



Hamaspik of Orange County

**COVID-19 Safety Plan
For
Day Habilitation Reopening**

Entrance to Site Based Programs

Screening:

At each site, there will be a designated person to screen individuals and staff prior to entering the program. Signs will be posted at the entrance way reminding staff and individuals not to enter prior to being screened and explaining the screening process.

The screener will wear PPE, minimum of a mask and gloves, while performing the screening.

The screener will perform a temperature check and ask the COVID-19 symptoms/exposure questions. The screener will document the outcome on the "Day Hab Vital Check and Health Screen" form and file it in a locked and secure location.

Staff that fail the initial screening, or develop symptoms during the day, will be dismissed immediately with no entry to the facility.

Individuals that fail the initial screening, or develop symptoms while at the program will immediately be removed by staff to an empty vehicle. Staff will notify the residence or parent that Hamaspik will be bringing the individual home. As soon staff is notified that someone is home to accept the individual, staff will transport him/her home.

When testing positive or having symptoms:

Staff or individual sent home due to COVID symptoms will be instructed to contact their doctor for guidance and will be provided with a printout of the 'CDC Testing for COVID-19' document. The program manager will immediately contact the Hamaspik QA department about the suspected case. The Hamaspik QA department will contact the local Health Department and OPWDD about the suspected case.

Staff will be trained to report a positive case, exposure, possible exposure, signs and symptoms to their supervisor.

Staff members or individuals that tested positive for COVID-19 will need to bring proof of a negative COVID-19 test and wait the required quarantine time period before returning to work.

A letter will be sent to the residences advising them of the regulation that an individual can't attend day program while a member of their household is being quarantined or isolated.

The Screener will make sure that any person that had fever, symptoms, or tested positive doesn't enter the facility until: the mandated fever free time is over (24 hours without fever reducing medication), person is symptom free, or quarantine time has passed.

Social Distancing

- ⇒ Small confined space will have signage put up that no more than 50% of capacity is allowed.
- ⇒ Seating arrangements will be placed and marked 6 feet apart.
- ⇒ There will be floor markers denoting spaces of 6 feet throughout the facility.
- ⇒ Staff will use physical barriers if appropriate, when physical distancing is not feasible between workspaces.
- ⇒ Hamaspik will educate the individuals to the best extent possible, the importance of social distancing (such as coloring pages, videos, etc..)
- ⇒ Staff will have a designated group of individuals and space that they use (unless this needs to be changed for health and safety reasons).
- ⇒ Staff that want to work on billing or want to take a break will utilize the program manager's office

Personal Protective Equipment

- * Program managers will ensure that all staff and essential visitors wear face coverings at all times. Hamaspik will provide facemasks free of charge for those who don't have.
- * Staff will be trained to support individuals that can tolerate face masks to wear them whenever social distancing is not possible.
- * Hamaspik maintenance department will be trained to ensure that there are adequate masks and gloves in each location. There will be adequate supply in the Hamaspik offices for community-based services.
- * Staff will be trained on proper use of PPE, donning, doffing, disposing, and/or reusing and sanitizing when appropriate.

Gatherings in Enclosed Spaces

Group size:

- ◇ Groups will be stable groups of no more than 15 individuals (staff excluded) and will focus not to have any contact with other groups.

Meals:

- ◇ Meals will be held in a social distancing setting and will be served as individual portions.
- ◇ Individuals on a special diet that require to bring food from home, will be advised to send food that needs minimal amount of preparation.
- ◇ Kitchen utensils will be cleaned thoroughly by our cleaning crew.

Schedules and Activities

- ◇ Activities with the least contact involved will be coordinated, to the extent possible.
- ◇ Program managers will ensure to have enough supply of each item so the individuals and staff do not have to share.

Hygiene and Cleaning

- ◆ Each location has multiple sinks with running warm water.
- ◆ Each sink has a soap dispenser and disposable towel dispenser.
- ◆ Each location has hand sanitizing dispensers. The Hamaspik maintenance team and site program manager will ensure that the dispensers are full at any given time.
- ◆ Staff will be trained on proper hand washing techniques as per the NYS DOH and CDC guidelines. Proper handwashing posters will be hung up by each sink and sanitizing dispenser.
- ◆ Individuals will be encouraged to wash their hands properly.
- ◆ Individuals and staff will be encouraged to wash or sanitize their hands as soon as they arrive to the site and when leaving the program.

Cleaning and Disinfection

- ◆ Maintenance and the site manager will ensure that there is a sufficient amount of cleaning supplies and EPA approved disinfecting products. Cleaning products will be stored in a secure locked location.
- ◆ Staff will be trained to clean and use disinfecting products after use of any supplies, high touch surfaces, and restrooms and to allow dwell time as per manufactures recommendations. The Hamaspik cleaning crew will thoroughly clean and disinfect the sites after each day. Disposable items will be immediately discarded, tied in a garbage bag and taken outside. All cleanings and disinfections will be logged and kept on record.
- ◆ CDC, “Cleaning and Disinfecting Your Facility” poster, will be posted throughout the facility.
- ◆ When possible, windows will be opened to let fresh air circulate.
- ◆ Staff will limit use of shared objects/equipment and sanitize items after each use.
- ◆ Unless clinically required, no items will be brought into the sites. Items that cannot be cleaned or sanitized will not be used.
- ◆ Upon learning of an individual/staff experiencing symptoms, the program manager will assign staff to clean and disinfect all areas and equipment used by that person upon the departure of the area and prior to the use of area or equipment.

Tracing and Tracking

- Hamaspik will notify the local Health Department immediately upon being informed of a positive case.
- Hamaspik will work along with the local Health Department to track all individuals that had contact with the positive person, dating back to 48 hours prior to when the positive person's symptoms began.
- Staff who have been alerted that they have come in contact with a person with COVID- 19 will report this to the program manager and follow all protocols as if they have been exposed at work.

Transportation

- * Only individuals from the same day program will be transported together.
- * When transporting individuals from multiple residences, the capacity on the vehicle will be reduced to 50%.
- * Individuals and staff from the same residence can be transported in the same vehicle without a capacity reduction.
- * One vehicle at a time will be dismissed and loaded. Drivers will coordinate not to load/unload a vehicle while another one is loading/unloading.
- * Drivers and staff are required to wear facemasks at all times. Individuals will be seated apart and encouraged to wear facemasks.
- * After each trip, before transporting additional individuals, the driver will clean and disinfect the vehicle.
- * Drivers will be instructed to leave their windows open a bit (whenever possible).

Signage

The following signs will be posted in all day habilitation sites:

1. CDC-Wash your hands
2. CDC-Symptoms of Coronavirus
3. CDC-Stop the Spread of Germs
4. CDC-How to safely wear and take off a cloth face covering
5. Donning and Doffing PPE
6. Cleaning and Disinfecting your Facility