


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

Agency Legal Name	Mill Neck Services Inc.		
Agency Address	40 Frost Mill Road		
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	84810964		
Site Address (certified sites only)	40 Frost Mill Road, Mill Neck NY		
Certified Capacity (certified sites only)	30		
Primary Contact Name	Megan Forrester		
Primary Contact Email and phone	mforrester@millneck.org 516-637-3657		

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*.

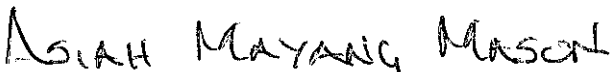
The agency must attest to its ability to adhere to all requirements in the guidance as appropriate to the program, and to ensure ongoing compliance with the requirements upon opening.

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

	10/09/2020
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Signature of Agency CEO

Date



Printed Name of Agency CEO

COVID-19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	Mill Neck Services Inc.	
Agency Address	40 Frost Mill Road Mill Neck, NY 11765	
Day Program Type	<ul style="list-style-type: none"> ▪ Certified Site Community, without Walls 	<ul style="list-style-type: none"> ▪ Day Habilitation Prevocational Day Treatment Respite Sheltered Workshop
Operating Certificate Number	84810440	
Site Address (certified sites only)	40 Frost Mill Road Mill Neck NY 11765	
Certified Capacity (certified sites only)	30	
Primary Contact Name	Megan Forrester	
Primary Contact Email and phone	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. 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.

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:

•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.

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.

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-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 showing which way to travel. The arrows are spaced out in a manner that also 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 (≤ 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

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.**

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 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.