

AHRC NASSAU DAY HABILITATION REOPENING PLAN

AHRC Nassau will begin an incremental reopening procedure for people who attend all of our day programs. Effective July 15, 2020 for regions of the State that have entered into Phase Four in accordance with the New York Forward Reopening Plan, (these guidelines replace the March 17, 2020 guidance entitled *Immediate Temporary Suspension of Day Program Services*) and set forth minimum requirements based on best-known public health practices at time of the State's reopening. This guide is to assist people supported, teams, and families to understand expectations and to assess the needs of each person involved. Needs, and services, risk mitigation strategies and minimum requirements will be discussed in our transition planning.

Individuals that we support will be returning to day program sites as outlined below. We have taken into consideration square footage, social distancing protocol, individual health needs, individual preferences and limiting exposure to people as much as possible in this plan.

There will be significant changes to the day program spaces, along with work environment changes as we work to comply with federal, state, and local government regulations / guidelines.

These guidelines are in place to promote workplace health and safety during this pandemic crisis and help prevent exposure to the people supported at our sites and our staff. Outlined below are considerations for the return to day program.

A: Entrance to Site Based Program

Entrance into sites will be restricted to essential staff responsible for the direct provision of service not amenable to delivery via telehealth alternatives or those persons required to ensure continued health and safety operations (e.g. PPE supply delivery or work control etc.).

The hub site will have signage posted on the door alerting *non-essential visitors are not allowed*.

All staff and individuals, as well as any essential visitors, will be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter.

All staff and individuals must perform hand hygiene immediately upon entering the program and throughout the day.

Each day program site will have a supervisory level staff or health care professional to conduct daily screenings. Screeners will use PPE, including at a minimum, a facemask and gloves, may include a gown, and/or a face shield, if deemed necessary. Staff screenings will document if the screening was passed or the staff was sent home. All staff screenings will be secured in a locked area.

Screeners must require individuals and staff to self-report, to the extent they are able, any changes in symptom status throughout the day and identify a contact person who staff and/or individuals should inform if they later are experiencing COVID-19-related symptoms.

Health checks are to be completed daily, for all direct support professionals, individuals supported, and for any person entering the Day Hab site at the beginning of each shift. This includes all personnel entering the location, regardless of whether they are providing direct care to individuals. This monitoring

must include a COVID-related symptom screen and temperature check. The site will maintain a written log of this data.

Day program will maintain a log of every person, including staff and essential visitors, who may have close contact with other individuals at the facility; excluding deliveries that are performed with appropriate PPE or through contactless means. Log will contain contact information, such that all contacts may be identified, traced and notified in the event someone is diagnosed with COVID-19. Day program will cooperate with local health department contact tracing efforts.

All people supported, must be accompanied into program, with a parent/guardian to help support and answer standard wellness check questions.

Staff and people supported, unless unable to comply, are required to wear a mask while waiting in line for their temperature and symptom check.

The health screening assessment will ask about (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, (3) close contact with a confirmed or suspected COVID-19 case in the past 14 days and/or (4) travel from within one of the designated states with significant community spread. Assessment responses will be reviewed every day and such review will be documented.

Employees should notify their supervisor & the HR hotline if they are sick with signs and symptoms of COVID-19.

Any individual or staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g. Advil, Tylenol)

Any individual or staff sent home will contact their healthcare provider for assessment and testing. The day program will immediately notify the local health department and OPWDD about the suspected case. The day program will provide the individual or staff with written information on healthcare and testing resources refer to DOH testing guidance.

Individuals sent home from program should consult with their healthcare practitioner prior to returning to the program;

Staff sent home shall comply with appropriate return to work guidance and shall consult with their supervisor prior to returning to work.

If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the staff should notify the day program and adhere to the following practices prior to and during their work shift, which should be documented by the day program:

- i. Regular monitoring: As long as the staff does not have a temperature or symptoms, they should self-monitor consistent with the day program's health policies.
- ii. Wear a mask: The staff should wear a surgical face mask at all times while in the day program.
- iii. Social distance: staff should continue social distancing practices, including maintaining, at least, six feet distance from others.

- iv. Disinfect and clean facility spaces: Continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.

Individuals may not return to or attend the day program while a member of their household or certified residence are being quarantined or isolated.

If an individual or staff member is identified to have COVID-19, the day program will seek guidance from State or local health officials to determine when the individual/staff can return to the program and what additional steps are needed. A directory of local health departments can be found at; https://www.health.ny.gov/contact/contact_information/

All staff with relevant symptoms or with a temperature greater than or equal to 100.0 F will immediately be ask to leave the Day Hab site, and will be directed to contact their medical care provider and local health department for further direction, which may include quarantine and/or testing.

Staff should take the following actions related to COVID-19 symptoms and contact:

If a staff has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the staff may only return to work after completing a 14-day self-quarantine. If a staff is critical to the operation or safety of a facility, the day program provider may consult their local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.

If a staff does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the staff may only return to work after completing a 14-day self-quarantine. If a staff is critical to the operation or safety of a facility, the day program provider may consult their local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.

If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the staff should notify the day program and follow the above protocol for a positive case.

Individuals supported who live in the community that are being transported to program, by the day program staff, must have their temperature taken and symptoms checked prior to getting into the agency vehicles.

Prior to people from IRAs leaving their homes, temperature checks and screening questions will be completed and documented. No one with any symptoms will get on the vehicle. They will stay at home.

The Day Hab RN will maintain a stock of emergency PPEs in the Plainview admin office, and will arrange delivery or pick up of supplies. Each day program will have a spill kit on site, that contains a surgical mask, gown, gloves, face shield/goggles for use until the program Assistant Director or day program RN can bring additional materials to the day program site.

If a person supported becomes ill or exhibits any COVID-19 related symptoms while in program, he/she will be isolated as much as possible in the site with the amount of specific staff supervision he or she requires, site nurse will be contacted, and the caregiver notified.

Day program staff will bring the person supported to the designated area within the site, which is away from all others. Day program staff will remain with the person supported, until they are picked up, or brought home.

The family/guardian will pick up their family member as soon as possible, and the program nurse will contact them for further instructions/follow up.

B: Social Distancing Requirements

AHRC Day program Management will be responsible for determining the physical space and capacity of each day program building and area. A physical assessment checklist has been completed, for all AHRC Day Hab locations. Square footage and re-arranging all worksites, was taken into consideration to establish capacity for each program area and buildings to achieve a safe 6-foot or greater distancing.

It is the responsibility of all Day Hab staff to ensure that the physical space of the site and location is appropriate based on the current guidelines, capacity of the site, and social distancing practices. At least six feet of physical distance is maintained among individuals and staff, unless safety of the core activity requires a shorter distance or an individual's treatment plan requires that closer contact be maintained with a staff member

Decals will be adhered to the floor and around the site to ensure that staff and people supported are social distancing.

At least six feet of physical distance will be maintained, among individuals and staff, unless safety of the core activity requires a shorter distance, or an individual's treatment plan requires that closer contact be maintained, with a staff member.

Social distancing may not always be possible when caring for individuals with higher medical, behavioral or adaptive support needs at the site. Specific treatment plans may necessitate physical contact to ensure health and safety during activities of daily living (e.g. toileting, eating etc.), behavior intervention techniques (e.g. physical restraint) or medical treatments (e.g. administration of daily medication or first aid etc.). If this is the case, Day Hab staff will utilize PPE

All Day Hab staff must wear an appropriate facemask or covering at all times at work, consistent with all current Executive Orders and OPWDD guidelines, unless medically contraindicated.

Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose.

Cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment due to the nature of the work. For those activities, N95 respirators or other personal protective equipment (PPE) used under existing industry standards should continue to be used, as is defined in accordance with OSHA guidelines.

Individuals receiving services must wear face coverings, if they can medically tolerate one, whenever social distancing, cannot be achieved.

Day program will ensure that groupings of staff/individuals receiving services are as static as possible by having the same group of individuals work with the same staff whenever and wherever possible. Group size will be limited to no more than fifteen (15) individuals receiving services in one program area/classroom. The restriction on group size does not include employees/staff.

Programs must ensure that different stable groups of up to 15 individuals have no or minimal contact with one another nor utilize common spaces at the same time, to the greatest extent possible.

Furniture must remain in its approved position/location. Aisles should remain clear with adequate space for movement

The Day program will maintain a staffing plan that does not require employees to “float” between different hub sites/IRA or groups of individuals, unless such rotation is critical to staffing individuals safely, due to unforeseen circumstances (e.g. staff absence).

The day program will prohibit the use of tightly confined spaces (e.g. supply closets, kitchens area, or restrooms) by more than one person at a time, unless both individuals and staff sharing such space are wearing acceptable face coverings. However, even with face coverings in use, occupancy must never exceed 50% of the maximum capacity of the space, unless it is designed for use by a single occupant.

Social distancing may not always be possible when caring for individuals with higher medical, behavioral or adaptive support needs. Their specific treatment plans may necessitate physical contact to ensure health and safety during activities of daily living (e.g. toileting, eating etc.), behavior intervention techniques (e.g. physical restraint) or medical treatments (e.g. administration of daily medication or first aid etc.). Appropriate personal protective equipment will be utilized by the staff.

The Day Program will increase ventilation with outdoor air to the greatest extent possible (e.g. open program room and vehicle windows and prop open doors and/or open as frequently as possible), unless such air circulation poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to individuals using the facility.

Day program will purchase floor fans to promote additional airflow in the activity room.

Monthly, or as needed, physical plant inspections will be completed by management, via the physical plant checklist form to ensure physical space is maintained and safe. Administration will continue to review these checklists monthly, utilizing the Program Coordinator monthly checklist form.

Approved outdoor spaces should be utilized whenever available, to help provide additional locations for programming and activities in accordance with guidelines and social distancing practices.

C: Gatherings in Enclosed Spaces

Day Hab sites will have no more than 15 people (excluding staff) in one program area/classroom, at any given time.

Day Hab sites have been reconfigured/repurposed to limit density and expand usable space.

Critical COVID-19 transmission prevention and containment signage will be posted throughout all the Day Hab sites signage includes: Social distancing requirements, Use of mask or cloth face-covering requirements, Proper storage, usage and disposal of PPE, Symptom monitoring and COVID-19 exposure reporting requirements, Proper hand washing and appropriate use of hand sanitizer

Day Hab Sites will have the same grouping of individuals with the same staff each day, to the extent possible and avoid crossing programs with other rooms.

Day Hab sites will space out seating (6 feet apart) and use floor markers to designate six-foot distances. Maintenance will remove from the hub sites all extra furniture above the designated room capacity.

To limit the traffic and congestion in common areas and to minimize the chance of exposure or contamination, all parents/ guardians have been advised to send their family member to program with prepared lunches each day that do not require the use of a microwave, toaster, oven, stove, etc. when possible.

Food brought from home should require limited preparation at the day program site (i.e. heating in microwave) and be packed appropriately.

When serving lunch/snack, day hab staff will hand out lunch boxes to each individual to avoid congestion in the kitchen area.

Staff will wear gloves at all times while serving/preparing food

Day Hab Sites will use disposable food service items, if it is not a safety concern.

Meal times for individuals supported will be staggered to reduce occupancy within the indoor space or congregation within an outdoor area

Separate tables with seating at least six feet apart from other tables, as feasible

All dishes/adaptive eating equipment will be sanitized and washed in the dishwasher on the hottest wash and dry setting.

Day programs will provide adequate space for required staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (e.g. eating). Break times for staff will be staggered to maintain social distancing.

Day Hab staff will continue to follow all dining plans to ensure adequate safety, supervision and oversight.

Until further notice, there will be no food celebrations, cooking activities or shared food and beverages at any hub site.

Bathrooms in each hub site will be marked with maximum occupancy. Everyone will need to comply with bathroom maximums. Occupied signs will be utilized on all rest rooms doors to indicate when the area is free for use.

Day Program will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.

Day Program staff will open windows and doors whenever they are able to safely do so. Staff will not open windows and doors if doing so poses a safety or health risk to anyone at their site.

D: Day Program Schedules and Activities

Currently low risk community outings will occur in the day program. These restrictions are in place and must be adhered to until further notice from OPWDD

Outings will be limited to outdoor activities; parks, beaches, sitting in outside areas at the day program site.

For those individuals resuming site-based day services, Day Program will implement measures to foster social distancing when going out on planned community outings

Day Program capacity on agency vehicles transporting people supported will be reduced to 50% of total capacity, to maximize social distancing and reduce COVID-19 transmission risks.

Only individuals and staff from the same facility should be transported together; individuals or staff from other residences should not be combined on the same vehicle at this time

No outings should take place to office buildings such as Plainview or Brookville as they are not yet open for full operations.

People who participate in community outings without staff present must be provided with hand sanitizer and a face covering/mask and must be able to report where they have gone and who they have been in contact with.

A 14-day suspension must be placed on community outings for a location when a person in the site is diagnosed with or has been exposed to someone with a confirmed/suspected Covid-19.

Outings should be limited to outdoor activities (parks, pools, beaches) as the best option.

Outings must be limited to one location per day per person.

All staff and people supported should engage in social distancing (six feet distance between people) while out to the extent possible.

A mask or face covering must be brought on all outings. All staff and people supported should wear masks in compliance with NY state requirements. This includes during transportation. Masks need to be worn to the best ability possible

Hands must be washed prior to leaving and upon returning to the residence
Staff must bring hand sanitizer on the outing for regular use for people supported and staff during the outing and should be encouraged any time that surfaces such as counters, doors, etc. are touched.

All people participating in an outing must be cleared for the outing based on that day's temperature and symptom screening prior to departing. The clearance for outings for the day will be attested to on the temperature and symptoms screening log for the person by the staff who completed the screening. No staff person will embark on an outing without confirming eligibility for participation on the temperature/symptom screening log before departure.

Documentation of all outing dates, times, locations, people participating must be maintained via the *transportation safety checklist*

Avoid unnecessary interaction with members of the public while out.

For onsite activities day program will limiting staff on site to those essential to direct service provision. Day Program will prioritize tasks and activities that most easily adhere to social distancing

Day program will conduct activities with two individuals per table and needed staff support throughout the day. Each person supported must remain at least 6 feet apart from any other individual at all times. Groups will not rotate Day hab staff, and management will try to assign the same staff on a daily basis, with the addition of relief DSP staff as needed due to training, illness or vacation.

Activities that congregate people will be evaluated on an individual basis by program leadership. The Site Manger will evaluate all in house activities and those that cannot accommodate social distancing will be cancelled, or modified.

“Zoom” meetings will be utilized whenever possible, for group recreational activities and for people to socialize and learn together.

All people supported should be educated on what to expect with new day program expectations prior to their arrival, as well as reminded when they arrive at day hab.

All day hab sites will show every person supported the video on hygiene, mask wearing and social distancing. Staff should explain and demonstrate each concept.

Staff action plans will be adjusted as needed, for each person to educate and support them in these areas.

Anxiety should be anticipated as we re-introduce people to the day hab site, especially with the use of masks, if people are not used to this. BIS and RN Support resources will be made available to them.

Morning overview will incorporate Questions to ask people supported throughout the day to assist them with understanding the new expectations of sanitizing, at work and at home:

- Have you washed your hands?

- Do you need help washing your hands? Sing happy birthday 2x with them until they understand the expectation
- Have you practiced social distancing today? How close can you be to your friends? (Instruct the person to hold both arms out straight and turn around. That is approximately six feet, from one fingertip to the other)
- Do you wear a mask when you go out to the store or for a walk? Let us show you how to put on and take off your mask. Where do you put the mask when you take it off?
- Show me how to cough and sneeze into your elbow
- Do you know how to take your temperature?
- Do you know how to clean and sanitize high touch surfaces? What is a high touch surface?
- What do you use to disinfect your home?
- What things will you do to remain safe when you go out into the community?

E: Personal Protective Equipment

Day program sites will have an adequate supply of required PPE on site.

All required staff and essential visitors are required to wear a face covering or mask when entering the hub site, and when utilizing any outside day program-certified space
Staff and individuals supported, will be provided a mask to use onsite by the agency at no cost.

People supported in the day program will be encouraged to wear a mask at all times or as much as they can tolerate.

Day Program BIS will create social stories reviewing the importance of wearing a face mask

All day programs and staff will comply with OSHA standards applicable to each specific work environment.

Staff may choose to provide their own face covering, however are not required to. Acceptable face coverings may include; surgical masks, N95 respirators, face shields and/or cloth masks (e.g. homemade sewn, quick cut, bandana).

Any personally, supplied face coverings must maintain standards for professional/workplace attire. Cloth, disposable or homemade masks are not appropriate for workplace activities that require a higher degree of protection for personal protective equipment due to the nature of the work.

Face coverings must be cleaned or replaced after use and may not be shared between staff. For more specific's staff have been advised to review CDC guidance for optimizing use of face masks at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/face-masks.html> .

DSP should ensure the following guidelines are being following when using their facemask:

Care should be taken to ensure that the DSP does not touch the outer surfaces of the mask during the day when they are caring for people supported, and that mask removal be done in a careful and deliberate manner.

DSP should leave the area with people supported if they need to remove their facemask.

DSP should make sure their hands have been washed with soap and water or sanitizer is used BEFORE removing the mask

Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage.

The folded mask can be stored between uses in a clean sealable paper bag or breathable container.

All day hab staff will be in-serviced on proper use of PPE by site management and/or the site RN, including when to use and donning, doffing, disposing and/or reusing and sanitizing when appropriate.

Documentation of such trainings will be retained in the employee's personnel file.

F: Hygiene and Cleaning

In an effort to help protect the health and wellness of our staff and the individuals supported, every Day Hab site location will follow and updated cleaning and sanitizing protocol. The Day Hab site must adhere to existing required site cleaning practices and procedures, and any new specific requirements of the local health department as they arise.

It is the responsibility of the Day Hab staff to ensure that the individuals supported at the site, avoid sharing electronic devices, sensory items, books, and other games or learning aids, within reason. Items that cannot be cleaned and sanitized should not be used (i.e. soft toys, cloth placemats, etc.) Individuals will not be permitted to bring such personal items from home.

Day Hab staff will limit the use of supplies and equipment to one individual supported at a time, whenever possible, and when done with an activity clean and disinfect those items between uses.

Day Hab employees must wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; staff and individual supported must practice hand hygiene before and after contact.

Day Hab staff will ensure adequate supplies are available at the site, to minimize sharing of high touch materials to the extent possible.

Day Hab Staff will keep each individual belonging separated from others' and in individually labeled containers, cubbies, or areas in the hub site.

All desks, work stations, tables and equipment will have spray disinfectant cleaner, Purell, Sani wipes and paper towels to be w be easily accessible and help with ensuring that items and table are disinfected/sanitized between uses, as well as reinforcing hand sanitization throughout the day, especially during transition times.

Personal items such as lunch boxes that are brought in by people supported, and staff, should be disinfected upon arrival to the program site. These items are transit methods for viruses.

- Food prep and consumption surfaces should be disinfected with appropriate food grade disinfectant.

Day Program will provide and maintain hand hygiene stations throughout each location where possible to include:

Hand sanitizing: alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical. Hand sanitizer should be available and utilized frequently throughout the day

Day Program staff will remind individuals supported that they should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.

Use of alcohol-based hand sanitizers with at least 60% alcohol are also acceptable. Use of hand sanitizer by individuals should be supervised as needed by staff. Individual and staff should be reminded to utilize a paper towel when turning off faucets and opening doors

All day programs will utilize No touch foot-pedal trashcans to reinforce sanitization and safety.

Day Program will follow the CDC guidelines on “Cleaning and Disinfecting Your Facility” should a staff person or individual supported be suspected or confirmed to have COVID-19 infection:
Close off areas used by the person who is sick.

Open outside doors and windows to increase air circulation in the area.

Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

Clean and disinfect all areas used by the person who is sick such as offices, classrooms, bathrooms, common areas, and shared equipment.

Once the area has been appropriately disinfected, it can be opened for use. Employees and individuals without close contact with the person who is sick can return to the area immediately after disinfection.

The Day Program will follow NYS DOH and OPWDD guidance related to reporting and contact tracing in the case of a positive or presumed positive COVID-19 individual or staff.

Day Program has developed a schedule and a cleaning/sanitizing checklist to be completed by the DSP/Management for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects in the activity room, bathrooms and kitchen spaces in the AM (before lunch) and the PM (after lunch) and between the start and end of in-house activities, as necessary.

These procedures should likely include two stages: cleaning, which removes dirt and germs from surfaces, and disinfecting, which kills germs on surfaces that remain after cleaning.

The Day Hab staff will use the *Infection Control COVID 19 Daily Cleaning Checklist*. This checklist will ensure that staff routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops).

The checklist serves two purposes: 1) providing a roadmap for the steps that need to be taken to properly clean and sanitize the hub site; and 2) certifying that the process has been completed as required.

All Hub Sites should only be using cleaning products that are EPA-approved for use against the virus that causes COVID-19. These include, but not limited to; Clorox, Sani wipes, Lysol spray. Staff are expected to follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.)

Staff and individuals supported must wear gloves when using all cleaning products and wash hands after removing gloves

Day Program will ensure that all cleaning and disinfecting products are stored securely, per policy and that all products meet EPA disinfection criteria. Staff will read each product to ensure disinfecting protocol is followed, exactly as written.

Staff should ensure that there is adequate ventilation when using these products to prevent anyone from inhaling toxic fumes.

The Site Manager and or ASM will ensure that this checklist is completed twice a day by initialing the form (AM/PM).

Each checklist form is utilized for one month.

Each site will have a binder labeled *Infection Control-COVID 19 Daily Cleaning Checklist* where the form will be filed.

G: Transportation

Capacity on agency vehicles transporting people supported will be reduced to 50% of total capacity to maximize social distancing and reduce COVID-19 transmission risks.

Only individuals and staff from the same facility should be transported together; individuals or staff from other residences should not be combined on the same vehicle at this time.

Staff will ensure social distancing is practiced in the vehicle and close contact between persons supported and the driver is restricted.

Arrival and departure times will be staggered, as well as entrances and exits to reduce traffic.

Staff will ensure all passengers exit or enter via one side of the vehicle, current transportation policy indicates curbside for safety, while ensuring one passenger exits or enters at a time.

Staff must wear face coverings at all times while in the vehicle. Person supported must also wear face covering to the extent they can medically tolerate while inside agency vehicle.

When appropriate and safe, vehicle windows should remain open as frequently as possible to help increase ventilation of outdoor air. Air conditioning should also be utilized when appropriate to assist with air flow.

Upon completion of each trip, the driver will inspect and ensure appropriate cleaning of the vehicle and complete the accompanying checklist.

The checklist will be reviewed by management weekly, as well as monthly via the Program Coordinator checklist.

In addition, the interior and exterior of the vehicles will be cleaned as needed in the designated available spaces or through the approved vendor.

In the case of contamination, the Fleet department will be contacted to ensure appropriate cleaning of the vehicles through the approved vendor/process.

H: Tracing and Tracking

Day program must notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at their site.

If a staff or visitor to the day program report that they tested positive, the agency must cooperate with the local health department to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the staff began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.

Local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.

Staff who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their employer at the time of alert and shall follow all required protocols as if they had been exposed at work.

AHRC COVID-19 Temporary Contact Tracing

To ensure compliance with OPWDD operational instructions for Agency Contact Tracing This applies to all people receiving services and employees who test positive for COVID-19; as well as all people receiving services and employees who show symptoms consistent with COVID-19.

Step 1: LHD Notification and Contact-Tracing Determination

Senior Director of Health Services, Director of Nursing, or Designee (for people receiving services) /
Regulatory Affairs Director, or Designee for employees)

Notify the local health department (LHD). Specify that the person is a resident or staff of an OPWDD agency. Obtain the name, email, and phone number of LHD staff person to whom notification was made. The agency and the LHD will come to a mutual understanding of whether the agency or the LHD will be completing the tracing. If the agency is able, advise the LHD that the agency will complete the process outlined in the OPWDD Operational Instructions for Agency Contact Tracing

Step 2: Justice Center Notification

Senior Director of Health Services, Director of Nursing, or Designee (for people receiving services) /
Regulatory Affairs Director, or Designee (for employees)

Notify the Justice Center and agency Quality Assurance personnel of all positive COVID-19 tests and of people showing symptoms consistent with COVID-19 (e.g., fever, cough, or shortness of breath) within 24 hours of discovery. Notify agency Quality Assurance personnel whether or not agency is completing the contact tracing.

Steps 3 and 4 only when agency is completing contact-tracing

Step 3: Contact-Tracing

Quality Assurance Director or Designee

Regulatory Affairs Director or Designee

Regulatory Affairs Personnel

(Only when the agency is completing the tracing.)

Upon receipt of Justice Center Notification of a positive COVID-19 test or of a person showing symptoms consistent with COVID-19, contacts the Director of Regulatory Affairs to request COVID-19 contact tracing be completed.

Review Justice Center notification and assign a Regulatory Affairs employee to complete COVID-19 contact tracing.

Complete COVID-19 contact tracing for each person who is showing symptoms consistent with COVID-19, identify and record the following information, and then forward to the Quality Assurance Department:

- The name of the person
- The symptoms the person is exhibiting

- The date symptoms began
 - Whether the person is known to have been in contact with someone who tested positive for COVID-19, and if so, any known details.
 - *For persons receiving services only*, whether or not the person traveled outside their home/residence within the previous 14 days, and if so, where and when.
 - *For employees only*, all agency locations and dates where the employee is known to have visited within the previous 14 days
 - If the person was hospitalized, the name of the hospital and date of hospitalization, and enter this information into OPWDD's Incident Report and Management Application (IRMA) on the person's COVID-19 form.
 - If the person has been tested for COVID-19, indicate where was the test done (i.e., hospital/clinic), the date of test, and the date and time that the test results were received, and test results if known. Enter this into OPWDD's IRMA on the person's COVID-19 form.
 - Where the person is currently located (e.g., home/hospital) and their quarantine/isolation status.
- For employees*, obtain all above information, and provide to Regulatory Affairs Personnel for recording and forwarding to Quality Assurance Personnel.

Step 4: Contact Notification

Senior Director or Director of Residential Services, or Designee

Notify all persons with whom the person had contact since 48 hours before the symptoms started, or if no symptoms but had a positive test, then 48 hours before they were tested, explaining that they may have been exposed to COVID-19, using only agency approved documents.

Maintain a record of all contacts, which should include the following information:

- Each contact's name with phone number email address, and/or copy of notification and date sent, and agency location where they live (people supported) or work (employees);
- Date they were contacted and the name and job title of the person who contacted them; and
- If a contact cannot be reached or notified, note this on the record of contacts.

Regulatory Affairs Director or Designee

Review to verify all information on Record of Contacts. If a contact could not be reached or notified, ensure that this is properly noted the Record of Contacts, and contact the LHD to report this. Note the LHD contact information (including name and telephone Number) on the record of contacts when the notification to LHD is made.

Forward completed Record of Contacts to the Quality Assurance Director or Designee, Program Senior Director and Associate Executive Directors

Maintain complete record of contact tracing, including Record of Contacts.

Senior Director or Director of Residential Services, or Designee

In the event that a new case of COVID-19 is confirmed in a residential program where no active cases currently are present, ensure employees are re-tested for COVID-19 in order to help prevent the spread of the infection and protect the health and safety of all employees and persons supported (mandatory).

Quality Assurance Director or Designee

Upload the completed record of contacts into the “other” folder into OPWDD’s IRMA. If contact tracing was completed by the LHD, please note this in OPWDD’s IRMA.

Additional safety information, guidelines, and resources are available at:

New York State Department of Health Novel Coronavirus (COVID-19)

Website <https://coronavirus.health.ny.gov/>

Centers for Disease Control and Prevention Coronavirus (COVID-19)

Website <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Occupational Safety and Health Administration COVID-19

Website <https://www.osha.gov/SLTC/covid-19/>