


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

<b>Agency Legal Name</b>	Arc of Genesee Orleans		
<b>Agency Address</b>	64 Walnut Street, Batavia, NY 14020		
<b>Day Program Type</b>	<input type="checkbox"/> Certified Site  <input type="checkbox"/> Community, without Walls	<input type="checkbox"/> Day Habilitation  <input type="checkbox"/> Day Treatment  <input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> Prevocational  <input checked="" type="checkbox"/> Respite
<b>Operating Certificate Number</b>	6444ORE1 / FAMILY Support		
<b>Site Address</b> (certified sites only)	243 South Main Street, Albion, NY 14411 (not certified)		
<b>Certified Capacity</b> (certified sites only)			
<b>Primary Contact Name</b>	Tiffany Grabowski		
<b>Primary Contact</b> <b>Email and phone</b>	(585) 729-2549 tgrabowski@arcgo.org		

The submission of this signed attestation and safety plan for the above program to [quality@opwdd.ny.gov](mailto: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.**

	7/17/2020
Signature of Agency CEO	Date
Donna Saskowski	
Printed Name of Agency CEO	

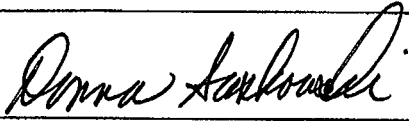
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<b>Operating Certificate Number</b>	6444ORE1 / Family Support		
<b>Site Address</b> (certified sites only)	38 Woodrow, Batavia, NY 14020 (not certified)		
<b>Certified Capacity</b> (certified sites only)			
<b>Primary Contact Name</b>	Tiffany Grabowski		
<b>Primary Contact Email and phone</b>	(585) 729-2549 tgrabowski@arcgo.org		

The submission of this signed attestation and safety plan for the above program to [quality@opwdd.ny.gov](mailto: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*.

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	7/17/2020
Signature of Agency CEO	Date
Donna Saskowski	

Printed Name of Agency CEO

## COVID-19 Safety Plan for Certified Day Program Reopening

<b>Agency Legal Name</b>	Arc of Genesee Orleans	
<b>Agency Address</b>	64 Walnut Street, Batavia, NY 14020	
<b>Day Program Type</b>	<input type="checkbox"/> <b>Certified Site</b> <input type="checkbox"/> <b>Community, without Walls</b>	<input type="checkbox"/> <b>Day Habilitation</b> <input type="checkbox"/> <b>Prevocational</b> <input type="checkbox"/> <b>Day Treatment</b> <input checked="" type="checkbox"/> <b>Respite</b> <input type="checkbox"/> <b>Sheltered Workshop</b>
<b>Anticipated Reopening Date</b>	7/17/2020	
<b>Operating Certificate Number</b>	Family Support Services	
<b>Site Address</b> (certified sites only)		
<b>Certified Capacity</b> (certified sites only)		
<b>Primary Contact Name</b>	Tiffany Grabowski	
<b>Primary Contact Email and phone #</b>	tgrabowski@arcgo.org    (585) 729-2549	

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:

Receptionist and/or Administrative Assistants follow guidance and directives given by Human Resources on what signs are to be posted and or removed.

### **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:

- a. Staff will self screen at reception each day before starting work.
- b. If they start their day off site, staff will self screen with forms they keep on them.
- c. Staff will call person they are providing services to before going to see them and complete health screen over the phone.
- d. Staff will also complete a health screen over the phone for any family members present in the home during services provide to reporting to the home.
- e. Administrative Assistant (Albion Location) and Program Manager (Batavia Location) will retain copies of staff

**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:

- |   |
|---|
| <p>a. Communicate with families that when we visit in the home everyone will be required to wear a mask, including family members, when social distancing cannot be maintained.</p> <p>b. Follow mask requirements for the community at large when going out to community locations.</p> <p>c. All visitors to sites must check in at reception and complete daily screening before entering, all visitors must wear a mask when social distancing cannot be maintained.</p> <p>d. Guidance and directives from Human Resources will be followed by receptionist and/or Administrative Assistant on signage and, floor markers and directional traffic where necessary.</p> |
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**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:

- |   |
|---|
| <p>a. Services will be provided with a ratio of one staff to one person receiving services when possible. Transportation may be provided if transportation is necessary to providing the service with safeguards.</p> <p>b. Services will be provided with a ratio of one staff to 2 person receiving services when person receiving services or guardians have agreed to the arrangement. Transportation may be provided if transportation is necessary to providing the service with safeguards.</p> <p>c. Services will be provided with a ratio of one staff to 3 persons receiving services when person receiving services or guardians have agreed to the arrangements. Transportation may be provided if transportation is necessary to providing the service with safeguards.</p> |
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**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:

- a. Transportation to and from service locations in cars and mini vans: one passenger per row of seats, no passenger sitting next to driver, masks worn by driver and passengers when medically able. Windows open to allow for ventilation as weather permits.
- b. Less than 6 feet needed to provide care or interact/ communication effectively: masks worn by staff at all times, person receiving services wears mask when medically able.
- c. Encourage activities that allow for 6 ft of distance when possible.
- d. Provide telehealth where possible.
- e. Communicate with families that when we visit in the home everyone will be required to wear a mask including

**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:

- a. Staff will be provided 2 cloth face coverings to use, wash, and reuse while on the job.
- b. Disposable facemasks are available upon request.
- c. Staff will be provided gloves to use on the job.
- d. Staff will be provided hand sanitizer to use on the job.
- e. Staff will be provided cleaning and disinfecting solution to use on the job.
- f. Staff will be provided a small supply of disposable masks to carry as backup.
- g. Person's served will be educated on the need to wear face masks while working with staff

**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:

- a. Staff will clean shared surfaces before and after use.
- b. Staff will wear gloves when using cleaning/disinfecting solutions.
- c. Staff will wear gloves when they are unable to clean surfaces before and after use.
- d. Staff will wash hands or use hand sanitizer before and after contact.

## 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 traveling to and from the same day program be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation at this time; individuals transported together are encouraged to be cohorted for purposes for day programming also, in order to reduce further intermingling;**
- **Reduce capacity on buses, vans, and other vehicles transporting individuals from multiple residences to 50% of total capacity;**
- **Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction;**
- As possible, stagger arrival and departure times to reduce entry and exit density.
- **To the extent possible, restrict close contact of individuals and staff from different households 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. Social distancing must be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals should be transported alone or with members of the same household. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.**
- 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:

- a. Transportation to and from service locations in cars and mini vans: one passenger per row of seats, no passenger sitting next to driver, masks worn by driver and passengers when medically able. Windows open to allow for ventilation as weather permits.
- b. Less than 6 feet needed to provide care or interact/ communication effectively: masks worn by staff at all times, person receiving services wears mask when medically able.
- c. Encourage activities that allow for 6 ft of distance when possible.
- d. Provide telehealth where possible.

## 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:

- a. Log of persons coming on site at department offices will be kept at reception.
- b. Staff schedules will serve as one record of contacts for off site staff.
- c. Daily health check will be completed by staff for each person they come in contact with off-site (person receiving services and those present in the household for at home services). Daily health check will be turned in weekly to program manager.
- d. Staff complete daily billing/ documentation for each person receiving services that they work with.
- e. Contact HR.

### **ADDITIONAL SAFETY PLAN MEASURES:**

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

See complete Safety Plan attachement.

## I. People

**List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?**

- a. **Transportation** to and from service locations in cars and mini vans: one passenger per row of seats, no passenger sitting next to driver, masks worn by driver and passengers when medically able. Windows open to allow for ventilation as weather permits.
- b. Less than 6 feet needed to **provide care** or interact/ communication effectively: masks worn by staff at all times, person receiving services wears mask when medically able.
- c. Encourage **activities** that allow for 6 ft of distance when possible.
- d. Provide **telehealth** where possible.

**How you will manage engagement with customers and visitors on these requirements (as applicable)?**

- a. Communicate with families that when we visit in the home everyone will be required to wear a mask, including family members, when social distancing cannot be maintained.
- b. Follow mask requirements for the community at large when going out to community locations.
- c. All visitors to sites must check in at reception and complete daily screening before entering, all visitors must wear a mask when social distancing cannot be maintained.

**How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks)(as applicable)?**

- a. Services will be provided with a ratio of one staff to one person receiving services when possible. Transportation may be provided if transportation is necessary to providing the service with safeguards (1A).
- b. Services will be provided with a ratio of one staff to 2 person receiving services when person receiving services or guardians have agreed to the arrangement. Transportation may be provided if transportation is necessary to providing the service with safeguards (1A).
- c. Services will be provided with a ratio of one staff to 3 persons receiving services when person receiving services or guardians have agreed to the arrangements. Transportation may be provided if transportation is necessary to providing the service with safeguards (1A).
- d. Services will be provided with a ratio of one staff to 4 persons receiving services when person receiving services or guardians have agreed to the arrangements. Transportation may be provided if transportation is necessary to providing the service with safeguards (1A).
- e. Encourage drop off and pick up over providing transportation, especially in groups, when possible.
- f. Maintain groups of consistent people (the same people in the group) and staff as much as possible.
- g. As the group size increases, the ability to social distance effectively will decrease, focus on consistent use of masks in group settings.

## II. Places

**What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?**

**Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.**

- a. Staff will be provided 2 cloth face coverings to use, wash, and reuse while on the job.
- b. Disposable facemasks are available upon request.
- c. Staff will be provided gloves to use on the job.
- d. Staff will be provided hand sanitizer to use on the job.
- e. Staff will be provided cleaning and disinfecting solution to use on the job.
- f. Staff will be provided a small supply of disposable masks to carry as backup.
- g. Person's served will be educated on the need to wear face masks while working with staff.
- h. Person's served will provide their own face covering to use while receiving services.
- i. Staff can get additional supplies by requesting in person or via email to Susan Gillman, CS Admin Assistant.
- j. Department can get additional supplies by completing PPE request form.

**Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.**

- a. Staff will clean shared surfaces before and after use.
- b. Staff will wear gloves when using cleaning/disinfecting solutions.
- c. Staff will wear gloves when they are unable to clean surfaces before and after use.
- d. Staff will wash hands or use hand sanitizer before and after contact.

**List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?**

- a. Vehicles will be cleaned and disinfected before and after each rider.
- b. Limit the sharing of recreational/ program items as much as possible.
- c. Clean and disinfect shared recreational/ program items before and after each user.
- d. Do not share items that cannot be properly cleaned and disinfected as much as possible.
- e. Common areas in the office areas are cleaned throughout the day.
- f. Bathrooms are cleaned before and after each use.
- g. Maintain frequent hand hygiene.

**Who will be responsible for maintaining a cleaning log? Where will the log be kept?**

- a. At Arnold Gregory – Custodian works 5 days per week from 8:30 am to noon. Surfaces in common areas are cleaned once during the shift.
- b. At Arnold Gregory – Administrative Assistant cleans surfaces in common areas 2x between the hours of noon and 4:00 pm. Cleaning is documented on a cleaning log.

- c. At Arnold Gregory – In case of custodian’s absence, administrative assistant will increase cleaning to 4x per day between the hours of 8:00 am and 4:00 pm. Cleaning is documented on a cleaning log.
- d. At Arnold Gregory – Staff are responsible for cleaning private offices at the beginning and end of their shift.
- e. At Community Center – areas that will be cleaned are the DSP Office and Recreation Room. That will be cleaned at the beginning of the day and before and after each session.
- f. Vans will be cleaned before and after each rider.

**Where are the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?**

- a. Handwash sinks at office locations will be stocked with hand soap and paper towels.
- b. Hand sanitizer provided in copier areas and at reception.
- c. Hand sanitizer travel size provided to each staff to carry with them out of the office.

**What policies will you implement to ensure regular cleaning and disinfection of your worksite.**

- a. Vehicles will be cleaned and disinfected before and after each rider.
- b. Limit the sharing of recreational/ program items as much as possible.
- c. Clean and disinfect shared recreational/ program items before and after each user.
- d. Do not share items that cannot be properly cleaned and disinfected.
- e. Common areas in the office areas are cleaned throughout the day.
- f. Bathrooms are cleaned before and after each use.
- g. Program rooms will be cleaned and disinfected before and after each session.

**Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?**

- a. Log of persons coming on site at department offices will be kept at reception.
- b. Staff schedules will serve as one record of contacts for off site staff.
- c. Daily health check will be completed by staff for each person they come in contact with off-site (person receiving services and those present in the household for at home services). Daily health check will be turned in **weekly** to program manager.
- d. Staff complete daily billing/ documentation for each person receiving services that they work with.

**If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?**

- a. If a worker does not come into work due to symptoms, HR will be notified.
- b. If a worker leaves work due to symptoms, HR will be notified.
- c. If a worker tests positive for COVID-19, HR will be notified.

### III. Process

**What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?**

- a. Staff will self screen at reception each day before starting work.
- b. If they start their day off site, staff will self screen with forms they keep on them.
- c. Staff will call person they are providing services to before going to see them and complete health screen over the phone.
- d. Staff will also complete a health screen over the phone for any family members present in the home during services provide to reporting to the home.
- e. Administrative Assistant (Albion Location) and Program Manager (Batavia Location) will retain copies of staff daily self screen sheets that are completed on site.
- f. Staff will turn in self screen sheet that are completed off site, screening sheets completed with persons receiving services and any family members **weekly** to program managers.
- g. Program Managers will retain a file of screening logs turned in by staff.

**If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?**

- a. A backup supply of PPE (gloves, disposable masks) will be kept on sit at each reception area.
- b. Staff will wear mask when entering the work location.
- c. Staff will use hand sanitizer provided at the screening location before and after using thermometer and pen.
- d. Staff will self screen.

**In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?**

Local health department will be contacted and agency will follow health department directives.

**In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?**

- a. Contact HR.
- b. Local health department will be contacted and agency will follow health department directives.

#### IV. Other

If staff person becomes ill during visit:

- a. Notify family that in the event of staff person illness, they will be contacted immediately
- b. Contact supervisor
- c. Make arrangements with family for return to provide care/ supervision
- d. Ensure all who are able to are wearing a mask
- e. Maintain social distancing
- f. Staff person will leave work and seek appropriate medical care. Do not return to the office. See **Staff Guidance and Procedure for Management and Operations during Covid.**
- g. Do not enter agency vehicle unused for 24 hours and then deep clean before continued use.

If person receiving services becomes ill during visit:

- a. Notify family that in the event of illness, they will be contacted immediately
- b. Contact supervisor
- c. Make arrangements with family for return to provide care/ supervision
- d. Ensure all who are able to are wearing a mask
- e. Maintain social distancing
- f. Session will be discontinued once alternate care is in place and person will be advised to seek medical attention prior to resuming services.

If another person in the house becomes ill during visit:

- a. Ensure all who are able to are wearing a mask
- b. Maintain social distancing
- c. Contact supervisor
- d. Session will be discontinued once alternate care is in place and person will be advised to seek medical attention prior to resuming services.