.
- Day Hab Specialist will be trained in appropriate hand washing and hand sanitizer use and will instruct/assist individuals with the same.
- In the event a day program has individuals that might use soap or sanitizer inappropriately staff will keep these items in a secure location and provide whenever needed by any individual.

Cleaning and Disinfection of Environment, Equipment and Supplies:

- At least three times a day including morning, midday, and afternoon. Cleaning of all “high-touch” non-porous surfaces, such as counters, tabletops, doorknobs, light switches and bathroom fixtures will be cleaned and disinfected. Using an agency approved cleaning/disinfecting product. A log will be kept to record each cleaning/disinfecting time.
- Staff will ventilate the areas being clean/disinfected as best as possible and will keep cleaning supplies in a safe and secure location.
- While sharing of equipment/supplies will be limited; any equipment such as computers that are shared will be disinfected with agency approved products between each use.
- Personal belongings should be limited to what is needed for programing purposes only, (such as changes of clothing and adaptive equipment). All other items should be left at home. Personal items such as lunch boxes should be clearly labeled with your name and staff handling these items must wear gloves.
- Staff offices and work stations will be disinfected twice a day, the same as program space. Shared workstations and equipment will be disinfected between each use with agency approved cleaner/disinfectant.
- Day Program sites/areas including offices will be thoroughly cleaned, disinfected and sanitized with agency approved cleaning products daily (Monday to Friday) at the end of the day.
- Gloves, paper towels etc. used for cleaning will be disposed of immediately after use.

**G. Transportation
Practicing Social Distancing**

- Only individuals and staff traveling to and from the same day program will be transported together.
- Individuals and staff who are transported together will be encouraged to receive programming together.
- Vehicles transporting multiple individuals from multiple residences will be transported at 50% capacity of the vehicle and all passengers will be required to wear a face covering.
- Vehicles transporting individuals from the same residences can be transported at vehicle capacity.
- Vehicle arrival time will be staggered at arrival and departure times. If multiple vehicles arrive at the same time, one vehicle will wait until the other vehicle has unloaded and cleared the entry way.
- During transportation staff will ensure passengers are spaced out to the best of the vehicles seating capacity.
- There will be instruction from a designated staff for passengers to enter and exit the vehicle one at a time.

Best Hygiene Practices

- Before entering the Program Van, wash hands with soap and water for at least 20 seconds or use hand sanitizer

- Once you reach your destination, i.e., Day Program, Place of Residence, Community Outing, wash your hands again for at least 20 seconds or use hand sanitizer as soon as possible upon arrival
- Avoid touching your face including eyes, nostrils and putting hands in your mouth with unwashed hands
- Cover your coughs and sneezes with a tissue or inside the elbow throwing all tissues in the trash and washing your hands for at least 20 seconds or using hand sanitizer
- Avoid touching surfaces while riding agency vehicles frequently touched by persons utilizing program vans, i.e., door frames, handles, windows etc.
- After each use each vehicle will be cleaned and disinfected before the next transport occurs.

Temperature Checks

- All staff and individuals will have their temperature checked prior to boarding the vehicle
- The Daily Symptom & Attestation Form will be completed to record passengers’ history of recent travel, exposure to COVID-19 and to document temperature prior to boarding the van
- Any person with a temperature of 100.4 or greater will not be allowed to board the vehicle

Face Coverings

- Face coverings shall be worn by all staff and individuals on the vehicle.
- New or clean masks should be worn on agency vehicles
- Individuals who cannot tolerate face coverings will be transported with members from the same household or alone.
- The agency will also look into vehicle partitions on an individual basis where needed.
- Staff who cannot medically tolerate the use of face coverings will be referred to Human Resource.

Improving Ventilation of Vehicles

- Passengers will be encouraged to roll windows down weather permitting to help with air flow.
- Air conditioning can be considered in a non-circulatory setting

H. Tracing and Tracking

The public health evaluation of close contacts to patients with laboratory-confirmed or probable COVID-19 may vary depending on the exposure setting. Contacts in special populations and/or congregate settings require additional considerations and may need handoff to a senior health department investigator (OPWDD) or special team.

Persons suspected or confirmed COVID-19	Tracing and Tracking
New York Foundling Policy: If an employee and individual tests positive for COVID-19	Then, they must inform Human Resources immediately at COVID19@NYFoundling.org
	Human Resources will ask the employee to provide additional information on any Foundling employees, visitors, or clients who they may have been in physical contact with during the following duration of time: 2 days prior to their positive COVID-19 test through the present.

	The employee will be provided with appropriate instructions on isolation or quarantine if necessary, and check-in calls will continue as appropriate throughout this period.
	The HR department will notify Foundling staff, clients, or other visitors that have been in contact with the employee. Additionally, data information from ID Badge scans and visitor logs may be also be used to determine exposure. The name of the employee who tested positive will not be disclosed.
New York Foundling COVID-19 Travel Notice	Staff and Individuals returning from a U.S. hotspot <u>will not be permitted to return to work until you quarantine for 14 days after returning home.</u>
	International travel is under the same directive (which means anyone who travels internationally must quarantine for 14 days upon entry back to the United States).
OPWDD Guidance on Day Program: If a staff has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test,	Then, the staff may only return to work after completing a 14-day self-quarantine. If a staff is critical to the operation or safety of a facility, the day program provider may consult their local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission. <ul style="list-style-type: none"> • Refer to The Foundling's HR Policy
	Providers of day program services must 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.
	In the case of a staff or visitor testing positive, the provider of day program services must 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, but maintain confidentiality as required by federal and state law and regulations.

	<p>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 employer at the time of alert and shall follow all required protocols as if they had been exposed at work</p>
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I. Additional Safety Plan Measures

Training and Practice

- Staff re-training on safety plan measures including.
 - OSHA Training
 - PPE Usage
 - Disinfecting and Cleaning
- Staff training on current safety plan.
 - Review all sections above
 - Review all associated protocols
 - Review all documentation
- Practice run through without individuals.
 - Staff will rehearse a full day of screening protocols, transportation, cleaning/disinfecting protocols and documentation.
 - Debriefing to address any issues that arise during the run through.
- Practice run with a small group of internal participants.
 - Full day of programming while implementing all new protocols.
 - Debriefing with both staff and individuals to ensure any issues or concerns are addressed.
- Return date will be decided after successful completion of both trials.