

COVID-19 Safety Plan for Certified Day Program Reopening

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| Agency Legal Name | EPIC Long Island | |
| Agency Address | 1500 Hempstead Turnpike, East Meadow, NY 11554 | |
| Day Program Type | <input type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community, without Walls | <input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Prevocational <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop |
| Anticipated Reopening Date | 7/22/20 | |
| Operating Certificate Number | 67510300; 67510451 | |
| Site Address (certified sites only) | 1500 Hempstead Turnpike, East Meadow, NY 11554 | |
| Certified Capacity (certified sites only) | 117 | |
| Primary Contact Name | Allen Siegel | |
| Primary Contact Email and phone # | asiegel@epicli.org; 516-739-7733 Ext.310 | |

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:

Administrative Assistants have been trained to check the signs daily and to insure compliance with all visitors. An essential visitor is anyone necessary to the care and treatment of the individuals within the program or anyone necessary to the functioning of the site. Family members dropping by the program to say hello would not be considered essential. Family members attending team meetings will be accommodated in a room outside of the program area.

Signs have been 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 OPWDD*. The Transportation Assistance will monitor the condition of the signs daily.

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 individuals, staff and essential visitors will be screened prior to entry to the program site or participation in service/service delivery. This will be done in the vestibule between the outside and the program area by an Administrative Assistant. There are automatic closing doors on both sides of the vestibule. Masks and gloves will be provided for both staff and essential visitors if they do not have their own. Temperatures will be taken. Anyone with a temperature of 100 degrees fahrenheit or higher will not be permitted entry. The Administrative Assistants will maintain daily documentation of all screenings and screening results.

All program staff will be trained by nursing to report to them positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor. Written correspondence will be provided to the program participant's family members/primary care providers to mandate that there is no program attendance while they or a member of their household/certified residence is being quarantined or isolated. Medical clearance from a healthcare professional must be provided and maintained by the Assistant Director of Human Resources for any staff member returning after a positive COVID-19 test. Medical clearance from a healthcare professional must be provided and maintained by nursing for any individual returning after a positive COVID-19 test. EPIC Nursing and HR Departments will also ensure that these individuals return only after following the most recent NYS DOH and OPWDD guidance regarding quarantine periods and fever free durations.

If anyone fails initial screening or develops signs and symptoms once inside, their departure will be facilitated as quickly as possible by the Program Director and or one of the Program Managers. The Nursing Office will be utilized to isolate anyone in this situation until their departure. Anyone in this situation will be provided with guidance from program nursing to contact their healthcare provider. Written information on healthcare testing and resources will also be provided. Nursing will also contact the local health department and OPWDD.

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:

EPIC Program Managers and Director will ensure that the program census is reduced to sufficiently allow for social distancing. EPIC Program Managers and Director will monitor program areas daily to ensure no more than 50% capacity in small areas such as break rooms. Signage will also be posted by the entrances of such small areas.

Physical barriers will be utilized as needed to maximize the effectiveness of social distancing. This includes, but is not limited to, table placement, chair placement, dividers, partitions, etc. This will be done with the goal of maintaining 6 feet distance in all directions for each individual. Program Managers and Director will monitor compliance throughout each program day. Signage and floor markers will be used to help staff and individuals discern proper distancing.

The corridor to the classroom is narrow and not conducive to one way only traffic. A Direct Support Professional will therefore be assigned daily as a hallway monitor. The hallway monitor will insure that only one direction is utilized at a time so that paths do not cross.

Programming will be implemented by the QIDP's and BIS to teach social distancing to the individuals. Direct Support Professionals will be strategically positioned throughout the program to provide support, teachable moments and redirection as needed.

Program Managers and Director will develop seating and staffing assignments to keep similar staff to individual assignments to the extent possible. "Floating" will be avoided.

Program Managers and Director will monitor and stagger operational practices such as break times and paperwork completion so that staff have adequate resources to implement social distancing.

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:

Program Managers and Director will ensure that gatherings in enclosed spaces (classrooms, training kitchen, lounge area) are in compliance with social distancing standards, with a maximum of 15 individuals per classroom.

Program Managers and Director will monitor daily to ensure that staff breaks and individual mealtimes will be staggered as needed to maintain social distancing.

Program Managers and Director will monitor daily to ensure that there is no sharing of food/beverages or buffet style dining.

Program Managers and Director will notify families/providers via email that food brought in must require limited preparation. Program Managers and Directors will monitor mealtimes daily to ensure compliance.

Program DSPs will be trained to wash reusable food utensils and storage containers in the dishwasher on the hottest wash and dry setting. Program Managers and Director will monitor compliance daily.

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:

Day Program schedules and activities will be modified as needed by the Program Managers to (1) allow blocks of service provision while maintaining reduced capacity and group size, (2) focus on activities with little or no physical contact and which do not rely on shared equipment to the extent possible, and (3) schedule activities to reduce density and allow for social distancing.

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:

Program Managers will monitor program areas daily throughout each day to ensure that all staff wear appropriate cloth or disposable face mask/covering that covers both mouth and nose, at all times while providing services, consistent with all current Executive Orders and OPWDD guidelines.

Essential visitors will be greeted upon entry by an Administrative Assistant. Face masks will be provided by EPIC if essential visitors do not have their own.

The Transportation Assistant will monitor PPE stock and order more as needed.

Nursing staff will train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate. Training documentation will be maintained on site by nursing.

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:

EPIC Day Program contains nine bathrooms. A nightly cleaning service will ensure that soap and paper towels are fully stocked. The nightly cleaning service contract has been modified to include enhanced cleaning (i.e. doorknob and keyboard disinfection). Program DSPs have been trained to disinfect bathrooms during program hours after every use. A checklist has been put into place. Program Managers will monitor compliance daily. Program Managers will monitor daily to ensure the presence of hand sanitizers (at least 60% alcohol) in common areas where handwashing is not readily available.

Staff will be trained by nursing to wash their hands frequently with soap and water for at least 20 seconds. Program Managers will monitor compliance daily throughout the day. Staff will be trained by nursing to support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds. Program Managers will monitor compliance daily throughout the day.

A wall mounted hand sanitizer unit is present in the arrival/departure vestibule. Administrative Assistants will ensure proper use.

Program Managers/QIDPs will insure that Plans of Protective Oversight contain proper safeguards for any individuals who may misuse hand sanitizer (i.e. PICA).

Program Managers will monitor daily throughout the day to ensure that minimum standards are followed regarding cleaning and sanitizing: (1) frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces, (2) use of only EPA registered products for disinfecting non-porous surfaces, (3) adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations, (4) ensure adequate ventilation to prevent inhaling toxic fumes, (5) maintain site cleaning logs indicating time, date and scope of cleaning, (6) keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse, (7) 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, (8) 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 of equipment by other individuals or staff, (9) PPE use and hand hygiene when cleaning and disinfecting does not cause safety hazards, (10) provide ventilation with outside air safely and when possible.

Nursing will train DSPs on limiting the use of shared objects/equipment and also cleaning/sanitizing after each use. Program Managers will monitor daily throughout the day to ensure compliance.

Program Managers will evaluate and prohibit the use of items/objects that cannot be cleaned or sanitized unless clinically required.

Program Managers will email all providers not to send in items from home that are not clinically necessary (i.e. some individuals like to bring in personal items). DSPs will be trained to notify Program Managers in any event of noncompliance. Program Managers will follow up with providers as needed.

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 traveling to and from the same day program be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation at this time; individuals transported together are encouraged to be cohorted for purposes for day programming also, in order to reduce further intermingling;**
- Reduce capacity on buses, vans, and other vehicles **transporting individuals from multiple residences** to 50% of total capacity;
- Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction;**
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff **from different households** 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. **Social distancing must be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals should be transported alone or with members of the same household.** Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.
- 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:

Everyday Program vehicle used for transport is equipped with GPS/vehicle tracking. Allen Siegel, Director of Day Services and Transportation, programs transport routes into the GPS units. Mr. Siegel will ensure that there are no additional stops or intermingling with individuals who do not attend EPIC Day Program.

Mr. Siegel will ensure that capacity on Day Hab transport vehicles that carry individuals from multiple residences will be reduced by 50% capacity.

Individuals that reside in EPIC residences will be transported by residential staff to and from program. These will not require capacity reductions.

~~Allen Siegel will stagger transport times as needed to reduce entry and exit density. The Administrative Assistants will monitor daily compliance of this and further stagger the exiting of vehicles as needed to achieve this.~~

To the extent possible, drivers will restrict close contact of individuals and staff from different households by not sitting near each other or the driver. Administrative Assistants will monitor compliance daily.

The Administrative Assistance will monitor daily compliance of one way entering and exiting of vehicles that have multiple doors.

Nursing will train all staff and drivers to always wear face coverings in the vehicles. Individuals who can not tolerate face coverings will be transported alone or with members of the same household. Administrative Assistants will monitor daily to ensure compliance.

All company drivers will be trained by their direct supervisors to clean and disinfect the interior of vehicles after each trip. Documentation will be maintained and monitored by Program Managers.

All company drivers will be trained by their direct supervisors to roll windows down to permit air flow when appropriate and safe.

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:

Nursing is responsible for notifying the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff. If a staff or visitor test positive, the Day Program Director will insure compliance and 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/regulations.

ADDITIONAL SAFETY PLAN MEASURES:

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

At this time, EPIC will only be opening Day Program for individuals who live in the community with their families and individuals that attend residential programs other than EPIC. Individuals who reside in EPIC residences and also attend EPIC Day Program will continue to receive Day Habilitation in the residences. Further decisions about returning EPIC residential individuals will be made based on the prevalence of COVID-19 as New York enters Phase IV.