



COVID 19 Safety Plan

Entrance to any ADAPT Site Based Program will require a Pre-Entry /Pre-Participation Screening:

- *All individuals, staff, and essential visitors will be screened prior to entry into the day program site and/or participation in services/service delivery:*
 - *A temperature check will be performed using a contactless thermometer. The body temperature reading must be lower than 100.0 degrees Fahrenheit to be permitted entrance into the program.*
 - *All persons will be asked required questions on exposure and COVID-19 Symptoms, per NYS DOH and OPWDD guidance documents. All questions must be answered with either a “yes or no” response. If anyone answers “Yes” to any of the questions below, he/she cannot enter the program. All responses and temperature reading will be recorded on the screening log.*
 - *The screening questions are:*
 1. *Have you had any COVID 19 signs and symptoms (e.g. cough, sore throat, fever or shortness of breath, loss of taste or smell) in the past 14 days?*
 2. *Have you tested positive for COVID 19 in the past 14 days?*
 3. *Have you been in close contact (6ft for 15 min.) with a confirmed or suspected case of COVID 19?*
 4. *Have you traveled from within one of the designated states that causes significant community spread?*
 5. *In the past 72 hrs., have you taken a fever reducer medication?*
 - *Please note: to be permitted into the day program, all persons must always wear an appropriate face covering unless medically contraindicated.*

Response to Signs and Symptoms and Departure:

- *Any individual, staff or essential visitor who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include:*
 - *Will not be permitted to enter the day program.*
 - *If already onsite, facilitate departure as soon as possible.*
 - *Safely manage separation from people not exhibiting symptoms, until they depart.*

Participation and Return to Program/Service:

- *Staff members will report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.*
- *Individuals will not be allowed to participate in day services while they or a member of their household or certified residence is being quarantined or isolated.*
- *Any return of an individual or staff to a program occurs only in adherence to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.*

Social Distancing Requirements:

- *Non-essential visitors are not allowed in the program.*
- *Signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified.*
- *To ensure there's no congestion, the total # of individuals will be reduced and there will be no more than 50% occupancy within a program.*
- *Occupancy limits are prominently displayed in all areas and rooms.*
- *The program areas/rooms including the arrangement of furniture and/or work equipment, workspaces and meal and seating areas will be set up to allow for social distancing of at least six feet apart in all directions.*
- *Throughout the program, signage and floor markers/distance markers to denote spaces of six feet throughout program area spaces, common spaces, entry, exits and other areas of travel.*
- *Ongoing training will be provided to the people supported to learn physical distancing/use of markers, how to safely wear a face mask and proper hand hygiene.*

Day Program Schedules and Activities

- *Gatherings will be no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.*
- *Food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.*
- *Modifications to day program/service hours will be made as needed, to allow blocks of service provision while maintaining reduced capacity and group size.*

- *Planned activities will require little or no physical contact and limit shared equipment, to the extent possible.*
- *When possible, outdoor activities will be scheduled to better allow for social distancing.*
- *Access to the pool area at the 175 Lawrence Avenue, Day Program will be scheduled to ensure safety and to maintain social distancing at all times.*

Personal Protective Equipment

- *All staff must 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).*
- *All individuals receiving services will wear face coverings, as tolerated, whenever social distancing cannot be achieved.*
- *An adequate supply of required PPE will be maintained on-site to minimally include face masks and gloves, and with gowns and face shields as needed.*

Hygiene and Cleaning

Personal Hygiene to Reduce Transmission:

- *All programs will maintain strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.*
- *Hand hygiene stations will be provided and maintained 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;*

Cleaning and Disinfection of Environment, Equipment and Supplies:

- *ADAPT will strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.*
- *All frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs will be cleaned and disinfected on a routine basis. Use the cleaning agents that are EPA-Registered as effective for disinfecting against COVID-19.*
- *High contact surfaces and items (for example, doorknobs, keyboards, remote controls, desks) will be cleaned by staff a **minimum of every 2 hours**. More frequent cleaning may be performed upon request.*
- *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.*
- *Ventilation with outside air will be provided safely and when possible.*
- *Any shared items will be cleaned and/or sanitized after each use.*

Transportation

- *Only individuals and staff from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;*
- *Capacity on buses, vans, and other vehicles will be reduced to 50% of total capacity;*
- *To the extent possible, restrict close contact of individuals and staff by not sitting near each other or the driver.*
- *Staff and the driver will always wear face coverings in the vehicle. Staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.*
- *After each trip is completed, the interior of the vehicle will be cleaned and disinfected before additional individuals are transported*
- *Where appropriate and safe, roll windows down to permit air flow.*

Tracing and Tracking

- *Upon being informed of any positive COVID-19 test result by a person supported or staff at their site, notifications to the local health department and OPWDD will be made immediately.*