**CARDINAL HAYES HOME DAY PROGRAM REOPENING - SAFETY PLAN**

**SIGNAGE**

1. Signs will be placed at all entrances of the Day Hab. Programs restricting visitors to only those essential staff that provide services.
2. Signs for handwashing procedures will be located in the restrooms, and at all sinks in the program areas.
3. Prevention and containment instructions will be placed at sanitizing stations, and in all program areas, kitchens, and restrooms.

**SECTION A. ENTRANCE TO SITE BASED PROGRAMS.**

1. The Program Supervisors, or designees, will do a temperature and symptom screening prior to entering the worksite at the beginning of the day and document the results upon arrival on the Employee Temperature Log. The Log documents will contain all required elements: date, time, temperature pass or fail, symptom questions, contact exposure questions and receipt of required facemask.
2. The Supervisors/Designees will then conduct the screening of everyone entering the program sites. The health check screening points will be set up just outside the entrance of the buildings. The check points will include a supply of masks, gloves, thermometer, hand sanitizer, covered garbage receptacle and check-in forms. Once staff and individuals arrive, they will approach the screening area and follow social distancing protocol as they wait to be screened.
3. The screeners will ask them to sanitize their hands, hand them a fresh mask and review the health questions with them. The screener will then perform the temperature check and record all information. If the staff/ individual passes the screening, they will enter the building and immediately wash their hands at the designated sink following the 20-second standard. Individuals will be assisted as needed to complete this process. This process will be repeated for every person prior to them entering the Day Program buildings.
4. If a staff person exhibits a temperature of 100 degrees or above, they will be sent home immediately and instructed to seek medical advice from their primary doctor. The screener will notify the HR Director and the Senior Director of Program Operations. Human resources will handle the situation from this point until the staff is cleared to return to work. Notifications to OPWDD and DOH if necessary, will be done by the Director of Nursing and the QA department. The same procedures will apply if a staff member develops a fever, exhibits or reports symptoms during their assigned shift. They will also be isolated from all others until they leave the facility.
5. If a participant exhibits a temperature or other symptoms at check in, they will not enter the building and will be driven back to their residence. The Program Supervisor will notify the individual's residence. The individual will not be able to return to the program until seen by their health care provider and cleared by the Director of Nursing following the guidelines of DOH and CDC. Any notifications of confirmed cases of COVID 19 will be made to DOH and OPWDD as required, by the Director of Nursing and the QA department.
6. If a participant develops a fever or other COVID suspected symptom during the program day, they will be isolated, and a nurse will be called for instruction. The individual will be brought/sent home. Once the person leaves this space, it will be closed from all others access and thoroughly cleaned and sanitized the next day. The individual will follow up with their physician and will not return to the program until medically cleared as stated above in #5.
7. No participant or staff person will attend program if they or anyone in their household is being isolated or quarantined for a suspected or confirmed case of COVID 19.

**SECTION B. SOCIAL DISTANCING REQUIREMENTS.**

Twenty-three individuals are enrolled in the site -based WATCH Program. In order to ensure social distancing requirements, the following will be implemented:

* Four individuals will remain home due to medical needs/complications and will not attend program at this time.
* Three individuals from the same home will be served on the second floor of the Watch building and will be kept socially distanced from others in the building. They will have their own classrooms, bathroom and kitchen area.
* Eight participants will be served in the **west** end of that building in a very large classroom, this area has two bathrooms; a changing room with a sink for hand hygiene; and a kitchen that will not be shared by any other group.
* Eight participants will be served in the **east** end of that building which also has a large classroom; two bathrooms; a changing area with a sink; and a kitchen

Thirteen individuals are enrolled in the Without Walls program.

* One person will not be attending program due to his medical circumstances.
* No more than nine participants will spend any part of their day at our WOW “hub” at any given time. Community and outdoor activities will be planned to reduce the numbers in the large Rec Space that is available.
* The Hub / Rec space has a large program area, a sensory room, a kitchen and bathroom facilities.
* The remaining three people will start their day at their residence and will be in the community.
1. Each participant will have an individual station where they will conduct activities and eat their lunch.
2. Each participant will have their own labeled bin with items specific to their likes and interests, which will not be shared with peers.
3. Outdoor spaces with tables and pop-up tents will be available as alternate spaces for activities and meals (weather permitting) and will be thoroughly sanitized each day and after each use.
4. Reminders will be posted, social distancing markers (stickers) will be used and individuals will be prompted and reminded as necessary to practice safe distancing throughout the day.
5. Staff will have the option to eat their meals at an outdoor space, in a separate room on a staggered schedule or alone in their personal vehicle.
6. All program spaces described above are of adequate size to provide at least 36 square feet of space for each participant. At this time there is no need for additional reduction of numbers, change of program times, or added physical barriers.
7. The participants and staff in each program area will remain static. They will not “Float” or visit other areas.
8. On call staff will be used only as a last resort for health and safety reasons.

**SECTION C. GATHERINGS IN ENCLOSED SPACES**

Group size (see above) will not be exceeded.

1. There will be no shared food or beverages or buffet style dining. All individuals and staff will bring their own lunch. Meals sent in for participants must be prepared ready to serve at the proper consistency packaged where possible in disposable containers.
2. All non-disposable dishes, utensils and containers used at the program will be washed in the programs’ dishwashers on the hottest wash and dry cycles.

**SECTION D. DAY PROGRAM SCHEDULE AND ACTIVITIES**

1. The program will operate Monday through Friday from 9:30 to 2:30.
2. All activity stations will be located at least 6 feet apart.
3. Outings of individuals from the same residence will be planned throughout the day to ensure a lower density of participants and reduce contact.
4. Modifications to service hours will not be necessary due to the low number of attendees, the ability to provide outings and utilize outdoor space, and maintain social distancing.
5. Any tablets, computers or general program/electronic equipment will be thoroughly sanitized after each use before being shared.

**SECTION E. PERSONAL PROTECTIVE EQUIPMENT**

1. Each staff will receive a new medical face mask daily and are always required to wear it unless eating in private space or when going outside for a quick break away from all others.
2. Participants who will tolerate a mask will receive a medical or cloth mask each day as tolerated.
3. Any wet or soiled mask will be replaced with a new mask throughout the day for anyone that needs one.
4. For participants who have not yet tolerated a mask during previous trials, a new mask will be given as needed and as tolerated. Staff will work with these individuals to encourage progress by offering the mask several times per day. These masks will be labeled and kept in the individuals' bin in a clean Zip Lock bag until they need to be replaced due to wear, moisture or soil.
5. Any cloths masks used by individuals will be laundered daily on the hottest temperatures in the available washers and dryers at the program sites.
6. A supply of masks will be picked up from the campus medical office weekly, gloves will be ordered from the agency supply, and a small number of face shields will be kept on site for potential use as needed.
7. All staff will receive documented training on how to don, doff and dispose of PPE. Individuals will be assisted by staff as needed.
8. Gloves will be worn by health checkers and for all cleaning and disinfecting. A supply of gloves in all required sizes will be available in all areas and vans as needed.
9. Documented training will be kept on file in the program Supervisors office.

**SECTION F HYGIENE AND CLEANING**

1. There are more than adequate facilities for hand washing (sinks with soap and paper towels) located in all areas of each of the buildings. A total of 11 in the site- based program and three in the WOW hub.
2. Participants and staff will be trained and expected to wash their hands upon arrival to the program site, before handling food, before and after eating and drinking, after using the bathroom, after touching shared objects or surfaces, after touching eyes, nose or mouth, after cleaning, sanitizing or disinfecting surfaces, and when hands are visibly dirty. Staff who smoke/vape will also wash their hands afterwards.
3. Signs will be located at each sink to visually cue proper handwashing techniques. Small "talking tiles" will be used as available, with a 20 second recorded message to prompt / encourage adequate handwashing.
4. All hand sanitizer used will have minimum ratio of 60% alcohol. Hand Sanitizer will be available in all program areas and at the health check station. Additionally, small hand sanitizer bottles will be available in each vehicle and in each travel backpack, for outings.
5. Cleaning supplies will be kept in each vehicle, in a closed bin, out of the reach of participants. While out in the community, hand sanitizer will be used in the absence of running water.
6. All vehicles will be wiped down after use. This includes wiping down all contact surfaces including steering wheel, armrests, inside and outside door handles, seatbelts, windows, handrails etc.
7. Each program area (Bathrooms, Kitchens, Vehicles, Classrooms, lobby, copy room, office. etc.) will have a checklist with instructions and space to document cleaning and disinfecting. All shared surface will be cleaned after each use. All other areas will be cleaned thoroughly at least once per day.
8. Staff will be in-serviced on the proper use of cleaning agents.
9. Windows will be opened as weather permits to allow the flow of fresh air while cleaning and in general to keep all areas well-ventilated.
10. Cleaning agents will be kept out of the reach of participants but will be readily available to staff behind closed closet or cabinet doors as needed.
11. Gloves will be utilized for all cleaning tasks and will be discarded immediately after use with any paper towels or other disposable items into a covered receptacle. At the end of each day, and as needed, each garbage bin will be emptied and the garbage bag will be closed, tied, and removed to the dumpster outside.
12. All participants will be discouraged from bringing personal items from home for the duration of the pandemic. No soft items or any item that cannot be washed or sanitized will be shared at program.
13. Any shared items, such as tablets, will be cleaned with appropriate cleaning materials before being passed onto another individual.
14. All Staff have had formal training on hand hygiene and contact precautions. Any new staff will be required to complete the same training.
15. If an area is used for isolation of a person exhibiting symptoms, the person will be sent home as soon as possible and the room will be closed off and thoroughly cleaned and disinfected the next day prior to being used by anyone else.

**SECTION G TRANSPORTATION**

1. Only participants from the same household will travel together in vehicles.
2. All staff will wear facemasks during the program day, including during transportation.
3. Each individual will be encouraged to wear a mask at program including in the vehicles.
4. Every care will be taken to have individuals placed as far apart from each other as possible on the vehicles, especially if they will not tolerate wearing a mask.
5. Vehicles will be used at reduced capacity. Windows will be open permit airflow whenever the weather and outside temperature permit.
6. Individuals will be encouraged to enter and exit vehicles one at a time and to exit from the door closest to them.
7. All vehicles will be cleaned and sanitized as described above.
8. A stocked bin of gloves, disinfectant wipes, disinfectant spray, paper towels, window cleaner and hand sanitizer will be in each vehicle kept out of individuals’ reach/access as needed.
9. Cleaning will be documented by staff performing these duties. Documentation will be reviewed by the supervisor and kept on file.

**SECTION H TRACING AND TRACKING**

1. If anyone tests positive, the Nursing Director will notify the DOH immediately and the QA department will notify OPWDD.
2. Staff and individuals will be signed in at program after their health check each day so we will have an accurate record of who was on site.
3. NO VISITORS WILL BE ALLOWED at this time when visitors are allowed there will be a visitor log with contact information for tracing.
4. Additionally, each vehicle will have a van log on which will be recorded the name of the driver, staff, and all participants, times of departure and arrival, and any stops made within the community.
5. This information will be used as requested for contact tracing in the event we have a positive COVID 19 case.
6. The Day Program will also follow internal agency procedures to notify NYS DOH and OPWDD for

potential contact tracing purposes.

**ADDITIONAL SAFETY PLAN MEASURES**

1. All Day Program staff will receive two full days of training and practice prior to the reopening of the program.
2. All training will be documented and kept on file. Training will include all the above-mentioned items in the safety plan.
3. One Day Program Staff or Supervisory person in each program area will be assigned to monitor staff and participants compliance with infection control practices. This person will observe that social distancing, hand hygiene, regular disinfecting of high touched surfaces and appropriate use of face masks is being practiced throughout the day. This person will also monitor the disinfecting logs to be sure they are being recorded. This person will remind staff if any breach in procedure occurs so that it can be corrected immediately to maintain the safety of everyone.
4. Visual reminders will be placed throughout the facilities and vehicles to remind staff and individuals of the required practices to reduce the spread of disease and where appropriate, individuals will receive training and encouragement to follow these practices.

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