

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

<b>Agency Legal Name</b>	Mill Neck Services Inc.		
<b>Agency Address</b>	40 Frost Mill Road Mill Neck, NY 11765		
<b>Day Program Type</b>	<ul style="list-style-type: none"> <li>▪ <b>Certified Site</b></li> <li><b>Community, without Walls</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Day Habilitation</b></li> <li><b>Day Treatment</b></li> <li><b>Sheltered Workshop</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Prevocational</b></li> <li><b>Respite</b></li> </ul>
<b>Operating Certificate Number</b>	84810964		
<b>Site Address</b> (certified sites only)	40 Frost Mill Road Mill Neck NY 11765		
<b>Certified Capacity</b> (certified sites only)	30		
<b>Primary Contact Name</b>	Megan Forrester		
<b>Primary Contact Email and phone</b>	516-637-3657 mforrester@millneck.org		

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.

**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*.**

Signs will be posted on the entrance door stating only Day Hab Staff and Individuals are permitted in the building. ALL visitors MUST call ahead to gain admittance to the building during operating hours.

Signs are posted in each hallway regarding transmission prevention, as well as in each Day Hab room, and restroom. Handwashing signs are posted in each restroom, as well as next to "sanitization" stations.

**A. 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' non-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.**

**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.**

The Day hab Coordinator, Assistant Supervisor, or RN will maintain screening of all staff and individuals entering the site. This will be done by taking temperature's using a non-contact thermometer, and logging answers to required questions on exposure. Staff that provide transportation services will take their own temperature prior to starting to drive, and will report it

to above individual(s), as well as the answers to the required questions. Transportation staff (drivers) will each have a non-contact thermometer to check individual's temperatures **prior** to entry to vans. Transportation staff (drivers) and individuals will all undergo temp and questions when they arrive at the Day Hab site.

Once admitted to the building EVERYONE must either wash their hands or use a sanitization stations before reporting to their respective rooms.

The completed screening forms will be maintained in the Day Hab office and locked in a fire proof file cabinet.

### **Response to Signs and Symptoms and Departure:**

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**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.**

**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.**

Individuals that are transported by Mill Neck services staff that have a temperature of 100.0 or greater will NOT be allowed entry to the vehicle. Staff will escort back to the residence and explain the reason that a person is not being transported to Day Hab.

Individuals transported by an IRA or family will have their screening preformed prior to their driver leaving the grounds. If someone has a fever, or is not able to pass the screening they will not be admitted entrance to the building and will IMMEDIATLEY be sent home.

The Day Hab Coordinator will be responsible for calling the health department to make a notification. The Coordinator will also inform the Quality Assurance department so that they may report suspected COVID cases to OPWDD.

### **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.**

In the event a staff member needs to get tested for COVID-19 they MUST inform the Coordinator with the results as soon as they are made aware.

If a staff member has symptoms of COVID or believes that they may have been exposed or were in fact exposed, they must IMMEDIATELY inform the Coordinator prior to working a shift at the Day Hab.

Mill Neck Services will contact all IRA's and family residences prior to reopening, to inform them that under no circumstance is anyone allowed to attend Day Hab if someone in the home is quarantined or isolated. We will request that the Day Hab be notified IMMEDIATELY if this is to occur and to be notified when the period of quarantine or isolation is over.

Upon returning to Day Hab all staff and individuals MUST submit medical documentation prior to their return. Staff documentation will be sent to HR to be placed in their personnel file, Individual documentation will be maintained in the Nurses log book.

No one will be permitted to return prior to the termination of the quarantine period of minimum of 14 days, and without having a fever (without using fever reducing medication) for at least 24 hours.

#### **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).

The Day Hab is being set up to be run out of four rooms in the site at this time. Each room has a maximum capacity of 5 Individuals spaced out in no less than a 6-foot area surrounding each person. 6-8-foot-long tables will have people sitting at opposite ends and

there will be a clear barrier in the center. Groups will cohort in the same room daily with the same people and Staff to avoid unnecessary interactions between spaces.

There are markings on the floor to separate the hallways in half with directional arrows (on the wall) showing which way to travel. X's are spaced out on the floor in a manner that denotes 6 feet of spacing in the event that multiple people are in the hallway.

Staff will only be able to change rooms when the Coordinator requests them to do so. This may be as a result of staffing shortage (staff calls out sick) or behavioral concerns of an individual being served.

### **C. Gatherings in Enclosed Spaces**

- **Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.**
- **Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.**
- **Ensure the group ( $\leq 15$ ) of individuals receiving services and staff working with them areas 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.**

Mill Neck Services Day Habilitation program will initially be operating from 8am-12pm in order to make the day attainable to all people served. The need of wearing a mask and being kept to one room for an entire day is a new experience, and we feel it is best to start off slowly and if/when we see that it is working well to everyone's best interest time may be added accordingly.

Group sizes will be kept at 5 people to 1 staff member in a room, and the groups shall be kept the same daily. Activities will be done within the one room that the group is occupying, or in an outdoor area where everyone is able to maintain an appropriate (min. 6 foot) social distance from one another.

At this time there will be no meal period at Day Hab as the day will be ending at Noon, in the future if time is added people will eat in the rooms that they are assigned to be in, or in an outdoor area. Sharing of ANY food items will be strictly prohibited, and any food MUST be brought from home. If there is any eating done at Mill Neck Day Hab it will be done utilizing disposable utensils and plates.

#### **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.**

During the program day activities will be done with each person using materials that are specific to be used only by that one person. When people are done using items they will be placed in a container that will be marked for sanitization.

#### **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.**

All Mill Neck Service Day Hab Staff will wear an appropriate face mask while providing Day Hab services. PPE (masks, gloves, face shields, gowns) for Staff, individuals and essential visitors will be securely stored in a locked closet in the conference room of the day hab, and will be restocked no less than once a week with supplies. Essential visitors will only be allowed in on a limited basis, but if they are to enter the day hab site they **MUST** wear a face mask or they will not be allowed entry.

Whenever an individual is not in a socially distant space they will need to wear a face mask as well. Staff will remind people to put on a mask when they need to move around the building, such as using the restroom or entering and exiting the program. For people that are unable to wear a mask properly covering their nose and mouth staff will supply a clear face shield to try to help maintain a minimal level of safety.

Staff have been trained prior to reopening on the proper use of PPE. Staff were trained to put on and take off all forms of PPE, and prior to Day Hab reopening the Day Hab Nurse will do an on-site refresher with all staff. There will be covered receptacles placed throughout the site for proper disposal of PPE. Staff will also have weekly training refreshing with the Nurse in relation to PPE. The Nurse will maintain a log of PPE training with the staff in the nursing log book in the Day Hab.

## **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**

Hand Sanitization stations will be placed in each room of the Day Hab site as well as in the hallways.

Staff have been trained in proper hand hygiene, and will wash their hands for no less than 20 seconds when they arrive at the site, and whenever their hands are visibly soiled. People served in the program will also sanitize their hands upon daily arrival, as well as washing/sanitizing when the need arises. Staff will do daily reminders in each Day Hab room of the proper way to wash for 20 seconds as well as how to properly use a hand sanitizing station.

All Day Hab areas will be cleaned and sanitized at a minimum of twice daily, as well as on an as needed basis throughout the day. Each room in the site will have a cleaning log posted on the door which will have the date, time, and the name of person that performed the cleaning. Cleaning products will be under lock and key in the janitorial closet located in the large restroom.

When Staff are sanitizing the program area they will be using appropriate PPE (gloves, facemask...). Upon completion of sanitization staff will remove gloves and other soiled PPE then place them in a garbage bag, tie/close the bag and dispose of immediately thereafter.

All Staff and Individuals will be provided their own equipment to use daily (pens, markers...). When something has been used it will be placed in a bin marked soiled that will need to be sanitized prior to being redistributed. Day Hab staff will perform sanitization of objects at the end of the program day unless there is a shortage, and then they will do it as needed.

Day Hab staff will notify all individuals, families, and residences that there is not to be any personal items brought to Day Hab at this time.

## **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.**

During the reopening period of the Day Habilitation Program, Mill Neck Services transportation services will either be provided by Staff members of the Day Hab, or from the individuals own residence.

All MNS vehicles will be at a 50% capacity with only one person sitting in a row, and one passenger riding in the front seat. Weather permitting windows will be open to allow for air circulation throughout the van, and the driver and all passengers will wear a facemask and face shield for the duration of the trip.

Morning arrival and exiting of vans will be done one vehicle at a time, as this will give staff time to properly assess each person, and take temperatures properly. If two vans arrive at the same time the second van will wait with all people remaining in the van until signaled that it is their turn to approach the front of the building and off load passengers.

Ending of the day will be similar in that one van at a time will pull up to the building so that only those people entering that van will be in the hallway and entrance to the building to avoid crowding.

After the vans have arrived at the Day Hab in the morning, Mill Neck maintenance staff will clean and disinfect the interior of the vans. In the afternoons after people are dropped back at home the Day Hab staff will be responsible for cleaning and disinfecting their vehicles.

## 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.**

In the event that anyone from the Day Hab (staff or Individual) had a positive test for COVID-19 the following steps will be done:

- The program coordinator will call the local health department. The Coordinator will also have the daily log book for the building, and will be able to give any information to the LHD as to who has been in the presence of the person that tested positive
- Mill Neck Services Quality Assurance will be responsible for calling OPWDD and reporting the positive case as well as inputting all necessary information into IRMA.
- People will be maintained in Isolation until transportation is arranged to medical facility. Person will be monitored by other staff member throughout isolation period.
- Immediately thereafter, deep cleaning will be conducted for all of day hab.