

AUTISM SERVICES, INC.



Re-Opening Plan Site Based Day Services (Hertel, South Long)

Author: Brian Wheeler, Director of Day Services

This plan format follows OPWDD's COVID-19 Safety Plan for Certified Day Program Re-Opening template and complies with the Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities dated July 10, 2020 and revised on July 16, 2020.

Signage

- 1) There are signs posted on the entrance that states non-essential visitors are not allowed.
- 2) Signs are posted to sanitize hands upon entering/exiting the building.
- 3) Posters are hung throughout the building reminding people of social distancing.
- 4) Posters are hung at the sinks regarding thorough handwashing.

Entrance to Site Based Programs

- 1) Upon arrival, temperature checks will be completed for both staff and folks by designated staff. Additionally, everyone will be asked the screening questions prior to entering the building. If you do not pass the screening questions, you will not be allowed to enter and will be asked to return home. Pass or fail will be documented on the screening form next to the person's name. The manager or team leader will be responsible for filing and maintaining screening documents.
 - Individuals or staff sent home due to symptoms will contact their health care provider and written information on healthcare will be forwarded to HR or the Director of Nursing.
 - The Day Program Director or Nursing Director will immediately notify the local health department and OPWDD about the suspected case.
- 2) If one of our folks develops symptoms during the day, the program will immediately notify nursing and contact their family for pick up. Before pick up, the person will be kept isolated, staff will wear full PPE. There will be a designated area for person to stay until person is picked up. The person will be required to provide return to program documentation prior to resuming Day Hab.
 - After the person departs:
 - i. Close off all areas used by the person who is sick.
 - ii. Increase air circulation in the area, if able.
 - iii. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
 - iv. Clean and disinfect all areas used by the person who is sick such as offices, classrooms, bathrooms, common areas, and shared equipment.
 - v. 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.
- 3) Anyone with confirmed or suspected COVID-19 must remain out of work/program and cannot return until all the following conditions are met:
 - To be eligible to return, the person with confirmed or suspected COVID-19 must have medical clearance and must have maintained isolation for at least 14 days after illness onset, must have been fever-free for at least 72 hours without the use of fever reducing medications, and must have other symptoms improving.

- If a staff member is asymptomatic but tested and found to be positive, they must maintain isolation for at least 14 days after the date of the positive test and, if they develop symptoms during that time, they must maintain isolation for at least 14 days after illness onset and must have been at least 72 hours fever-free without fever reducing medications and with other symptoms improving.

Social Distancing Requirements

- 1) The program will open in phases gradually bringing back groups of folks and staff.
 - Hertel: Phase 1 will include approximately 12 people living at home. Stage 2 will include staggering the 16 folks residing in ASI's group homes. Stage 3 will be the 18 people who live in outside agency group homes. Families may also choose to delay the start of services at any time.
 - South Long: Phase 1 will include approximately 8 people living at home. Stage 2 will include staggering the 23 folks residing in ASI's group homes. Stage 3 will be the 12 people who live in outside agency group homes. Families may also choose to delay the start of services at any time.
- 2) Staff will ensure that each individual is staying at minimum 6 feet apart. Staff will also try to position themselves 6 feet away from folks whenever possible. In situations where it is necessary to be within 6 feet (i.e. assisting with ADLs, supporting with activities or behavioral needs), staff should wear appropriate PPE as recommended by OSHA. Staff should also wash or sanitize their hands as soon as possible following this event.
- 3) Each room will be set up to allow for 6 feet distancing by moving chairs, using markers, and posting a limited capacity sign on the entrance to each room.
- 4) Classrooms: Set up designated spaces for clients to sit throughout the day that are socially distant. In addition to building-wide cleaning plans, class staff have plans in place for disinfecting surfaces between client use (computers, iPads, and manipulatives). Cleaning checklists and assignments are in the classroom, staff physically check off when a task is completed.
 - Art Room – Maximum 4 people in the room at a time with 2 staff. 6 feet makers will be in place. Daily cleaning log in place (every 2 hours).
 - Music Room – Maximum 4 people in the room at a time with 2 staff. 6 feet makers will be in place. Daily cleaning log in place (every 2 hours).
 - Sensory Room – Maximum 2 people in the room at a time with 1 staff. 6 feet makers will be in place. Daily cleaning log in place (every 2 hour).
 - Domestic room – Maximum 4 people in the room at a time with 2 staff. 6 feet makers will be in place. Daily cleaning log in place (every 2 hours).
 - Bathrooms – One person at a time in bathrooms. 6 feet makers will be in place. Daily cleaning log in place (every 2 hours).
 - Walking in the halls – stay within 6 feet of peers and staff. Refer to floor arrows and walk on the right side of the hall.
 - Locker room – One person at a time. 6 feet makers will be in place. Daily cleaning log in place (every 2 hours).
 - Coffee Room (South Long only) – Two people at a time. 6 feet makers will be in place. Daily cleaning log in place (every hour).
 - Computer Room (Hertel only) – Two people at a time. 6 feet makers will be in place. Daily cleaning log in place (every hour).
- 5) Items such as blankets and pillows, or items that cannot be disinfected, will be removed.
- 6) Folks will be encouraged to remain with the group they are assigned. If transitioning to another area, they will walk in a single file on the right side of the hall. Staff should encourage folks to remain in the room and refrain from visiting others in the building. If there is movement to another area of the building, this will be scheduled in order to limit groups mingling.

- 7) Duty rosters will be completed daily, this will document where and who the staff will be working with on a daily basis.

Gatherings in Enclosed Spaces

- 1) The program will open in phases gradually bringing back groups of folks and staff. Phases are defined above under Social Distancing Requirements #1.
 - Room capacity is listed above under Social Distancing Requirements #4 and will not exceed 15 people.
 - Upon reopening, folks will eat in the classroom. Disinfecting areas both before and after eating, encourage handwashing. There will be no shared cooking activities; this will be evaluated as phases of reopening continue.
 - Break room – Limit the number of staff allowed in the break room at a time. Create a schedule for breaks. Provide a visual of socially distanced seating areas (Staff clean their eating area before and after eating). Daily cleaning log to be kept in the room.
 - Disposable utensils will be used.
- 2) Folks will be encouraged to remain with the group they are assigned. If transitioning to another area they will walk in a single file on the right side of the hall. Staff should encourage folks to remaining the room and refrain from visiting others in the building. If there is movement to another area of the building, this will be scheduled in order to limit groups mingling.

Day Program Schedules and Activities

- 1) The program will open in phases gradually bringing back groups of folks and staff. Phases are defined above under Social Distancing Requirements #1.
- 2) The programs will schedule opportunities for individual activities such as but not limited to; art, movement, computer use, reading, walks and music. The schedule will allow for participation while minimizing group gatherings.

Personal Protective Equipment

- 1) Face Masks: available to all staff, visitors and individuals. Individuals will be encouraged to wear as able. Staff and visitors will be required to wear masks.
- 2) The sites have developed an inventory sheet for managing PPE supplies. Inventory to be maintained by manager/director or designee.
- 3) The site has identified minimum PPE for each site which is as follows:
 - Hertel:
 - i. 50 boxes of gloves. (2 sizes available per room (including front office)), 60 cloth masks. 5 sets of (booties, face shields, gowns)
 - South Long:
 - i. 50 boxes of gloves. (2 sizes available per room (including front office)), 60 cloth masks. 5 sets of (booties, face shields, gowns)
- 4) Masks must be worn at all times and unless in individual office areas.
- 5) Additional Supplies – 2 thermoscan thermometers. Alcohol wipes or bottles of alcohol. Hand sanitizer 20 bottles.
- 6) Staff will need to complete the following trainings before working at the site: OSHA in the Workplace During COVID-19 and Donning and Doffing PPE. Training records are maintained by the training department

Hygiene and Cleaning

Employees should follow CDC guidelines while encouraging the participants to do the same and wash hands regularly with soap and water for at least 20 seconds throughout the workday after being in a common area or

touching a surface that may be frequently touched by other people, such as door handles, tables, etc. and always before touching your eyes, nose, or mouth because that's how germs enter our bodies.

- 1) Cleaning stations in each room with paper towels, disinfectants and hand sanitizer.
- 2) Hand sanitizer dispensers at all entrances/exits. Signs posted to sanitize hands upon entering/exiting.
- 3) Hand sanitizer will also be available in each room and staff will be provided portable bottles to carry with them as needed.
- 4) When washing your hands is not always feasible, use hand sanitizer and especially after touching door handles or punching in.
- 5) Individuals encouraged to use sanitizer and wash their hands regularly. Staff to encourage and assist with thoroughness as needed.
- 6) Cleaning supplies will be maintained in all rooms in a secured location. Manager or designee is responsible to monitor supplies.
- 7) Staff will implement cleaning schedule and document on log, so that high touch surfaces are cleaned throughout the day. Daily log are maintained in each room. See Appendix T: Forms. Team leader or designee will assign one staff daily/weekly to complete cleaning. This assign
- 8) ent will be documented on the duty roster.
- 9) Staff will disinfect shared devices like Chromebooks and open office desktops/phones after every use.
- 10) Employees are responsible for keeping their own personal work stations clean. Employee work areas must be cleaned and disinfected at least once at the end of each shift worked.
- 11) Receptionist is responsible for cleaning and disinfecting reception and waiting area at least the start of the day, once midday and at the end of each shift worked. A daily log must be kept.
- 12) Manager/Receptionist is responsible for cleaning and disinfecting the breakroom and copier areas at least once midday and at the end of each shift worked. A daily log must be kept.
- 13) Cleaning Crew to clean daily after program hours. A daily log must be kept.
- 14) Labeled Bins to be kept in each room for items that need to be sanitized.
- 15) Items such as blankets and pillows or items that cannot be disinfected have been removed.
- 16) Folks will be encouraged to only bring needed personal items into program. Whenever possible, these items should be kept in their locker. If any items are needed in rooms with the person, staff should disinfect items at the start and end of the day. One time per week, staff will check lockers sending everything home with the person.

Transportation

- 1) Aries pickup and drop off at the Aires van doors, if necessary the program will develop and stagger drop off time schedules. One person off the van at a time to avoid crowded hallways while taking temperatures. Aries vans will be limited to 50% capacity.
- 2) For agency transport or parent drop off, only one person will enter the hallway at a time for screening. The safety monitor can prompt people to enter the building as ready. Additional staff may be assigned outside to ensure social distancing.
- 3) Only individuals and staff traveling to and from the same day program will be transported together; individuals or staff from other day programs will not be intermingled for purposes of transportation at this time.
- 4) 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.
- 5) Individuals who cannot tolerate wearing a mask should be transported alone or with members of the same household whenever possible.
- 6) Transport staff will clean and disinfect agency vans after arrival or before dismissal; between each use. Daily logs are in the van and will document the cleaning upon completion.
- 7) At dismissal, team leader or manager will go room to room and walk one person out at time to avoid congregating in the halls.
- 8) An ongoing evaluation of outings will occur to ensure social distancing is possible in both the van and while on the outing. The manager will also evaluate the level of risk associated with the outing.

- 9) All outings to be approved by Director no more than four (4) people in the van (including staff). Staff must wear masks when riding in vans, folks should be encouraged to the best of their abilities. People should not sit directly next to one another unless their plan requires this level of support. Open windows when in the van to increase air flow as able.
- 10) When participating in outings, everyone will need to wear masks when social distancing is not possible.
- 11) Outings will initially include outside walks at less populated areas.
- 12) Capacity on vans should be reduced to 50% of total capacity to maximize social distancing and reduce COVID-19 transmission risks when transporting individuals from multiple residences.

Tracing and Tracking

- 1) Current staff who are displaying symptoms, or test positive for the COVID-19 virus may not return to work and must notify HR immediately. If a staff person is asymptomatic and takes a COVID-19 test, you may continue to work while test results are pending. Staff who are pending test results due to travel outside the WNY area may not work while waiting for results.
 - HR will notify the Senior Director of Programs, CQO, CHRO, CEO, and the Director of Nursing when there is a positive case in an OPWDD program and any communication responsibilities will be decided at that time. The Senior Director of Programs and Nursing Director will decide the appropriate actions to take with regard to contact tracing, staffing, PPE protocol, etc. at the site(s) the staff person worked. HR will provide the QI Director with the employee information required to report positive cases to OPWDD.
 - HR will notify the CHRO, CEO, and the Director of Nursing when there is a positive case in all other programs/ departments. The CHRO and Nursing Director will coordinate the appropriate actions to take with regard to contact tracing, disinfecting, ventilating, or temporarily closing off any areas.

Additional Safety Plan Measures

- 1) Evaluating and Educating on Safety Practices
 - The program will Use the COVID Self Protection Assessment for each person, and need and risk areas will be incorporated in the person's Plan of Care as needed.
 - Educational materials will be reviewed with the person to try to educate them on safe practices. Staff will take advantage of natural situations to talk about social distancing, hand washing, touching your face, hand sanitizer, mask use, etc.
 - Mask desensitization plans will be put in place as needed.
- 2) Nursing (also see Nursing Plan)
 - Only one individual and staff member should be in the medication room at a time. To decrease traffic in the medication room/area, when possible only one AMAP Certified staff will be assigned to pass medication(s) and a separate AMAP Certified staff assigned to verify medication(s) per shift, including at Day Program. If an individual is scheduled to take a medication, the "med passer" will need to communicate with assigned staff who and when to bring individuals to the medication room/area. The "med passer" will be allowed to "prepare" medication in anticipation of the individual's arrival and may pass the medication at the door, if safe to do so, to prevent traffic in the medication room. If an individual requires a topical medication/cream staff will need to pass/apply the medication in the medication room to allow for privacy when exposing body parts. If individuals are brought into the medication room, staff should follow all cleaning protocols set in place by the site/department after the individual leaves the medication room.
 - The "med passer" should clean the medication room/area per protocol, prior to the "verifier" entering the room. Once the "verifier" has completed the verification process, he/she should

complete the cleaning procedure per site protocol prior to the “med passer” going back into the room.

- Medical equipment (thermometers, blood pressure cuffs, pulse oximeters etc) and medication keys, lock box key pad, should be wiped down or sprayed with disinfectant after each use.

3) Meetings

- In-person meetings to be limited. Zoom conferencing and/or bridges will be preferred method for meetings. Three people max for conference room. Staff meetings to be held in larger room areas with staff social distancing 6 feet and wearing masks.
- Some chairs to be removed from meeting rooms and remaining chairs placed 6 feet apart.
- No shared food and no paper distributed.
- Staff using the room will clean and disinfect area when leaving. Document on daily log.