



## **COVID-19 REOPENING SAFETY PLAN**

### **For Community Based Day Programs**

#### **Location of Community Based Day Services:**

The Community Based Day Habilitation program, called Program Without Walls (PWOW), will not use the Marcus location as a hub site at this time. Individuals will be picked up from their homes by program staff and go directly into the community. After the outing has been completed the individuals will be transported directly back to their homes.

#### **Phased Reopening:**

UCP Suffolk will implement a two phase reopening plan. Phase one will begin on 8/10/20 with 12 of the 21 currently enrolled participants. Phase two is tentatively scheduled to begin on 9/14/20 with the remaining 9 individuals.

#### **Participant Screening Prior to Entering Program Vehicle:**

When being picked up, before entering the vehicle, participants will have their temperature taken by day program staff using a touchless thermometer. The staff or family member at the participant's home will be asked to verify that the participant meets the criteria for entry specified in the "Participant Entry Clearance" form (see attached). Participants in the PWOW program will be required to wear a mask at all times (See the PPE section of this plan for more details). Screening of each individual will be documented and kept by program administration.

#### **Participant Entry Denial and Clearance to Return to Program:**

Day Staff are responsible to ensure participants who do not pass the clearance criteria do not participate in the program. If there are any other program participants in the same residence they will also be denied entry. Participants who have had close or proximate contact with someone who has tested positive for COVID-19 or close or proximate contact with someone who has signs or symptoms of COVID-19 or who has traveled outside the USA or New York State to a place on the COVID-19 Travel Advisory List will be required to stay out of program for a minimum of 14 days from their last date of exposure. Participants who have tested positive for COVID-19 or who are exhibiting signs and symptoms of COVID-19 as specified by the CDC (see Isolation Protocols of this plan) will be restricted from program until they are fever and symptom free, without fever reducing medications, for a minimum of 72 hours. All participants who have been restricted from program cannot return unless they are symptom free, meet clearance criteria and provide written physician clearance. All participants returning to program must be approved by the Program Nurse and the Program Director or Associate Director.

### **Contact Tracing:**

To allow contact tracing, logs will be kept of everyone participating in PWOW each day through the attendance sheets. UCP Suffolk staff will assist the NYS DOH with contact tracing activities as required.

### **Use of Signage:**

Since PWOW is a community based program, signs typically placed throughout facility based programs are not applicable. Limited signs will be placed in the vehicles in order not to obstruct the driver's visual clearance; examples of signs to be included:

- Social distancing requirements
- Use of mask or cloth face-covering requirements.
- Symptom monitoring and COVID-19 exposure reporting requirements.
- Proper hand washing and appropriate use of hand sanitizer.

### **Cohorting / Activities / Social Distancing:**

The participants will be grouped into no more than 4 individuals plus staff. Once established, these groups will remain stable. Each group will establish their own cohort. Activities will be planned for each cohort and intermingling between cohorts will not be permitted. Cohorts will use vehicles at 50% of capacity. Duration of outings into the community will be for approximately 2 hours. Staff will provide education to the participants regarding social distancing and proper safety protocols they should observe while in the community.

### **Use of Personal Protective Equipment (PPE):**

Staff are required to wear approved masks at all times while working with participants, and when within 6 feet of another staff member. Masks must cover the person's mouth and nose. Disposable masks are to be changed every day or when soiled. Cloth masks must be cleaned at least once a day or changed when soiled. Masks must never be shared between people.

Gloves are used for the protection of the staff as well as the participant. Gloves are to be worn whenever staff are providing personal care to a participant or cleaning and disinfecting. Gloves are for single use only and must be changed between each participant. The same gloves should never be worn to clean and then assist a participant with personal care. For their own protection, staff must use proper donning and doffing procedures.

The agency is responsible to maintain an ample supply of PPE for all staff and participants as needed. Staff disposing PPE must place the items in a receptacle with a plastic bag and lid.

PPE kits will be kept in the vehicles which will include:

- Surgical face masks
- Gloves

Participants will be required to wear a mask at all times while participating in the program. Individuals who are not able to tolerate a mask or who are restricted from wearing a mask due to health and safety risks will not be permitted to participate in the program at this time.

### **Hand Hygiene:**

The agency will provide hand sanitizer with at least 60% alcohol in each vehicle for staff and participants to use. In addition, while in the community, all staff and individuals will use community based facilities to wash their hands frequently with soap and water, for at least 20 seconds. This should be done upon arriving at any location, before handling food, before and after

eating and drinking, smoking/vaping, using the bathroom, after touching shared objects or surfaces, after touching their eyes, nose or mouth, or after cleaning, sanitizing or disinfecting surfaces or when hands are visibly dirty. Use of alcohol-based hand sanitizers with at least 60% alcohol is an acceptable substitute for soap and water when needed. Use of hand sanitizer by individuals should be supervised as needed by staff.

Staff must support individuals in practicing hand hygiene as necessary to comply with these requirements.

### **Program Activities / Food Preparation:**

Sharing program materials between participants will be limited to only those items that can be disinfected between each person. Items such as board games, or cloth material that cannot be disinfected will not be used. Individuals may bring personal items from home as long as it is for their exclusive use. Shared items such as computer key boards should be disinfected between each use. Ambulatory participants should be encouraged not to share or interchange chairs and limit moving to different places at tables. Individuals in wheelchairs should be encouraged regarding this as well. Staff will be responsible to monitor these safety protocols and disinfect as required between participant use.

Participants will be responsible to bring food for themselves for the day. Sharing food between staff and participants is strictly prohibited.

### **Transportation:**

Cohorts of PWOV participants will be limited to 4 individuals plus staff. When individuals being transported together are within the same cohort but are from different residences vehicle occupancy will be reduced to 50% of capacity to maximize social distancing and reduce COVID-19 transmission risks;

While in the vehicle, participants must wear a face mask. Participants who cannot wear a face mask will not be permitted to return to program at this time. Staff must wear a face mask while transporting individuals.

### **Monitoring for Signs and Symptoms / Isolation Protocols:**

Although all participants and staff will be screened upon entry to the program, staff will be expected to self-monitor and monitor participants throughout the day for the emergence of any signs and symptoms of COVID-19 and report to the nursing department immediately. According to the Center for Disease Control (CDC) people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills (agency protocol is fever of 100.0F or higher)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Any concerns must be addressed by staff immediately.

Upon the report that a participant has COVID-like symptoms the participants and all those exposed within the participant's cohort will be returned home immediately.

Nursing will be responsible to provide all effected individuals and their caregivers with instructions to contact their health care provider as well as written information about healthcare and testing related to COVID-19.

Effected participants must follow the return to program guidance within this plan. Staff exposed to the symptomatic individual will follow agency protocols established for essential workers (See Staff Coverage section of this plan for more details).

Staff exhibiting signs and symptoms of COVID will be responsible to report their condition to their supervisor and end their shift immediately or as soon as all participants can be returned home or other supervision arrangements can be made. Supervisors should notify the Human Resources department which will follow up with the symptomatic staff. The Human Resources Department will be responsible to provide the staff with instructions to contact their health care provider as well as written information about healthcare and testing related to COVID-19. Supervisors should contact the Director of Facilities to disinfect the effected areas (see Rapid Response section of this plan).

All suspected or confirmed cases of COVID will be reported to the agency Quality Assurance Department which will be responsible to make all required notifications to NYSDOH and OPWDD.

### **Communication with Families:**

Day Program staff will contact the person the participant lives with to extend an invitation to return to program prior to the participant's scheduled return date (see Phased Reopening section of this plan for more details). If the participant lives within a certified residential setting, Day Staff will coordinate communication to the families through the residential provider. A copy of this reopening plan will be made available to anyone who requests a copy. Questions or concerns about this plan can be directed to the Assistant Director, Doug Ford, Associate Director, Gina Mangini or the Director, Mark Crean.

If a participant exhibits signs or symptoms of COVID-like illness or is exposed to someone exhibiting signs or symptoms of COVID-like illness, Day Program staff will directly inform all families (regardless of the participant's residential status) of the situation, ensuring to respect the privacy of individuals as required by HIPAA regulations. If there is a confirmed case of COVID within the program, similar notification will be made to all families of individuals exposed.

### **Staffing Coverage:**

Day Program supervisors will be responsible to assign staff to work within one cohort. At the discretion of the program supervisor staff may be transferred between cohorts to ensure safe staffing ratios. Staff should limit their interaction with other staff outside their cohort and ensure social distancing between staff from other cohorts (e.g. breaks within shared spaces).

Day program staff are essential workers. Agency protocols have been established for essential workers to ensure the health and safety of the employees and program participants when a suspected or actual COVID exposure occurs. Questions regarding this matter should be directed to Human Resources.

### **Cleaning Protocols:**

Cleaning and disinfecting activities will occur at various levels throughout the program day. Staff will follow a "clean-then-disinfect" procedure – items should be cleaned using typical

means to remove any visible dirt and grime as needed before disinfectant is applied to the surface. This ensures maximum effectiveness of any disinfecting products applied. The agency will supply disinfecting products that are approved by the Environmental Protection Agency (EPA) as effective against the virus that causes COVID-19, this will include but not be limited to bottle sprayers to be used with disposal paper towels, disinfectant wipes, and area sprayers for larger surfaces. Staff will adhere to the product dwell time required to kill the virus before wiping the surface. Staff will change gloves between cleaning activities. Gloves used for cleaning should never be used when providing personal care to participants. Proper hand hygiene should be practiced after cleaning (see Hand Hygiene section of this plan).

Staff will be responsible to disinfect the vehicle prior to picking up any participant and upon completion of the program day for any particular cohort. If the staff are responsible to take out a second cohort in the same day, the vehicle must be disinfected between cohorts (see Agency Vehicle Disinfection protocols).

The vehicles will be supplied with a cleaning kit which will include:

- General cleaning spray
- Disinfectant spray
- Paper towels
- Plastic garbage bags

Day Program staff will be responsible to document cleaning of the vehicles as per the Agency Vehicle Disinfection protocols.

If for any reason the Day Program staff bring their cohort into a common room within Marcus for activities, they will be responsible to disinfect the room (i.e. chairs, tables, equipment) before and after use.

### **Staff Training and Acknowledgement:**

Prior to reopening, all staff will be trained on the requirements of this plan and provided hands-on demonstrations, as applicable, regarding the responsibilities listed. Staff will be required to demonstrate proficiency with the requirements and acknowledge completion of all trainings related to this reopening plan.

Program supervisors will be responsible to ensure staff are compliant with these guidelines through on-going supervision and monitoring.