

Safety Plan for Reopening program

The Arc Community League is able to reopen our program based on the interim guidance published by OPWDD on August 7th 2020 as long as our region remains in Phase Four of the New York Forward Reopening Plan. The Arc Community League has developed a safety plan for reopening its day programs which addresses all requirements contained in the OPWDD guidance and the Agency's NY Forward Safety Plan. The following is a summary to help you understand the key elements which were put in place to keep your loved one safe. Our program will open in phases to address reduced capacity during each trip. Your cooperation and support are essential, especially in relation to the health screening outlined below.

Documentation of training on the safety plan must be maintained by the Executive Director. The ED is also responsible to ensure employees are following the safety plan and address issues accordingly.

Symptoms of COVID-19: can cause mild to severe respiratory illness. Common symptoms include fever, cough, and difficulty breathing. Additional symptoms recently added by the Center for Disease Control and Prevention (CDC) include shortness of breath, chills, shaking with chills, muscle pain, headache, sore throat, new loss of taste and new loss of smell. However, some people don't experience any symptoms. Others may experience mild symptoms or have vague symptoms of not feeling well. Older adults, people with underlying health conditions, and people with compromised immune systems, are at higher risk of severe illness from this virus. The CDC believe that symptoms of COVID-19 begin between 2 and 14 days after exposure to someone with COVID-19.

1. **Health Screening:** All staff and individuals must be screened prior to entering the program vans before each trip and monitored throughout the trip for any signs and symptoms of COVID-19 thereafter. Temperatures will be taken before entering the van. If dropped off at trip location, temperature will be taken before family member or caregiver can leave individual. When screening the individuals, if the individual is not able to answer the questions, the health screening questions must be asked of their family member or family care provider on behalf of the individual. Monitoring throughout the course of the trip must include a COVID symptom screen, including any new or worsening symptoms that may be attributed to COVID-19, pursuant to the CDC's most updated guidance. The staff will maintain a written log regarding staff and individuals passing/failing the health screen for each trip. 911 should be called if symptoms are severe. Example of the screening sheet is attached.
 - a. When there are suspected or Confirmed Cases of COVID-19: The following steps must be taken when an individual or staff is identified as having a suspected or confirmed case of COVID-19:
 - i. Notify the local health department and the OPWDD Incident Management Unit.
 - ii. All providers of OPWDD funded, certified or operated programs are also required to immediately notify the OPWDD incident Management Unit (IMU) of any quarantine and/or isolation orders served by the NYS DOH and/or LHD

regarding an individual served by their program. The reporting process is outlined below:

1. Between the hours of 8am-4pm Monday through Friday 518-473-7032
 2. After 4pm Monday through Friday call 1-888-479-6763
 3. Within 24 hours, enter a report into the OPWDD Incident Report and Management Application (IRMA)
 - iii. Cancel trips and group activities
 - iv. All staff and other individuals that had contact with the infected individual should maintain quarantine in accordance to the updated protocols.
 - b. Any staff or individual showing symptoms consistence with COVID-19 should be directed to stay home.
2. **Individuals and staff exhibiting symptoms of COVID-19** will not be allowed to enter the van or go on the trip. If symptoms begin while on the trip, the individual will be asked to get picked up as soon as possible and will be isolated from the rest of the group till their family member or caregiver arrives. We are required to immediately notify the local health department and OPWDD about suspected cases. If an individual or staff member is identified with COVID-19, our program must seek guidance from State and local health officials to determine when the individuals/staff can return to the program and what additional steps are needed. Individuals and Staff members cannot attend trips if anyone in their household is being quarantined or isolated. If your loved one or anyone they reside with is placed on quarantine or isolation, you must notify our program immediately.
3. **Social Distancing Requirements:** The vans will be a t reduced capacity to allow for more physical distancing while on trips. Each van will be reduced to one staff member and one household. Some houses have one individual some have two or three. This way each individual will only be riding with their house mates and one staff to the trip location.
4. **Personal Protective Equipment:** PPE is used by direct support staff to protect themselves, individuals, and others, when providing care. PPE helps protect staff from potentially infectious individuals and materials. However PPE is only effective e as one component of a comprehensive program aimed at preventing the transmission of COVID-19. Individuals receiving services must wear face coverings, if they can medically tolerate one whenever social distancing cannot be achieved. All staff are required to wear face covings on trips and are trained on proper use of PPE, including gloves, masks, gowns, and face shields (in the event these items are needed, they are located in each van) If a staff cannot medically tolerate a mask, they cannot work.
5. **Hygiene and cleaning:** Strict adherence to hygiene and sanitation requirements are essential to reduce transmission as advised by the DOH and CDC.
- a. Handwashing: one of the most effective strategies for reducing the spread of COVID-19. Proper handwashing saves lives at work and home. Germs can spread from other people and surfaces when you:
 1. Touch your eyes, nose, and mouth with unwashed hands
 2. Prepare or eat food and drink with unwashed hands
 3. Touch a contaminated surface or object

4. Blow your nose, cough, or sneeze into your hands and then touch other people's hands or common objects
- ii. All staff and individuals must wash hands before each trip. Sanitizer will be provided when washing hands is not possible while out on trips. There are many times when handwashing should be done:
 1. Upon arrival of work
 2. Before assisting individuals with objects or food
 3. After using the bathroom
 4. After coughing, sneezing, or smoking
 5. Before and after using gloves
 6. After touching garbage
 7. After trip
 8. After touching a public surface
 9. Before touching your eyes, nose, or mouth
 - a. When handwashing is not possible, sanitizer should be used in these cases
- iii. 6 steps to wash your hands the Right Way:
 1. Wet your hands with clean, running water, and apply soap
 2. Lather your hands by rubbing them together with the soap. Lather back of your hands, between your fingers, and under your nails
 3. Scrub your hands for at least 20 seconds
 4. Rinse your hands well under clean, running water
 5. Dry your hands using clean paper towel or air dry them
 6. Use a paper towel to turn off faucet
- iv. Use of sanitizer: when hand washing is not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains 60% alcohol by looking at the product label. Steps to use Sanitizer include:
 1. Apply the gel product to the palm of one hand
 2. Rub your hands together
 3. Rub the gel all over the surface of your hands and fingers until your hands are dry. This should take around 20 seconds.
 - b. Environmental Hygiene: the transmission of COVID-19 can be reduced by maintain a germ-free environment. Each van will be sprayed with disinfectant spray before and after each pick up and drop off. The "high-touch" surfaces, such as, door knobs, window switches and tablets, will be also wiped with a disinfectant wipe.
6. **Ventilation:** Windows in vans will be down whenever it is possible. If the temperature is too hot or too cold the vans will crack the windows and turn the proper air on.\
7. **Preparation and Education:** All individuals will be educated on what to expect when returning to our program and will be taught all COVID-19 related safety strategies. There will be signs in the vans that staff will go over with each individual.
8. **Tracing and Tracking:** Providers must notify the local health departments and OPWDD immediately upon being informed of any positive COVID-19 test results for an individual or staff

in our program. Our program will cooperate with tracing and tracking by local health departments and inform families and care givers.