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:

  o 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.

  o 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.

  o 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?

  o 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 be 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:
  o Handwashing: soap, running warm water, and disposable paper towels.
  o 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.