



## **COVID-19 SAFETY PLAN 600 Newbridge Rd Day Hab**

We would like to assure you that your well-being is our priority as you come back to work onsite. Eden II has created these COVID19 safety protocols based on safety requirements/guidance outlined by the Centers for Disease Control and Prevention (CDC), the Environmental Protection Agency (EPA), the United States Department of Labor's Occupational Safety and Health Administration (OSHA), New York State Department of Health (DOH) and OPWDD's guidance for the reopening of day services programs, while also meeting the minimum standards of the Americans with Disabilities Act (ADA).

Just as there are multiple ways COVID-19 can spread, there are multiple ways the spread of COVID-19 can be prevented. Most importantly, those who are sick with any of the many possible symptoms of COVID-19 (see *Pre-Shift Screening Form*) should NOT report to work, and immediately inform their supervisor. Any employee who believes they may have been in contact with someone with COVID-19 or suspected COVID-19 should inform their supervisor of this risk (by phone or email) and not report to work while appropriate safeguards can be considered. Additionally, because someone with COVID-19 can spread the virus even before they have started to show symptoms or know they are sick, every person should conduct themselves in a way that would prevent the likelihood of transmission to others if they became ill, and interact with others in ways that limit the risk of transmission should the other person become ill (or be asymptomatic but capable of transmitting it to others).

Eden II is taking many steps to protect employees and it is also important that we all take personal responsibility and engage in cooperative effort to keep each other safe and healthy. With conscientious attention to the risk of COVID-19 and these (and future) safety plan components, together we can keep the risks of workplace transmission as low as possible for all. If you have any suggestions for improving our COVID19 safety plans and protocols, please don't hesitate to speak to your supervisor, director, or our agency's COVID-19 Coordinator (Eileen Hopkins; [ehopkins@eden2.org](mailto:ehopkins@eden2.org)).

Your site also has a COVID Site Safety Monitor who will ensure continuous compliance with all aspects of your site's safety plan.

The following key elements are addressed:

- Addressing known/Suspected COVID-19 Exposure in Employees
- Steps to take if you start to feel sick at work
- Arrival at work/Pre-work health screenings
- Mask wearing requirements
- Participant Arrival/Departure
- Screening of Participants
- Actions if you observe COVID-19 Symptoms/Participants Isolation protocol
- Handwashing/Sanitizing/Toileting and respiratory hygiene
- Social Distancing, Cohorts, Use of program space and ventilation
- Facility cleaning and sanitizing
- Use of shared equipment/appliances

- Staff and participants lunch breaks
- Site Visitors and Vendors
- Communications and training
- Transportation

## **1. Plan for Addressing Known/Suspected COVID-19 Exposure in Employees**

Eden II will attempt to reduce the spread of COVID-19 through quick, conscientious, and stringent precautionary actions when employees or participants have a known COVID-19 risk (whether symptoms, history of exposure someone with COVID-19 /suspected COVID-19, or travel to a location with high levels of community transmission).

Given Eden II's obligations to protect its employees and participants and the risk of serious illness and death associated with COVID-19, Eden II (i.e. not the employee's physician, the CDC, SED, OPWDD, DOL, the DOH, or any other party) will determine when employees are approved to return to work. Eden II will adhere to government issued directives (when/if made available) with regard to staff leaves/contacts/and returns to work as a minimal standard, and take steps we view as reasonable and appropriate given the changing medical understanding of COVID-19, and changing guidance of public officials.

In most cases of reported illness, employees will be initially directed to stay home and keep management informed. The period of time employees will be directed to stay out of work will depend on their symptom evolution or resolution. In cases where the illness does NOT appear consistent with COVID-19 (based on employee report, physician's evaluation, or negative testing results), approval to return to work may occur within 7 days. In cases where employee illness seems like it may be consistent with COVID-19, in most cases employees will be asked to stay out of work for at least 1114 days, and until they have been without fever for at least one week and their symptoms have greatly improved or resolved completely. Employees who report continued coughing after 14 days, even if fever and other symptoms have resolved, will be required to stay out longer. In some cases, employees who can work remotely and have COVID-19 but are feeling better and able to work might be permitted to return to remote work after a shorter absence given the lack of transmission risks.

**Employee Travel:** With regard to employee travel, employees must inform their directors of any travel plans outside of the tri-state area (NY, NJ, and CT), and directors must report any known travel plans of employees in their site using the special Google Form for further review. All travel requests will be reviewed by the COVID-19 Coordinators and/or the COVID-19 Committee and specific precautions will be directed. In most cases, employees who travel to locations where there is current community spread will be required to have two weeks where they self-isolate at home to ensure they are symptomfree before being approved to return to any Eden II worksite.

## **2. Steps to Take if You Start to Feel Sick While at Work**

If you start to feel sick while at work, it is essential that you stay as far away from others as possible and take precautions to prevent transmission. Transfer supervision of your assigned participant(s) to a colleague in your cohort (reminding your colleague to be sure to wear his/her surgical mask properly and maintain social distance from reassigned participants where possible) and immediately inform a supervisor or someone else in charge at your worksite (via phone). Ensure that you continue wearing your face mask properly (i.e. covering your entire mouth and nose). Your supervisor/other person in charge will help you figure out a plan for leaving the facility in a way that eliminates risk to others. Employees who become ill while at work will be directed to leave the facility as soon as possible. Your director will follow up with you afterwards to determine your next course of

action (in accordance with CDC and Department of Health requirements, and always in consultation with the Eden II COVID-19 Coordinator/COVID-19 Committee).

### **3. Arrival at Work/ Pre-Work Screening/ Signing In Protocols at Your Site *Pre-Shift***

**Employee Self-Health / COVID-19 Risk Assessment Google Form:** Each day that you will be physically reporting to a worksite, or working elsewhere with other employees and/or participants, prior to reporting to work (e.g. on your computer at home or on your phone before leaving your vehicle), you must complete and submit a *Pre-Shift Employee Self-Health / COVID-19 Risk Assessment Google Form*, the link to which will be sent to you via email (we suggest you bookmark this link on your computer and/or phone as you will need to complete this each day). This health assessment requires you to take your temperature *before* entering the worksite, so please ensure that you have access to a thermometer. If you do not have a working thermometer at home, please purchase one and speak to your director as soon as possible if you have difficulty obtaining one so that you can be provided with a temporary means of conducting your self-health assessment.

If you answer YES to any of the questions on this Google Form (i.e. if you have any possible symptoms or any concerns about potential exposure to COVID19), you are prohibited from entering any Eden II facility and must contact your supervisor/program director *immediately* to report and discuss.

**Work Entrance/Arrival Precautions:** You must wear a face covering which covers your mouth and nose before entering the worksite - if you do not have your own face covering for entering the facility on your first day back at work, please speak to your department director. You must also have access to hand sanitizer that contains at least 60% alcohol so that you can sanitize your hands before touching common surfaces during your arrival.

We recommend that immediately after your arrival, and each time you touch a common surface (e.g. stairway banister, elevator button, countertop, door knob, light switch, stairway railing, copy machine, etc.), you avoid touching your face, then wash your hands with soap and running water and/or use hand sanitizer as quickly as possible.

3-ply surgical face masks and sanitizer will be provided to you at your worksite for use during the work day (see the PPE section of this plan). If you replace your own personal face covering with a 3-ply surgical mask upon arrival, you must store your own personal face covering in a secure place that others cannot access (e.g. in your zippered bag or a zippered coat pocket). You must never leave used face coverings/masks in an area that others can easily touch/access.

**All Eden II employees are required at all times to wear a face covering or mask (that properly covers the entire mouth and nose area) while in an Eden II facility unless working in their own office/work space that allows for social distancing or while taking a break in an approved area in a socially-distanced manner.**

**Facility Entrance Protocols/ Signing In/Out:** Newbridge staff will be required to use the main entrance to enter and exit the building. Please follow the floor markings. You will be signed in and out each day by the program supervisor. **Do not use the digital finger scanner.**

**Helping Prevent Unauthorized Visitors:** Please do your best to ensure that ONLY approved Eden II employees enter your worksite; employees are trained in the COVID-19 prevention policies and protocols which will help keep us all safe and well. If you see someone you do not recognize trying to enter with you as you open the

door, please inform them that only Eden II employees are permitted in the building. If he/she does not comply, please inform someone in charge as quickly as possible.

#### **4. Mask-Wearing Requirements/ Personal Protective Equipment (PPE)**

Eden II's policies and practices on the provision of and use of PPE in the workplace are in line with guidelines provided by OSHA, the CDC, and the Department of Health. In fact, the steps Eden II is taking to keep you safe often exceed the recommendations provided by those public agencies.

As previously clearly stated, all Eden II employees must, at a minimum, wear a face-covering (that covers the nose and mouth) when outside of their private office, workspace, or assigned break area. Since teaching staff are likely to come into close contact with others, and given that some participants might refuse to wear (or might not properly wear) face coverings, when you are working with participants you must, at a minimum, wear a 3-ply surgical mask which covers your entire mouth and nose area. The reason for this is that 3-ply surgical masks are generally considered to be more effective than many cloth face coverings at filtering out pathogens.

**Protocols for Receiving/Requesting Masks/PPE:** Masks (and other types of PPE & necessary supplies) will be provided by your program management. You will be given a container labeled with your name that holds enough 3-ply surgical masks to last through a specific period and you will be responsible for monitoring your own masks. If your mask supply starts to run low, you must request additional PPE contact your supervisor. Please note that while you will be provided with sufficient PPE to keep you safe at work, you should also try to use PPE in a way that is not wasteful, and you must leave your supply of masks onsite.

Additional PPE (e.g. gowns, face shield/goggles) may be provided to you as required, based on assessment of risk related to your job duties. If you feel that a specific workplace condition that your supervisor might not be aware of increases the risk of transmission of COVID-19, or if your healthcare provider has informed you that you have an increased risk of developing severe illness from COVID19, please inform your program management and/or the HR Department and they will make a determination on a case-by-case basis, consulting with the agency's COVID-19 Coordinator as necessary.

Your program will provide other supplies necessary for reducing the risk of COVID-19 transmission (e.g. soap, sanitizer, gloves, cleaning supplies, etc.). The Day Hab COVID19 Safety Monitor will monitor and ensure replenishment of supplies but if you notice that any supplies are running low, please immediately contact someone in charge.

**Participant Mask-Wearing:** Given the challenges of mask-wearing for many of our participants, masks are not mandatory for participants but are highly encouraged. Your program management will work with you to implement programs/activities to teach participants to wear masks/increase time spent wearing masks. Participants are encouraged to wear 3-ply surgical masks whenever possible, but if a participant has a preferred fabric face covering that he/she is more likely to wear, this will be acceptable.

**Discarding Used PPE/Cleaning PPE/Storing Personal PPE:** Disposable PPE worn by staff and participants (such as surgical masks and gloves) should always be discarded in a sanitary manner in accordance with program protocols. Disposal of PPE should be in a covered garbage can designated for PPE disposal. When removing PPE Equipment, immediately clean hands with soap and water. PPE meant for longer-term use, such as goggles and face shields will be cleaned with sanitary wipes which is based on CDC guidance. Personal pieces of PPE such as face shields must be stored in the individualized storage bin provided to each staff.

#### **5. Participant Arrival & Dismissal**

You must adhere to mask-wearing requirements at all times during participant arrival and dismissal, and attempt to adhere to social distancing protocols wherever possible.

**Participant Arrival:** Eden II/Genesis participants will arrive at 9:00am. Participants will be dropped off by family members. Limited transportation will be provided by the agency. A member of the management team will meet the participants at the family vehicle, take the participants temperature and sign them into the program and escort them to their program room. Parents are encouraged to have their participant wear a mask upon exiting their vehicle and entering the building if they can tolerate it.

**Participant Dismissal:** Eden II/Genesis participants will be dismissed at 1:30pm. Participants will be picked up by family members. Limited transportation will be provided by the agency. Parents will contact the front desk upon arrival. When you receive a call that your assigned participant's parent is waiting outside the facility, you will bring your assigned participant outside and immediately hand them off to the parent waiting in their car.. You must then return immediately to your program room.

## **6. Screening of Participants**

**COVID-19 Restrictions on Attendance:** Participants cannot attend or return to program if they have experienced COVID-19 symptoms in the past 14 days, if they have had a positive COVID-19 test in the past 14 days, if they have had close contact with a confirmed or suspected COVID-19 case in the past 14 days, and/or if they have traveled from within one of the designated countries or US states with significant community spread (refer to NYC DOH website for current list of US states). They also cannot attend or return to the program while a member of their household or group home is being quarantined or isolated.

**Daily Pre-Entry Screenings:** A supervisory level staff or the nurse will be designated and trained to conduct daily health/COVID-19 screenings of participants, addressing all areas mentioned in the section above. Screenings will take place over the telephone, or virtually. Temperature checks of each participant will also be conducted before the participant enters the facility, by the designated employee, who will be wearing PPE and taking all necessary precautions. Private information/PHI obtained during health screenings will be reviewed as required and treated with the strictest confidentiality, in accordance with privacy requirements.

If, based on screening, any participant has possible COVID symptoms or COVID exposure, he/she will not be allowed to enter the program building. With regard to follow up and return to program, each situation will be addressed individually through consultation with the COVID-19 Coordinator/COVID19 committee, in adherence with guidance from public health agencies such as the CDC and DOH.

**Hand-Washing Upon Entry:** Participants who pass screenings and permitted to enter the facility must perform hand hygiene as quickly as feasibly possible upon entering the program and throughout the day (i.e. ask/prompt your assigned participant to wash his/her hands or use hand sanitizer, providing necessary assistance as appropriate). All participants should be encouraged to wear masks or face coverings of their choice.

## **7. Actions if You Observe COVID Symptoms/Participant Isolation Protocols**

### **Actions to Take if You Observe Possible COVID19 Symptoms in a Participant:**

You must be extremely observant of any possible signs of COVID19-related illness in participants and know that individuals with COVID-19 have had a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus and individuals with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Note that this list does not include all possible symptoms, and the CDC continues to update this list as we learn more about COVID-19.

**Required Actions if Symptoms are Noted:** If a participant starts to show any signs or symptoms of COVID-19 (listed above) while at program, an employee must immediately and directly escort the participant to the nurse's office (or other designated sick area, as instructed by program management). The nurse (or program management in consultation with a nurse) will make a determination as to the next course of action. If COVID19 is suspected, the program's Isolation Protocol Staff will be contacted by the nurse/program management. While awaiting the arrival of the Isolation Protocol Staff, the sick individual will be encouraged to wear a mask and should be kept away from others.

Staff and participants who were working with the participant in his/her cohort that day must be especially careful to stay away from other staff and participants (from other cohorts) until further direction is provided by the nurse or program management.

If it is determined by the nurse (or program management in consultation with the nurse) that a student/participant must be sent home, the participant's family/residential provider will be contacted immediately to pick up the sick participant and will be given instructions with regard to required precautions during the pick-up. Family members/caregivers are not permitted to enter the facility - sick individuals will be escorted outside by the Isolation Protocol Staff (who will be wearing a PPE ensemble).

When the sick participant's parents/caregivers arrive at the facility, an announcement will be made if necessary (e.g. to keep the hallway clear of staff & participants).

After the individual leaves the isolation room/area, program management will assess the situation and provide additional instructions as necessary. Program management will also arrange for specific areas of the facility that may be contaminated to be aired out (i.e. windows opened), cleaned, and sanitized as required and will provide information and instructions to staff with regard to such precautions.

Staff in the affected cohort and parents/caregivers of participants in the cohort must await further guidance from program leadership with regard to expected actions and restrictions related to leaving their work area, possible quarantine, additional safety precautions, and recommendations for health assessments & testing.

The program will report each case of a sick participant to the COVID-19 Coordinator/COVID-19 Committee and the local health department and OPWDD will be informed as/when required.

## **8. Handwashing/ Sanitizing/ Toileting & Respiratory Hygiene**

**Handwashing:** Never touch your face with unwashed/unsanitized hands. We recommend that you thoroughly wash your hands with soap and running water for at least 20 seconds as often as possible, but also realize that this may not be possible at worksites with a limited number of sinks/bathrooms. Your program will have hand sanitizer available throughout your worksite and if you do not have immediate access to soap and water, we recommend that you sanitize often. Cover all surfaces of your hands with enough sanitizer to keep your

hands wet for at least 20 seconds and keep rubbing your hands together until they feel dry. As previously stated in this safety plan, your program management will have systems in place for monitoring and refilling hand sanitizer and hand soap, but you should let someone in charge know immediately if hand sanitizer or hand soap needs to be replenished.

At a minimum, you should be washing your hands or using hand sanitizer with at least 60% alcohol:

- Upon arrival
- Before and after handling/ preparing/ eating food
- After bathroom use
- After a participant with toileting/bathroom use
- After blowing your nose, coughing, or sneezing
- After touching garbage
- After touching common areas like copy machines, door handles, staircase railings, etc. ● After exposure to bodily fluids

**Respiratory Hygiene:** Even though your face mask will help prevent the spread of respiratory droplets, we recommend that whenever possible you also try to distance yourself or at least turn your head away from others when sneezing/coughing. Note that an isolated few sneezes or coughs with no other symptoms would typically not be a concern, but coughing is a well-known symptom of COVID-19 and must be treated/reported as such.

**Participant Handwashing:** Staff are responsible for ensuring that participants wash their hands multiple times a day. At minimum, participant's hands should be washed upon arrival, before and after lunch, after every bathroom use, and prior to dismissal. A hand washing/sanitizing schedule will be in each program room to remind participants and staff to clean hands every half hour.

**Toileting:** Staff are responsible for prompting and assisting participants with their toileting needs. Gloves and wipes will be available in every bathroom. Only one staff and one participant will be allowed in the bathroom at a time. Staff (and participant(s), if able to tolerate) must keep their 3-ply surgical masks on during the toileting process. Used baby wipes and gloves should be discarded in the proper lidded garbage receptacle. Participants and staff must wash their hands after bathroom use.

## **9. Social Distancing, Cohorts, Use of Program Space, and Ventilation**

**Social Distancing:** Non-essential physical contact with your colleagues and participants, such as hand-shaking, high-fives, hugs, etc. is prohibited in the workplace at this time. Floor markings and signs are posted around the building to indicate social distancing metrics where possible.

Whenever possible, you should try to stay at least 6 feet apart from others at your worksite but we realize that this might at times be unrealistic. However, try to reduce time spent in close contact with others whenever possible and appropriate. This might require you to take actions that are contrary to pre-COVID19 practices and directions. For example, whereas participants may have been encouraged to eat meals sitting closely together around a table in the past, in COVID19-times the risk of crowding would outweigh the benefits of socializing together. Note that shared food and beverages are prohibited - food brought from home should require limited preparation at the day program site (i.e. heating in microwave) and be packed appropriately. Participants should participate in group activities in smaller groups than usual (e.g. 2 to 3 rather than 4 or more), and you should avoid having participants engage in activities that require physically prompting for extended periods, or that are likely to result in behavioral issues requiring physical prompting. Focus on activities with little or no physical contact (e.g. walking) and which do not rely on shared equipment. Your program management will provide you with further instructions and guidance in this area.

Note that to help us adhere to CDC-recommended physical distancing, in facilities with central admin/administrative staff, those staff have been phased back to on-site work at reduced building occupancy rates. Additionally, most employees are currently restricted to working at only one worksite, although this may change based on guidance from public health agencies.

**Cohorts:** Groupings of staff/participants will be as static as possible by having small cohorts/groups of participants work with the same staff whenever and wherever possible. The number of participants in a group will never be more than 15, as per OPWDD guidelines (our groups will typically be 6 or less). Cohorts should have no contact or minimal contact with staff and participants in other cohorts, and employees will not be assigned to “float” between different rooms or groups of individuals (unless such rotation is critical to safely staff individuals due to urgent and unforeseen circumstances).

**Reduced Occupancy/Physical Space Modifications:** Program management has assessed and rearranged/modified physical space where required to maximize space and social distancing. Occupancy will never exceed 50% of the maximum capacity of the physical space, unless it is designed for use by a single occupant. Where necessary, physical barriers such as plastic dividers will be installed. Tightly confined spaces (e.g. supply closets, equipment storage areas, kitchens, or one-stall restrooms) should never be used by more than one employee (and participant) at a given time.

**Ventilation:** Increase ventilation with outdoor air to the greatest extent possible (e.g. open 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 pollen in or exacerbating asthma symptoms) to individuals using the facility.

**Use of Hallways & Stairs:** Enter hallways and rooms with caution. Hallways may have directional markings. When walking through the facility, please do your best to stay to the right and/or as close to the walls /away from others as possible and follow any social distancing signage/prompts. As stated previously, you must always wear a 3-ply surgical face mask that covers your mouth and nose. Please always be sensitive to the fact that some of your colleagues (and participants) might be in the COVID19 high-risk category and both extremely anxious about being around others, and at heightened risk of very serious illness if affected by COVID-19.

**Bathroom Use:** You must knock on the door to ensure it is empty before entering. Only one staff and one participant are allowed in the bathroom at a time.

**Use of Common Areas:** During the program’s initial reopening phases, use of common congregating area are not permitted.

**Staff Mailboxes:** Mailboxes located within the QIDP office will not be in use. If staff has any mail, it will be delivered by the assigned Coordinator.

**Copy Machine:** Only one person can wait at a marker 6ft away from the person making copies. Masks should be worn by all staff. Staff should wash their hands after touching the machine.

**Water Fountains:** Use of water fountains around the building are not allowed at this time.

## **10. Facility Cleaning & Sanitizing**

**Daily Enhanced Cleaning of the Facility:** Enhanced cleaning and sanitizing will take place at the Day Hab facility. The Facilities Department will ensure that Environmental Protection Agency (EPA) approved disinfectant is used and the date, time, and scope of cleaning/sanitization will be documented in a log. Cleaning products, sanitizers, and disinfectants must be kept secure and out of reach of participants (e.g. locked in a separate supply closet with only staff having key access).

**Additional Cleaning/Disinfection During the Workday:** Day Hab staff are also responsible for cleaning the classrooms and common areas a minimum of two times per day - and always after lunch and after dismissal. Clean all tables/desks, and other commonly touched surfaces (door knobs, light switches, refrigerator handles, and microwave handles) with an EPA approved disinfectant, which will be provided by your program. Since liquid can ruin electronics, use only program-approved cleaning products/materials to disinfect computers, phones, iPads, communication devices, etc.

Ensure adequate ventilation while cleaning/disinfecting to prevent inhaling toxic fumes. Staff must wear disposable gloves while cleaning and sanitizing and immediately dispose of any gloves, wipes, paper towels by tying those in a trash bag and removing from the environment to prevent participants from accessing potentially contaminated or hazardous materials.

**Adhere to Disinfectant Dwell Times:** Dwell time, or contact time, is the amount of time disinfectants need to remain wet on surfaces to properly disinfect (i.e. kill 100% of the targeted pathogens). While a disinfectant may kill some of the organisms immediately upon contact, it must be allowed to dwell on the surface for the time period stated on the chemical's packaging. Dwell times can range from 30 seconds to 10 minutes or more. Staff must therefore adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label.

## **11. Use of Shared Equipment/Appliances**

The sharing of items between staff and between participants is discouraged but certain pieces of equipment and appliances will have to be shared, e.g. copy machines, classroom microwaves, etc. Equipment must be sanitized at least twice daily and before and after use since COVID19 (and other pathogens) can be easily transmitted to surfaces, when using common touchpoints it is recommended that you use a stylus pen or pencil with eraser instead of touching the device. Always use hand sanitizer or soap and water to thoroughly clean your hands after using shared equipment.

Items that cannot be cleaned and sanitized should not be used (i.e. soft toys, cloth placemats, etc.) and participants should not be permitted to bring such personal items from home.

## **12. Staff and Participant Lunches/Breaks**

**Staff Lunches/Breaks:** Employees may leave the building during their lunch break or for a short break outside but must adhere to infection control protocols when returning to the worksite (e.g. wear a face mask, sanitize hands upon re-entry). The protocols below for the use of shared classroom appliances such as the refrigerator and microwave must be adhered to:

- Each classroom will have a refrigerator and a microwave for use of the participants and staff of that classroom ONLY. Staff and participants' lunches can be stored in the refrigerator in a sanitary, organized manner.
- Staff must wear gloves when handling participants' food.
- The refrigerator and microwave buttons and handle must be disinfected after every use and again at the end of the day.

### **Food/Lunch Deliveries**

Food delivery workers are not permitted to enter any Eden II work site; pick-ups must take place outside the facility. Front desk staff will not be responsible for interacting with food delivery workers or for ensuring payment of any employee's food delivery so if ordering food, please provide the food vendor with your personal cell phone number and pay in advance when possible.

**Participant Lunch/Snacks/Edible Reinforcers:** Participant snacks and lunch will be eaten in the individual classrooms. Disposable plates, napkins, and utensils will be preferred and used when able. Individual plates and utensils will be cleaned and stored in participants bins. Group snacks at a table are not allowed at this time. Staff must wear food-handling gloves when preparing any edibles for the participants. Edibles should be put on a plate or given to participants on a spoon.

### **13. Site Visitors and Vendors**

Essential visitors (which may include parents and staff who work at other sites) will be permitted only at the discretion of executive employees. A log will be maintained tracking all visitors along with the date of visit and reason for the visit. Approved visitors must follow the same infection control protocols as employees: e.g. self-health checks, use of face coverings, use of hand-sanitizer, and social distancing. The person who is meeting with the visitor is responsible for ensuring that the visitor adheres to our safety plan (including wearing a face covering at all times when in the facility).

Essential vendors (e.g. equipment repair engineers) may enter Eden II worksites by appointment only, and only with the approval of the Director of Facilities. As with essential visitors, the employee responsible for arranging the vendor's visit must ensure that the vendor adheres to our safety plan. Vendor visits will also be tracked.

### **14. Communications & Training**

Please be assured that all of your colleagues who are returning to work onsite have also been trained in this safety plan. We trust that you will do your utmost to keep yourself and your colleagues healthy and safe. We will keep you informed of any changes as we enter new phases and/or update our agency practices and protocols.

As previously stated, feel free to bring any questions or concerns to the attention of your supervisor, your director, or the COVID-19 Coordinator Eileen Hopkins at [ehopkins@eden2.org](mailto:ehopkins@eden2.org).

### **15. Transportation**

When transportation is provided we will ensure only individuals and staff from the same group home will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible. We will reduce capacity on buses, vans, and other vehicles to 50% of total capacity. When possible, we will stagger arrival and departure times to reduce entry and exit density. Unless behaviorally or medically necessary, we will restrict close contact of individuals and staff 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. To the extent they can medically tolerate one, support individuals to wear masks in vehicles. After each trip is completed, the driver will 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. The driver will need to sign off that the van was cleaned and disinfected.

## COVID-19 Safety Plan

### for Certified Day Program Reopening

<b>Agency Legal Name</b>	Eden II School for Autistic Children, Inc.	
<b>Agency Address</b>	15 Beach St. Staten Island NY 10304	
<b>Day Program Type</b>	<input type="checkbox"/> Certified Site  <input checked="" type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Prevocational  <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite  <input type="checkbox"/> Sheltered Workshop
<b>Operating Certificate Number</b>	72580CH1	
<b>Site Address</b> (certified sites only)	NA	
<b>Certified Capacity</b> (certified sites only)	NA	
<b>Primary Contact Name</b>	NA	
<b>Primary Contact Email and phone</b>	Mary McDonald <a href="mailto:MMcDonald@Eden2.org">MMcDonald@Eden2.org</a> (516) 937-1397 Ext. 1302	

The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, **Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities**. 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.

Please submit the written safety plan for each program to OPWDD prior to the reopening at [quality@opwdd.ny.gov](mailto:quality@opwdd.ny.gov). In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

## **SAFETY PLAN COMPONENTS**

**NOTE:** Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

### **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 identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

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

All required signs have been laminated and posted throughout the building, including at entrances, in hallways, bathrooms and program rooms, etc. They will be replaced if damaged. Staff are instructed to follow all posted signs which include 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 and Non-essential visitors are not allowed.

### **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 and OPWDD guidance documents.
- Maintain daily documentation of all screening of individuals, staff and visitors in compliance with OPWDD and 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 and OPWDD 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 OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.

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

Protocols have been developed and staff will be trained on Pre-Entry/Pre-Participation Screening, Response to Signs and Symptoms and Departure, Participation and Return to Program/Service guidelines. Pre-health assessment and temperature screenings are conducted daily for staff and participants.

### 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:

Protocols have been developed and staff will be trained on social distance guidelines. All space has been reconfigured to ensure social distancing guidelines are met. Floor markings in hallways and stairwells have been identified, common space will not be used. There will be no more than 50% capacity in small confined spaces.

### C. Gatherings in Enclosed Spaces

- Modifications to day 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 ( $\leq 15$ ) 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:

Protocols have been developed to ensure limitations of gathering in enclosed spaces. Groups will not exceed the OPWDD mandate of no more than 15 individuals, groups will remain static, there will be no ‘floating’ staff, no shared food and social distancing protocols will be followed at all times.

### D. Day 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:

Individual goals and teaching methodologies are being reassessed to allow for social distancing when possible, and focus on little to no physical contact when appropriate. Schedules will be created to reduce density and allow for greater social distancing

#### 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 and OPWDD guidelines (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 and visitors must wear face coverings when entering the building. All staff are provided a disposable mask daily. All essential visitors must wear masks, they will not be allowed into the building otherwise. All staff receive training on PPE including, donning, doffing, disposing, reusing and cleaning. All individuals will be encouraged to wear masks. An adequate supply of PPE will always be on site.

#### 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:

All staff will receive training in proper handwashing and hand sanitizing and increased handwashing/sanitizing protocols and schedules are in place. Protocols developed for prohibited use of shared materials. Individualized materials have been purchased when able. Protocols have been developed to ensure EPA approved disinfectants are used and the date and time and scope of cleaning/sanitizing will be documented in a log.

## 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 from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;
- Reduce capacity on buses, vans, and other vehicles to 50% of total capacity;
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff 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. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.
- To the extent they can medically tolerate one, support individuals to wear masks in vehicles.
- 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:

All transportation guidelines will be followed. All staff will be trained on the transportation protocols to ensure social distancing, maximum airflow and limited risk of cross contamination. All staff will wear a mask when in the vehicle. All participants will be encouraged to wear a mask in the vehicle and no more than 50% capacity will be transported. Protocols are in place to clean and disinfect the vehicle at the conclusion of each van use.

## H. Tracing and Tracking

- 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 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:

All staff are trained on tracing and tracking protocols to report any positive cases. All staff fill out a health screening questionnaire daily. All participants and families are asked questions regarding possible exposure and/or positive Covid-19 cases daily. Agency procedure will be followed for reporting purposes, programs will report any positive Covid-19 test results to our Quality Assurance Department and Covid-19 Officer. They follow procedure to report positive Covid-19 cases to the health department and OPWDD.

### ADDITIONAL SAFETY PLAN MEASURES:

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