


Attestation of Certified Day Program Operations in Accordance with OPWDD Interim Reopening of Day Services Guidance

Agency Legal Name	Arc of Genesee Orleans		
Agency Address	64 Walnut Street, Batavia, NY 14020		
Day Program Type	<input checked="" type="checkbox"/> Certified Site <input type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Day Treatment <input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> Prevocational <input type="checkbox"/> Respite
Operating Certificate Number	64440654		
Site Address (certified sites only)	4603 Barrville Road, Elba, NY 14058		
Certified Capacity (certified sites only)	100		
Primary Contact Name	Sherri Raab		
Primary Contact Email and phone	(585) 757-2363		

The submission of this signed attestation and safety plan for the above program to quality@opwdd.ny.gov advises OPWDD of the agency's plan to resume operations at the day program in accordance with requirements as outlined in the guidance document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

The agency must attest to its ability to adhere to all requirements in the guidance as appropriate to the program, and to ensure ongoing compliance with the requirements upon opening.

Any attestation is a filing of a written document with a government agency and is enforceable against the signatory.

	7/24/2020
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Signature of Agency CEO	Date
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Donna Saskowski	
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Printed Name of Agency CEO

COVID-19 Safety Plan for Certified Day Program Reopening

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Primary Contact Email and phone	sraab@arcgo.org 585-757-2363	

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. 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:

The Coordinator and/or Director will ensure that signage is put up and will monitor daily that signs remain up. If a sign falls down, the Coordinator and/or Director will ensure the sign is replaced on the same day.

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:

Daily screening log and temperature checks will be completed daily by a supervisor or RN. It will be completed upon arrival on site. Forms will be maintained by the Coordinator/ Director or QA Manager and will be kept in a confidential area. The Director, Coordinator, or QA Manager will train staff on completing the screening log and what signs and symptoms to watch for. The staff will be trained on the need to report any changes in their symptoms while on the job or at home and if they do test positive to COVID-19. Staff will be trained on how to report this information and to whom. The training discussed here will be completed on the first day a staff person returns to work upon the reopening of the day program.

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:

Review by day program management of building and room space to determine a maximum number of people in a specific room at one time and post maximum number in each room, based on social distancing guidelines of 6 feet (36 sq. feet). Seating in each room will be limited to maximum number of people per room and extra seating will be removed from rooms. Signage and floor markings will be utilized in entry ways, hallways, and common areas to denote six feet distancing (directional signage will be used as needed). Monitoring and observing of staff and individuals will occur daily by day program management to ensure that social distancing is being utilized. DSPs and Day Hab Managers will educate individuals on physical distancing, explaining signage, hygiene

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 (≤ 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:

The Elba Day program will offer blocks of service time, such as but not limited to, 8- 12:30; 9-1:30; 10-2:30; and 12:00-4:30, as determined and as needed to stagger arrival and departure times. Group sizes will be 10 or less and staff scheduling will be planned in advance, printed, and reviewed by the Coordinator, Director, or designee to ensure staffing is as static as possible. Staff and individuals will receive instruction on having no to minimal contact with other groups and how to avoid using common areas at staggering times. Meal breaks will be determined and recorded on the staff schedule to stagger these times and maintain social distancing. Signage will be posted to remind staff and individuals of the importance of social distancing in common areas

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:

The Elba Day program will offer blocks of service time, such as but not limited to, 8-12:30; 9-1:30; 10-2:30; and 12:00- 4:30pm, as determined and as needed to stagger arrival and departure times. Group sizes will be 10 or less and staff scheduling will be planned in advance, printed, and reviewed by the Coordinator, Director, or designee to ensure staffing is as static as possible.

Individuals will have personal containers to store program items which they enjoy and use daily or weekly. Staff and individuals will be instructed to not share program items. In an instance when an item or game needs to be shared, staff will disinfect the item and allow it to dry, prior to allowing another person to use it.

~~Staff and individuals will be encouraged to participate in non-contact activities outdoors as weather permits.~~

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:

The Quality Manager, Coordinator, and the Director will monitor staff daily to ensure that staff are wearing appropriate masks at all times. These administrative staff, or the person assigned to screening visitors, will provide facemasks to all essential visitors when they do not have their own when entering to the building. Staff will be trained on the importance of teaching individuals about social distancing and wearing masks, if person is able to tolerate or does not have a medical reason for not wearing one.

PPE inventory will be monitored weekly to ensure that an appropriate amount of supplies are on hand for the building- this will include but not limited to gloves and masks. Staff will be trained on appropriate donning, doffing.

F. Hygiene and Cleaning

Personal Hygiene to Reduce Transmission:

- Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
- Provide and maintain hand hygiene stations at each location to include:
 - Handwashing: soap, running warm water, and disposable paper towels.
 - Hand sanitizing: alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical, and where the need for frequent hand sanitizing is expected;
- Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
- Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
- Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.
- Address any individualized needs affecting the unsupervised availability of hand sanitizer.

Cleaning and Disinfection of Environment, Equipment and Supplies:

- Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
- Implement the following minimum standards regarding cleaning and sanitizing:
 - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
 - Use of only EPA registered products for disinfecting non-porous surfaces;
 - Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
 - Ensure adequate ventilation to prevent inhaling toxic fumes.
 - Maintain site cleaning logs indicating the date, time, and scope of cleaning.
 - Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
 - Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
 - Clean and disinfect all areas and equipment used by a person exhibiting symptoms upon their departure from the area and prior to use of the area or equipment by other individuals or staff.
 - PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
 - Provide ventilation with outside air safely and when possible.
- Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible.
- Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

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

Staff will be trained to wash hands for 20 seconds or longer with soap and water and to use hand sanitizer throughout the day, at all of the applicable times/situations. Documentation of such training will be maintained by the QA Manager, Coordinator and/or Director. Individuals will also receive training on handwashing for 20 seconds and hand sanitizer usage (if appropriate for the person) throughout the day, as well as, when they arrive or depart from program.

For cleaning and disinfecting, the Housekeeper/Janitor will be instructed to clean high risk/high touch areas throughout the program day. All staff will be trained to clean and disinfect their work areas daily and more often, as

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:

Arrival and departure times to program will be staggered. As buses or vehicles arrive to program, day program staff and management will verify that individuals transported are from one certified residence and that none of the individuals are going to a different day program. If individuals transported come from family settings, the day program staff will observe if individuals are socially distanced, as best as possible, and that masks are being worn by the driver (and aide, if applicable). If any concerns are noted, they will be reported to the Director of Transportation or designee. The Transportation Department will be responsible for cleaning and disinfecting their buses or vans between uses and documenting such. Staff will assist transportation with guiding individuals to get

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:

When screening visitors, phone numbers will be requested and documented to allow for tracing if needed. If a staff or visitor test positive to COVID-19, the Coordinator and/or Director will report this to the agency's Human Resources Department and the Quality Assurance Department. These departments will ensure that the local health department and OPWDD are notified immediately.

ADDITIONAL SAFETY PLAN MEASURES:

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