

1. Community Resources, as the operator of certified Day Habilitation, Supplemental Day Hab, Weekend and Saturday Respite programs, assumes and maintains responsibility for the implementation and monitoring of the re-opening safety guidelines issued by NYS OPWDD and will ensure adherence to all applicable local, state and federal requirements. Additionally, the Administrative Team has been, and will remain, well-informed with any and all relevant updates and will incorporate them as needed into operating practices and the site-specific Safety Plan. As Community Resources sees fit, we will implement additional precautions and/or increased restrictions necessary to meet our program specific and our individual specific needs. It is understood that according to the Standards for Reopening Day Program Operations, NYS OPWDD certified day programs may only reopen if the organization meets the minimum State and Federal safety requirements as outlined by the Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), United States Department of Labor's Occupational Safety and Health Administration (OSHA), New York State Department of Health (DOH) and OPWDD while also meeting the minimum standards of the Americans with Disabilities Act (ADA). It is further noted and understood that the requirements contained within this guidance apply to all NYS OPWDD certified day programs and services which resume operation during the continued COVID-19 public health emergency, until such time they are amended or rescinded by the State. Community Resources Day Habilitation, Supplemental Day Hab, Weekend and Saturday Respite programs are each responsible for meeting these minimum standards. It is noted and understood that where guidance in this document differs from other guidance documents issued by the State or Federal governments, the most recent guidance shall apply. In the event we use our outdoor space, it is not considered a public place for the purposes of this guidance. Individuals receiving services will not be required to wear a face covering when utilizing the outdoor space that belongs to Community Resources and/or is exclusively used by any of the day programs, as long as social distancing from other day program participants, staff and essential visitors is maintained.

2. Interim Guidance Regarding Re-opening of Day Services

Signage is posted throughout the Main Campus of Community Resources addressing critical COVID-19 transmission prevention and containment measures. Signage includes the following guidance:

- Social distancing requirements--- All program areas have visual reminders of the need to keep social distance. Community Resources has chosen various distancing signs which will be rotated to ensure they are noticed and do not blend into the environment over time
- Use of mask or cloth face-covering requirements---Mask requirements are on all entrance doors to the building as stencils at eye level. Entrances for the participants have a brighter stencil making it easier for them to see if they have visual issues. Further, mask reminders are posted throughout the building. As with the social distancing, different signs are used which will be rotated.
- Proper storage, usage and disposal of PPE --- PPE signs are at the time clocks as well as throughout the building to insure further compliance.
- Symptom monitoring and COVID-19 exposure reporting requirements---COVID-19 specific posters are up in the program areas, by the time clocks and in HR.

- Proper hand washing and appropriate use of hand sanitizer---Handwashing posters are in all bathrooms, by all sinks in classrooms and sanitizer posters are up by dispensers which are located throughout the building.

Required Day Program Reopening Plan:

Community Resources has developed a safety plan for reopening that addresses the requirements contained herein and upon approval by Executive Team, this plan will be submitted to the NYS OPWDD Division of Quality Improvement via the Quality Mailbox at quality@opwdd.ny.gov. Upon internal approval, the plan will be submitted prior to the reopening of the day program and will include the attached attestation, agreeing to implement all required safety precautions and guidelines. Community Resources and the responsible parties will maintain and have available completed safety plans on site. Community Resources is aware that the State has made available a business reopening safety plan template to guide business owners and operators in developing plans to protect against the spread of COVID-19, such safety plan templates can be found at forward.ny.gov.

A. Entrance to Site Based Programs:

It is Community Resources' policy that all staff, individuals, and any essential visitors, are screened prior to entry into the Main Campus (3450 Victory Blvd. SI, NY 10314) and monitored for signs and symptoms of COVID-19 thereafter. A supervisory level staff will be designated to conduct daily screenings on a rotational basis. They will be trained by the RN and such documentation of training will be maintained on site and available for review. Screeners are provided with, and will PPE, including at a minimum, a face mask and gloves. A face shield has also been provided for their use if they choose to use it. A log is maintained for every person who enters the building inclusive of temperature and symptom check. It is on site and ready for review. Staff screenings will document if the screening was passed or if the staff was sent home, no other *(is this correct?)* health information is recorded. All staff screenings are secured at the end of the day in Administrative area behind locked doors. Screeners require individuals and staff to self-report, to the extent they are able, any changes in symptom status throughout the day and, as per Agency policy, to notify the RN on site. The health screening assessment includes the following questions prefaced by have you or have you had: (1) Any COVID-19 symptoms in the past 14 days, (2) A positive COVID-19 test in the past 14 days, (3) Close contact with a confirmed or suspected COVID-19 case in the past 14 days and/or (4) travelled from within one of the designated states with significant community spread. Assessment responses are reviewed every day and signed off on each page *by ?*

It is the policy of Community Resources that any individual, staff, or visitor exhibiting signs or symptoms of COVID-19 upon arrival is not allowed to enter the building and/or program space. The Director of Nursing is to be notified immediately to ensure proper handling of the situation in accordance with DOH, CDC, and NYS OPWDD guidelines. They are required to return home until they are fever/symptom free for 72 hours without the use of fever-reducing medications (e.g. Advil, Tylenol). Additionally, they are required to bring a clearance note from their physician. If anyone develops symptoms while at the day program, the individual or staff are to be isolated until they can be sent home. Any individual or staff sent home is instructed to contact their healthcare provider for assessment and testing. Community Resources' Day Habilitation Director will ensure the local health department and NYS OPWDD are informed about the suspected case.

As indicated, the Day Habilitation Nurse will provide the individual or staff with written information on healthcare and testing resources and refer to DOH testing guidance.

- Individuals sent home from program need to consult with their healthcare practitioner prior to returning to the program;
- Staff sent home are to supply a clearance letter from their Healthcare provider stating they are cleared to return to work, full duty, no restrictions. Additionally, they are to be cleared by the Director of Nursing or her designee.
 - No Individual may return to, or attend, the day program while a member of their household or certified residence is being quarantined or isolated. If an individual or staff member is identified with COVID-19, Community Resources Director of Nursing ensures all guidance from CDC, DOH, and NYS OPWDD are followed to determine when the individual/staff can return to the program and determines what additional steps are needed. The Director of Nursing has the contact information for all relevant offices.
 - All staff and individuals are to perform hand hygiene immediately upon entering the program and throughout the day. Community Resources Day Habilitation has designated the program coordinators, who will be assigned on a rotating schedule basis, as the designated site safety monitor for the day whose responsibilities include continuous compliance with all aspects of the site safety plan.
 - The Day Habilitation program will maintain a log of every person, including staff and essential visitors, who may have had close contact with other individuals at the facility; excluding deliveries that are performed with appropriate PPE or through contactless means. Logs will contain contact information, so that all contacts may be identified, traced and notified in the event someone is diagnosed with COVID-19. The Day Habilitation and Human Resources departments maintain contact information for all Individuals and personnel. Community Resources will cooperate with local health department contact tracing efforts.
 - It is Community Resources' policy that staff take the following actions related to COVID-19 symptoms and contact:

If a staff has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the staff may only return to work after completing a 14-day self-quarantine and verification of a negative test result. If a staff is critical to the operation or safety of a facility, the Director of Nursing consults the local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.

If a staff does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the staff may only return to work after completing a 14-day self-quarantine and a repeat test with negative results. If a staff is critical to the operation or safety of a facility, the Director of Nursing consults the local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.

If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the staff is to notify Human Resources and the Director of Nursing and follow the above protocol for a positive case.

If a staff has had close contact with a person with COVID-19 for a prolonged period of time and is not symptomatic, the staff is to notify Human Resources and the Director of Nursing. The staff will be advised to go for testing. If the person tests positive, they will be instructed to self-quarantine, see a health professional, and will need to be retested prior to returning to work. In the event the staff tests negative, they will need to self-quarantine for 14 days and may return to work with a clearance note from a healthcare professional.

iv. Disinfect and clean facility spaces:

Cleaning and disinfecting of all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment will be done routinely.

Entrance into the Main Campus is restricted to essential staff responsible for the direct service provision not possible for delivery via telehealth alternatives and those persons required to ensure continued health and safety operations (e.g. PPE supply delivery or work control, etc.).

Security allows only essential personal or those having business into the building.

In the event an individual, staff or anyone they reside with are placed on quarantine or isolation, the responsible party (i.e. self, guardian, residence manager etc.) must notify the day program immediately and must suspend attending day program until they are medically cleared to return to work/program.

B. Social Distancing Requirements

Community Resources will ensure that, for any programming occurring indoors, capacity is limited to the number of participants and required staff which ensures the following mitigation strategies are adhered to:

- At least six feet of physical distance is maintained among individuals and staff, unless safety of the core activity requires a shorter distance or an individual's treatment plan requires that closer contact be maintained with a staff member.
- All staff must wear an appropriate face mask or covering at all times while at work, consistent with all current Executive Orders and NYS OPWDD guidelines, unless medically contraindicated. Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based face coverings and disposable masks that cover both the mouth and nose. Cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment due to the nature of the work. For those activities, N95 respirators or other personal protective equipment (PPE) used under existing industry standards should continue to be used, as is defined in accordance with OSHA guidelines.
- Individuals receiving services will wear face coverings, if they can medically tolerate one, whenever social distancing cannot be achieved.

- Groupings of staff/individuals receiving services will be kept as static as possible by having the same group of individuals work with the same staff whenever and wherever possible. Group size will be limited to no more than fifteen (15) individuals receiving services. The restriction on group size does not include employees/staff.
- Different stable groups of up to 15 individuals will have no, or minimal, contact with one another nor utilize common spaces at the same time, to the greatest extent possible.
- The staffing plan does not require employees to “float” between different rooms or groups of individuals, unless such rotation is critical to maintain safe staffing levels for all individuals due to unforeseen circumstances (e.g. staff absence).
- The use and/or restriction of the number of program rooms and seating areas have been modified to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet). When distancing is not feasible between workspaces, if needed, we will provide and require the use of face coverings or employ physical barriers, such as plastic shielding walls where they would not affect air flow, heating, cooling, or ventilation.
- When possible, and in accordance with OSHA guidelines, physical barriers have been put in place.
- Shared workspaces or equipment is cleaned and disinfected before and after each use.

The use of tightly confined spaces (e.g. supply closets, equipment storage areas, kitchens, vehicles, or restrooms) by more than one person at a time, unless both individuals and staff sharing such space are wearing acceptable face coverings, is prohibited. However, even with face coverings in use, occupancy never exceeds 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant.

All areas of the main campus will increase ventilation with outdoor air to the greatest extent possible (e.g. open program room and vehicle 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 pollens in or exacerbating asthma symptoms) to individuals using the facility.

Congregating in main campus common areas (e.g. the cafeteria) is prohibited. Elevator capacity has been decreased to 2 people maximum.

Bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and posted signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. entrance/exit into the facility, meal areas, etc.) is implemented.

Social distancing is not always possible when caring for individuals with higher medical, behavioral or adaptive support needs. Their specific treatment plans necessitate physical contact to ensure health and safety during activities of daily living (e.g. toileting, eating etc.), behavior intervention techniques (e.g. physical restraint) or medical treatments (e.g. administration of daily medication or first aid etc.). All appropriate personal protective equipment and hygiene is utilized. Staff who are unable to medically tolerate wearing a mask are required to supply a note from their health care provider, submit it to Human Resources and Community Resources will work with the staff member to temporarily reassign them to work duties which are capable of being completed, while maintaining social distance from vulnerable populations.

C. Gatherings in Enclosed Spaces

Community Resources has prohibited gatherings of more than 15 people (excluding staff) in a shared space, at any given time. Rooms have been reconfigured or repurposed to limit density and expand usable space. To the extent possible, program rooms will include the same grouping of individuals with the same staff each day and avoid crossing programs with other rooms. Where needed, seating has been spaced out and floor markers have been placed to designate six-foot distances. Any additional seating above designated room capacity has been removed.

Community Resources has provided adequate space for required staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (e.g. eating). Break times are staggered to maintain social distancing. Shared food and beverages are prohibited. Food brought from home requires limited preparation at the day program site (i.e. heating in microwave) and is to be packed appropriately. All reusable food utensils and storage containers should be washed in the dishwasher on the hottest wash and dry setting. Buffet-style dining is prohibited. The cafeteria will be used for meals and we will ensure social distancing, staggered meal times, and disinfection between each seating is maintained. The windows in the cafeteria are to remain open when the cafeteria is in use.

D. Day Program Schedules and Activities

Initially, day program capacity will be prioritized for individuals who are best served on-site due their specific clinical needs. Community Resources has contacted self-advocates, families/caregivers/guardians to ascertain which Individuals will be returning, what programming will be best, and the risk level of their medical status. High risk individuals, who prefer to remain at home, to participate in less intensive in-home supports of a shorter duration and encourage continued use of telehealth to supplement service delivery will be assisted to do so.

For those individuals resuming site-based day services, the following measures to foster social distancing and disinfection in-between use will be utilized:

- Adjusting day program hours to allow blocks of service provision (e.g. 9 AM to 1 PM and 2 PM to 6 PM). Limiting staff on site to those essential for direct service provision. Prioritizing tasks and activities that most easily adhere to social distancing.
- For sport and athletic activities, Community Resources will keep stable groups of individuals together and separated from other groups and will focus on activities with little or no physical contact (e.g. walking or hiking) and which do not rely on shared equipment.
- For food services, Community Resources will a.) Serve individual portions; b) Avoid use of communal dining areas and substitute eating outdoors or in a classroom, whenever possible; c) Keep stable groups of individuals separated from one another; d) Stagger mealtimes to reduce occupancy and allow for disinfection between seating within an indoor space or congregation within an outdoor area; and e) Separate tables with seating at least six feet apart from other tables, as feasible.

E. Personal Protective Equipment

Community Resources does have an adequate supply of required PPE on site. All required staff and essential visitors are required to wear a face covering or mask and are provided one for use onsite at no cost. All day programs and staff comply with OSHA standards applicable to each specific work environment. Staff may choose to provide their own face covering, however, they are not required to do so. Acceptable face coverings include, surgical masks, N95 respirators, face shields and/or cloth masks (e.g. homemade sewn, quick cut, bandana). Any personally supplied face coverings must maintain standards for professional/workplace attire. Cloth, disposable or homemade masks are not appropriate for workplace activities that require a higher degree of protection for personal protective equipment due to the nature of the work.

- Face coverings are cleaned or replaced after use and are not to be shared.
- All staff are trained on proper use of PPE including when to use and donning, doffing, disposing and/or reusing and sanitizing when appropriate. Documentation of such trainings will be retained on site and in the employee's personnel file.

Hygiene and Cleaning

Community Resources implements the following minimum standards:

- Maintaining an adequate stock of cleaning and EPA approved disinfecting agents.
- Conducting frequent cleaning and rigorous disinfection of high-risk areas (i.e. bathrooms, nursing stations) and high touch surfaces (i.e. shared equipment or supplies).
- Adheres to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label and ensures adequate ventilation to prevent inhaling toxic fumes. We use only EPA registered products for disinfecting non-porous surfaces.
- Maintains at each site cleaning logs indicating the date, time, and scope of cleaning.
- Cleaning products, sanitizers and disinfectants are kept secure and out of reach of individuals who may misuse (i.e. consume, dump out etc.). Products are locked in a separate supply closet or cabinet, with only staff having key access. After sanitizing or disinfecting any gloves, paper towels or other disposable items used are immediately discarded. They are removed from the environment to prevent individuals from accessing potentially contaminated or hazardous materials.
- There is limited use of shared objects/equipment and they are cleaned then sanitized after each use. Items that cannot be cleaned and sanitized are no longer in use (i.e. soft toys, cloth placemats, etc.) Individuals are not permitted to bring such personal items from home.
- Shared equipment such as arts and crafts supplies are now individually packaged for each Individual. Gloves will be worn to touch any electronic equipment and keyboards will be covered with disposable plastic to prevent direct contact with the equipment. Everyone is required to practice hand hygiene before and after contact with shared objects or frequently touched surfaces.

- If cleaning or disinfection products, or the act of cleaning and disinfecting causes safety hazards, staff must use PPE as needed followed by hand hygiene. Use cleaning/disinfecting wipes for electronics (do not use sprays). Limit the number of people using the equipment when proper cleaning/disinfecting of such items are not possible.
- Provide and maintain hand hygiene stations throughout each location where possible 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. Hand sanitizer should be available and utilized frequently throughout community based services.
- All staff and individuals should wash their hands frequently with soap and water, for at least 20 seconds upon arriving to any site-based programming, before handling food, before and after eating and drinking, smoking/vaping, using the bathroom, using the phone, after touching shared objects or surfaces, after touching their eyes, nose or mouth, or after cleaning, sanitizing or disinfecting surfaces or when hands are visibly dirty. Use of alcohol-based hand sanitizers with at least 60% alcohol are also acceptable. Use of hand sanitizer by individuals should be supervised as needed by staff.
- CDC guidelines on "Cleaning and Disinfecting Your Facility" will be followed if someone is suspected or confirmed to have COVID-19 infection which includes: a) Closing off areas used by the person who exhibit symptoms. The provider does not have to necessarily close operations, if they can close off the affected areas; b) Open outside doors and windows to increase air circulation in the area; c) Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible; d) Clean and disinfect all areas used by the person who is sick such as offices, classrooms, bathrooms, common areas, and shared equipment; e) Once the area has been appropriately disinfected, it can be opened for use. Employees and individuals who have not had close contact with the person who is sick can return to the area immediately after disinfection.
- The provider will follow NYS DOH and OPWDD guidance related to reporting and contact tracing in the case of a positive or presumed positive COVID-19 individual or staff.

G. Transportation

Community Resources ensures that the following measures are in place in order to transport individuals to/from day programming:

- Only individuals and staff from the same facility are transported together; individuals or staff from other residences will not be intermingled for purposes of transportation at this time.
- Capacity on buses, vans, and other vehicles will be reduced to 50% of total capacity to maximize social distancing and reduce COVID-19 transmission risks.
- Staggered arrival and departure times will be implemented to reduce density during these times.
- To the extent possible, individuals and staff will restrict close contact by not sitting near each other or the driver. The use of directional tape and signage will be used in vehicles where it is possible.

Additionally, if there are multiple doors in a bus or van, one-way entering and exiting will be utilized. Individuals will be directed to not exit the vehicle all at once, instead following driver or staff instruction on exiting one person at a time;