



COVID-19 DAY HABILITATION SAFETY PLAN

I. MANDATORY HEALTH CHECKS FOR ALL:

Pre-Entry/Pre-Participation Screening:

- The Front Desk Personnel will screen all incoming staff and essential visitors and will not allow non-essential visitors access or entrance to the facility.
- Staff will not work any day; they do not pass the screening process or present with symptoms. All screening responses will be documented on the Health Check Log.
- If, for any reason, anyone leaves the building for meetings, lunch, etc. they will be rescreened (Temperature) upon return to the site.

II. ENTRANCE REQUIREMENTS

1. Trained front desk staff will screen/take the temperature of all individuals/staff and essential visitors prior to entry to the Day Hab. They will ask the required COVID-19 screening questions.
2. Prior to the start of the program day, each staff assigned to transporting individuals will be screened with temperature checks and a COVID-19 questionnaire.
3. If an individual does not pass the health check assessment, they will not be allowed to enter the vehicle. (*Preopening communication with families included agency protocols and which require pre-boarding assessments each morning*)
4. All staff and essential visitors will be mandated to wear a face mask on-site at all times.
5. All staff, essential visitors and individuals will be instructed to wash/sanitize their hands upon arrival/entry.
6. Only one entrance door to the Day Hab will be utilized and clearly identified. Signage will be posted at that entrance.
7. Individuals and staff will not be allowed entry if they have not adhered to the OPWDD and DOH guidance regarding quarantine periods Fever-free durations.

III. DISTANCING – AKA "SOCIAL" OR "PHYSICAL" DISTANCING = 6 FEET APART

1. Individuals will be 6 feet apart at Program. Markers on the floors and hallways will indicate social distancing and 6 feet apart mandate.
2. The capacity of each room regarding individuals has changed. The smaller activity rooms will have a capacity of 6-8 individuals. The larger activity rooms will have a capacity of 8-10.
3. The agency transportation services will be reduced to 50 percent of total passenger capacity per vehicle to maximize social distancing and reduce COVID-19 transmission risks.
4. Vehicle seating will be marked and spaced to support this endeavor.
5. The program materials used for activities will not be shared without proper disinfecting procedures. Individuals will have personalized activity packs (pens, markers, small activity equipment and tools). These items will be disinfected daily, before and after each use.
6. Signs will be posted in bathrooms/break rooms indicating the acceptable capacity of the room.
7. Cloth furniture was swapped out for leather/Vinyl (wipeable) furniture.
8. The Day Hab Program upgraded its HVAC system in July 2020 as part of the environmental enhancement.



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IV. PERSONAL PROTECTIVE EQUIPMENT:

1. All staff and essential visitors will be mandated to wear masks.
2. Individuals will be encouraged to wear masks if tolerated. If face masks are not tolerated, Individuals will be offered face shields as an option.
3. The agency maintains an adequate supply of face masks and other PPE available for essential visitors and staff and individuals.
4. No one will be allowed entry/re-entry into the facility without passing health screening and temperature checks or without wearing a face mask.
5. All PPE used/worn will be discarded according to policy into a separately marked bin.
6. All staff, including supervisory staff, will receive training before the day programs resume an all-areas of this safety plan, understanding COVID-19 symptoms, self-reporting, health checks, on the proper use of PPE, including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.

V. HYGIENE REQUIREMENTS

1. The Day Hab Supervisor and Site Safety Monitor will ensure strict observance of hygiene requirements.
2. The Safety Monitor and Supervisor will conduct frequent facility checks and reminders to staff and essential visitors to reduce transmission as advised by NYS DOH and the CDC.
3. There are hand sanitizers in all activity rooms, soap in bathrooms and hand sanitizers on the vehicles. There are dispensers with sanitizers at the front desk area and in all activity rooms, break rooms, bathrooms, and offices.
4. Staff will monitor individuals as they use sanitizer. Staff will ensure that individuals who cannot use it carefully will not use hand sanitizer without staff supervision to ensure their safety.
5. Staff will be trained and adhere to disinfecting/sanitation requirements by NYS DOH, CDC guidance documents. These guidance documents will be updated as they change and communicate to staff consistently.
6. Cleaning and tracking logs will be maintained. All cleaning products will be secured and out of reach of individuals. Gloves and used disposable cleaning materials will be tied in a bag and removed from the environment daily.
7. Staff will be instructed to limit, to the best of their ability, shared items/ equipment during activities. Staff will ensure that all equipment/objects will be cleaned and disinfected. The Safety Monitor will closely assess these practices.
8. All individuals will be provided with their *own* supplies that will be cleaned and disinfected and placed in a labeled box for the Individual's use. No one will share equipment.
9. The Day Hab will have a cleaning schedule, which mandates full cleaning of the facility and vehicles.
10. All cleaning and disinfecting routines will be maintained and logged, indicating the date, time, and scope of cleaning, and monitored for compliance by the safety monitor daily



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VI. SIGNAGE

1. The Front Desk Personnel will screen all incoming staff and visitors and will not allow non-essential visitors access or entrance to the facility.
2. All restrooms will display proper handwashing technique posters.
3. The Site Safety Monitor and program supervisor staff will ensure that signage is checked daily for visibility and replace damaged and or defaced signage.

VII. QUARANTINE ROOM

The Day Hab has a system for isolation and discharge of sick, symptomatic, and exposed participants or staff, including procedures for contacting caregivers/guardians/emergency contacts immediately, which includes:

1. The Day Hab has identified and labeled a "Quarantine Room." The quarantine room will be fully stocked and checked daily for PPE (face masks, face shields, gowns and gloves and hand sanitizers). The quarantine room will be thoroughly sanitized daily and after each use.
2. If at any time during the Day an individual fails initial/pre-entry screening or exhibits COVID-19 signs or symptoms during service delivery, the Individual will be immediately quarantined, and all notifications made to RN and family. The program supervisor will facilitate departure from the Day Hab as soon as possible. *(During the preopening communication, family/caregiver emergency contact information was updated, and families were informed of this mandate).*
3. If the staff and or essential visitor is observed with exhibits or self-report COVID-19 signs or symptoms at any time during the workday, the Supervisor will immediately facilitate their exit from the Day Hab.
4. Before leaving, the suspected Individual (or their caregiver) and or Staff will be instructed to contact their health care provider and will be provided with written information by the program supervisor on healthcare and testing resources.
5. The Safety Monitor will contact the local Dept. of Health/ OPWDD and the central agency office. All health screening logs will be secured in the Day Hab Supervisor's office.
6. Preopening communication with family includes a discussion with family to disclose daily to the Day Hab Supervisor or Safety Monitor if the Individual had contact with anyone in the home exhibiting, diagnosed with or suspected with COVID-19 signs/symptoms, prior the pickup of individuals in the morning.