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

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| **Agency Legal Name** | Angels Unaware, Inc | |
| **Agency Address** | 1375 Nelson Ave. Bronx NY 10452 | |
| **Day Program Type** | **□ Certified Site**    **□ Community, without Walls** | **□ Day Habilitation □ Prevocational**    **□ Day Treatment □ Respite**    **□ Sheltered Workshop** |
| **Operating Certificate Number** | 90160591 | |
| **Site Address**  (certified sites only) | 1375 Nelson Ave Bronx, NY 10452 | |
| **Certified Capacity**  (certified sites only) | 21 | |
| **Primary Contact Name** | Rev. Olga Torres | |
| **Primary Contact Email and phone** | olga.t@angelsunawareny.com 718-410-7406 | |

**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.**

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**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:

Doors will be identified with signs indicating that non-essential visitors will not be allowed in the facility. Signs will also be posted throughout the program providing instruction on COVID 19 transmission and prevention.

1. **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: o per infection control standards for protection of screener and screened person, o 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: o Facilitating departure as soon as possible, and o 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:

Staff as well as all individuals will be screened prior to entering the facility. This screening includes temperature screening as well as monitoring for signs during the day. A supervisor will be assigned to conduct all daily screenings. Proper PPE will be practiced during such screenings. These screenings will be on going and will be performed daily. If a staff or individual do not meet the entrance site screening, he/ she will not be allowed to enter the facility. They will be sent home for further medical screening. Staff or individual will require to see their health care provider assessments and testing. Day Program Supervisor will notify both the health department as well as OPWDD of any suspected cases. Trainings on how to report COVID-19 cases will be conducted and documented

1. **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:

AU reduced the number of individuals that will be serviced at the facility to 7. in order to allow social distancing, two of the program tables will be removed, leaving three tables in total. That will allow the individuals to sit 6 feet apart. One direction arrow has been placed on the floor in order to identify one way direction. Six feet apart marks have also been put in place. AU staff will continue to educate and support individuals on social distancing as well as teaching the use of markers and the importance of mask wearing. Staff will be allowed to use the office during break time and to complete any paperwork needed.

# 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:

Day Habilitation hours will be modified. A group of seven individuals plus two staff and a supervisor will be the ratio in order to maintain social distancing. Staff will be given different mealtimes in order to ensure social distancing. AU will designate an area were the individuals as well as staff can go and catch a breather. Staff will be instructed to ensure that no one shares food or beverages. Supervisors will make sure to contact families and residences regarding food preparation and packing. Staff will make sure individuals are always practicing social distancing. AU does not have reusable utensils in this facility. Storage containers will be washed by staff and will be put in a designated area that has already been disinfected and cleaned.

1. 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:

Group size in house will be seven. Our high-risk individuals and individuals in which families prefer they get service from home, AU will provide a schedule for telehealth. We expect to modify our day program hours in order to service both groups. The Hours will be from 9:30am-1:30pm and from 2:00pm-6:00pm We have identified both groups as "In Home Angles" and " In House Angels"

In House Angels is the group that will be in the facility. That group will "in House from 9:30-1:30pm. That group will be given their own craft supplies. All supplies will be put in separate Ziplock bags and will be identified by individuals name. Staff will be instructed to clean and disinfect each bag before and after use. Group "In Home Angels" will be provided with a tablet to receive services thru tele health. Staff will continue to document

**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 will always be required to wear a face mask/ covering or shield. If a staff cannot tolerate due to medical reasons to wear a mask, AU will adjust that staff schedule to meet the individual’s needs. AU will have on site and will provide face mask to any visitor to meet requirements. Staff will be instructed to support all individuals in using face coverings or mask.

AU will always have all PPE required equipment. Staff will have access to such protective gear at all times.

Sanitizing stations will always also be available and supplied as well. AU will designate a "Site Safety

Monitor" that person will be responsible for all site safety rules and regulations set on Safety Plan.

# 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: o Handwashing: soap, running warm water, and disposable paper towels. o 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: o Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces; o Use of only EPA registered products for disinfecting non-porous surfaces; o 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. o 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. o 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:

Clean Day program site, vans b4 reentry. The groups will be divided into two. They will be given a schedule to come to program as well as for the days they will stay home and receive services from home either remotely or with in house staff. We will take the individuals temperature b4 entering the van and b4 entering the facility if they are dropped off by other staff or family members.

Staff will ensure to direct individuals to have their mask on at all times while reminding them to pull the mask away from their face when using the bathroom. We will designate a “mask off spot” so they can get a breather break

Staff will also direct all individuals to wash their hands and will oversee in order to assure they are doing it correctly. They will use a timer to assure they wash for 20 seconds. Staff will get training on the correct way of washing their hands as well as the frequency. Supervisors will ensure that staff promotes social distancing, by prompting individuals to use their mask correctly and to wash and disinfect their hands frequently. AU staff will obey by all CDC regulations and guidelines. Angels Unaware will provide mask, gloves and disinfectant every workday. Staff will track and document all fever numbers. Staff will also clean with frequency all high traffic areas (e.g.: tables, counters, handles, microwave etc.) Individuals and staff will use their own electronic devices, making sure to disinfect frequently. Craft supplies will be put into Ziplock bags to ensure cleanliness. Staff will monitor all items that are handled by the individuals. They will make sure they are cleaned and disinfected before it is placed back in its place. Gloves will always be provided to the individuals. they will use gloves always when using craft supplies and any other article of their choice. All placemats will be removed from day hab site. Supervisors will ensure to communicate with the families and residences, to minimize individuals of bringing items from home. All staff will be responsible of cleaning and disinfecting the facility before and after day services. AU has a designated Safety monitor as well as a cleaning staff. Cleaning will be done daily and frequently. A cleaning log will be created and kept in order to ensure a rigid cleaning schedule. AU ordered EPA products for safety. All cleaning and disinfectant supplies are under lock and key in the supervisor’s office. Only staff will have access to such products. That is a precaution measure.

# 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:

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| Only Staff and individuals will transport in company vans. Two trips will be done in order to promote social distancing. Driver as well as all staff and individuals {tolerable} will be required to use a mask during transport. The seat behind the driver will not be used at all during transport. If a staff member is not able to use a face mask will not be allowed to transport individuals. Cleaning and disinfecting supplies will be available in each vehicle. Staff will be instructed to clean and disinfect handles and seats at every stop. Staff will also be instructed to clean and disinfect the inside of the vehicle after all individuals have been dropped off. |

# 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:

Site Supervisors will ensure to notify the health department as well as OPWDD of any positive COVID-19 from a staff, visitors or an individual. Supervisors will ensure to keep all documentation confidential as required by law.

AU will follow all CDC guidelines.

**ADDITIONAL SAFETY PLAN MEASURES:**

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