

COVID-19 Safety Plan

For ACCES-VR, Student Internship and OMH funded programs

Agency Legal Name	Allegany County Chapter NYSARC, Inc.
Agency Address	50 Farnum Street, Wellsville, NY 14895
Anticipated Reopening Date	July 27, 2020
Operating Certificate Number	N/A
Site Address	36 Madison Street Wellsville, NY 14895
Certified Capacity (certified sites only)	N/A
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The program's Safety Plan must describe procedures to deliver program service in accordance with the safety protocols set forth by the NYS DOH and CDC. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

SAFETY PLAN COMPONENTS

Signage – applies to certified sites and other locations controlled by the provider

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities.

Identify how you will ensure the above and any related strategies:

Allegheny Arc staff follow the instruction given by the Agencies COVID response committee. Building entrances have signs posted to alert that non-essential visitors are not allowed. Signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document. A weekly walk through of the building is completed, by RISE Project Manager or the VP for Vocational Services, to ensure signs remain posted where designated and replaced if removed or damaged.

A. Entrance to Site Based Programs

Pre-Entry/Pre-Participation Screening:

- Screen all individuals, staff, and essential visitors prior to entry into the day program site and/or participation in services/service delivery:
 - per infection control standards for protection of screener and screened person,
 - to include temperature check and required questions on exposure and COVID-19 Symptoms, per NYS DOH.
- Maintain daily documentation of all screening of individuals, staff and visitors in compliance with NYS guidance and policy.

Response to Signs and Symptoms and Departure:

- Safe management of any individual, staff or visitor who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include:
 - Facilitating departure as soon as possible, and
 - Safely manage separation from people not exhibiting symptoms, until they depart.
- Ensure instruction is provided to any individual or staff sent home due to symptoms to contact their health care provider and written information on healthcare and testing resources.
- Ensure the day program immediately notifies the local health department about the suspected case.

Participation and Return to Program/Service:

- Ensure staff members know to report and how to report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.
- Ensure individuals do not participate in day services while they or a member of their household or certified residence is being quarantined or isolated.
- Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
- Ensure any return of an individual or staff to programs/services occurs only in adherence to NYS DOH guidance regarding quarantine periods and fever free durations.

Identify how you will ensure the above and any related strategies:

All traffic at agency affiliated sites has been limited to an as needed basis. Each fleet vehicle is equipped with a touch-less thermometer, masks, gloves, hand sanitizer, disinfectant spray and a gown. Staff are trained on Pre-Entry/Pre-Participation Screening and Response to Signs and Symptoms and Departure, by Lisa Tronetti, Clinical Quality Analyst. Temperatures and survey questions of staff are taken at the beginning of their shift, prior to any contact with individuals served. Temperatures and survey questions of individuals served are completed prior to their entering the vehicle for service. ~~All documentation is kept in a binder that is locked at the end of each shift. If staff~~ exhibit signs or symptoms, or fail the health check, they will be removed from work and instructed to contact their Primary Care Physician and will require a doctor's note/negative COVID test prior to returning. If individuals receiving services exhibit signs or symptoms, or fail the health check, services will not be provided. They and/or their advocates/guardians will be instructed to contact their Primary Care Physician and will require a doctor's note/negative COVID test prior to returning. All binders for temperatures checks and health screening contain a list of signs and symptoms for staff to reference.

B. Social Distancing Requirements:

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:

- Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing;
- Plans to maintain no more than 50% occupancy in small/confined spaces within a program, such as a staff break room;
- Potential use of physical barriers within site-based spaces;
- Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual's needs may require individual to staff distance to be less than six feet);
- Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel;
- Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows;
- Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces;
- Support and education of individuals to learn physical distancing/use of markers, patterns

of movement, and other program strategies;

- Maintain a staffing plan to prevent employees who should need to “float” between different rooms or different groups of individuals, unless such rotation is necessary to safely support individuals due to unforeseen circumstances (e.g. staff absence)
- Provide adequate space and operational practices (e.g. staggered break times) for staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (i.e. eating or smoking).

Identify how you will ensure the above and any related strategies:

To all extent possible, services are not be provided indoor at an agency affiliated site. Signage and floor markers have been posted in any agency affiliated facility where services may be rendered. One directional foot traffic has been laid out with arrows. Individuals who can participate in on-line training sessions, prior to resuming services, have done so. Expectations of following the guidance during programming has been posted where easily visible and sent home for review. All services rendered are to be with the same staff, unless there are unforeseen circumstances. A copy of the safety plan and any signage/information has been put into a 3-ring binder and placed in each fleet vehicle, so staff have access.

C. Gatherings in Enclosed Spaces

- Modifications to program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.
- Ensure the group (≤ 15) of individuals receiving services and staff working with them are as static as possible.
- Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
- Stagger staff and/or individual meal and break times to maintain social distancing.
- Adhere to social/physical distancing practices identified in the safety plan.
- Prohibit shared food and beverages and buffet style dining.
- Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

Identify how you will ensure the above and any related strategies:

Group sizes are planned, per day, and do not exceed 15 individuals receiving services. Staffing patterns will remain the same unless there are unforeseen circumstances. Typically, services provided under these funding streams do not encounter common spaces of other individuals receiving services. Meal and break times are staggered, as needed. There is no shared food or beverages during programming. Social distance markers are laid out in any enclosed program space. If individuals pack a lunch, all utensils and containers are taken home to be cleaned. There are no dishwashers for these services. Safety plan is available for all staff and/or participants to review at any time.

D. Program Schedules and Activities

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
- Schedule individual's activities to reduce density and allow for social distancing.

Identify how you will ensure the above and any related strategies:

Services provided under these funding streams already focus on activities with little physical contact and we do not share equipment with other programs. Schedules are modified, as needed, to allow for disinfection at the end of each service or at any point in time deemed necessary. Individuals and staff are reminded to wash their hands throughout the day. Staff and individuals providing/receiving any college-based services follow the safety plan of Allegany Arc, as well as the college. Staff and individuals providing/receiving services at an employer site follow the safety plan of Allegany Arc, as well as the employer.

E. Personal Protective Equipment:

- Ensure all staff 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 (unless medically contraindicated / not tolerated).
- Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at no cost, if visitors do not have their own which meets requirements.
- Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
- Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- Retain documentation of trainings in the employees' personnel files and per agency procedures.

Identify how you will ensure the above and any related strategies:

All staff have cloth or disposable face coverings. There are extra masks kept in each fleet vehicle in case of emergency. No visitors are allowed in the building without a mask. Individuals have to be able to tolerate wearing a mask during service provision. As mentioned, prior, each fleet vehicle is equipped with a PPE supply; masks, thermometer, gloves, hand sanitizer, disinfectant spray and gown. There are extra supplies at the program office as well. All staff have participated in PPE training and will continue to have refreshers. All individuals receive regular PPE training as well.

F. Hygiene and Cleaning

Personal Hygiene to Reduce Transmission:

- Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
- Provide and maintain hand hygiene stations 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;
- Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
- Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
- Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.
- Address any individualized needs affecting the unsupervised availability of hand sanitizer.

Cleaning and Disinfection of Environment, Equipment and Supplies:

- Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
- Implement the following minimum standards regarding cleaning and sanitizing:
 - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
 - Use of only EPA registered products for disinfecting non-porous surfaces;
 - Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
 - Ensure adequate ventilation to prevent inhaling toxic fumes.
 - Maintain site cleaning logs indicating the date, time, and scope of cleaning.
 - Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
 - Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
 - Clean and disinfect 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.
 - PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
 - Provide ventilation with outside air safely and when possible.

- Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible.
- Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

Identify how you will ensure the above and any related strategies:

Staff adhere to the hygiene requirements as advised by the NYSDOH and CDC. Staff and individuals receiving services wash their hands often. Staff have taken training about hand washing. Hand washing training will be offered to the individuals we support as well. If they are in the community and there is no sink available, all staff have been provided with hand sanitizer. Bottles of hand sanitizer are placed at the entry/exit of the facility. There are pump stations already affixed to the walls in some areas. High risk areas of the facility are disinfected throughout the day, as well as the end of the staff person's shift. A cleaning crew comes in after staff have left for the day. Vehicles are disinfected at the end of the day and during the day as needed. If working with multiple individuals in the same day, the vehicles are disinfected in between service provision. All cleaning/disinfection is maintained on a log sheet. Individuals are encouraged to leave all personal belongings that are not necessary for service provision at home.

G. Transportation

Ensure that the following measures are implemented for the transport of individuals to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

- **Ensure only individuals and staff traveling to and from the same day program be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation at this time; individuals transported together are encouraged to be cohorted for purposes for day programming also, in order to reduce further intermingling;**
- **Reduce capacity on buses, vans, and other vehicles transporting individuals from multiple residences to 50% of total capacity;**
- **Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction;**
- As possible, stagger arrival and departure times to reduce entry and exit density.
- **To the extent possible, restrict close contact of individuals and staff from different households by not sitting near each other or the driver.**
- If there are multiple doors in a bus or van, utilize one-way entering and exiting. Provide instruction for individuals to exit the vehicle one at a time and wait for driver or staff instruction before doing so.;
- **Ensure staff and the driver always wear face coverings in the vehicle. Social distancing must be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals should be transported alone or with**

members of the same household. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.

- After each trip is completed, clean and disinfect the interior of the vehicle before additional individuals are transported; and
- Where appropriate and safe, roll windows down to permit air flow.

Identify how you will ensure the above and any related strategies:

Staff are required to wear a face covering during any transportation. Individuals are also required to wear a face covering to the extent that they will tolerate it. Vehicle capacity will be limited to 50%. No one sits in the front seat next to the driver or in bench seats next to each other. Tape is used to mark off areas where no one should be sitting. Vehicles are disinfected at the end of each service and at any point in time deemed necessary. Windows will be rolled down whenever appropriate and safe to allow for airflow.

H. Tracing and Tracking

- Notify the local health department immediately upon being informed of any positive COVID-19 test result by an individual or staff at their site.
- If a staff or visitor test positive, procedures for day service cooperation 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 positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.

Identify how you will ensure the above and any related strategies:

Agency QA will notify the local health department immediately upon being notified of a positive COVID-19 test result by an individual who receives supports or staff. If staff or visitor test positive, day service will cooperate with the local health department, trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who were in the facility, or in close contact with the person in the community dating back to 48 hours before the person experienced COVID-19 symptoms or tested positive. Confidentiality will be maintained as required by federal and state law regulations.

ADDITIONAL SAFETY PLAN MEASURES:

Please use this space to provide additional details about your program's Safety Plan, if appropriate.
