

COVID-19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	Services For the Dedevelopmentally Challenged	
Agency Address	5475 Fieldston Ave Bronx NY 10471	
Day Program Type	<input checked="" type="checkbox"/> Certified Site <input type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Prevocational <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop
Operating Certificate Number	9195650	
Site Address (certified sites only)	5670 Riverdale Ave Bronx NY 10471	
Certified Capacity (certified sites only)	10	
Primary Contact Name	Reva Zowel	
Primary Contact Email and phone	rzowel@sdcnyc.org 347-980-2900	

The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at quality@opwdd.ny.gov. In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

SAFETY PLAN COMPONENTS

NOTE: Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

Signage – applies to certified sites and other locations controlled by the provider

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

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

The physical space has the following signage, directional footprints and 6 foot spacing decals according to OPWDD and CDC posted throughout the facility.-SDC Covid 19 Procedure and Practices, Protect yourself from Covid 19 and stop the spread of germs, SDC Covid 19 signs and symptoms guidance, Someone is at the door instructions, OPWDD Covid 19 Procedures and practices, SDC Protocols during coronavirus- use of masks memo, Sign and symptoms chart, Essential employees only

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:

Pre-Entry/Pre-Participation Screening: All staff will be screened via infrared thermometer and a log will be kept upon arrival to program . All individuals will be screened via at time of pick up prior to entering the vehicle and data will be logged as per NYS DOH and OPWDD guidance documents.

Response to Signs and Symptoms and Departure: Any person who fails the initial screening will be sent home immediately and informed that they need to provide a doctor's note clearing them to return along with written guidance from the agency. Should a person become ill during the day, full PPE's are available for individual and staff. Management will relieve the staff of other individuals while the person who is sick is transported home.

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:

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following: Staffing ratios will be at most a 4-1 cohort to minimize congestion and ensure social distancing. The program space will adhere to the 50% occupancy at all times. Program space has been divided into 36 ft squares to ensure appropriate social distancing. The program has added 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. One direction footprint has been applied to ensure single direction for all entrance and exits of the program space. Staff and management will work closely with the individuals to assist them to learn the new signs, footprint.

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:

Gatherings in Enclosed Spaces: The program will utilize a schedule to ensure 50% capacity is adhered to at all times. Group sizes will consist of 1 staff to 4 individuals at most and groups will be static and remain isolated from other groups. Only one group at a time will have access to the Day Program site. Meal time will adhere to social distancing rules at various locations. All social and physical practices identified in the safety plan will be adhered to. There will be absolutely no sharing of food or beverage or buffet style dining. All food brought to program will require no preparation and will be required to be packed appropriately. All utensils and plates provided by day program will be disposable.

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:

Day Program Schedules and Activities: Staff will be responsible for a consistent group of individuals (4 or less) and will pick them up from their homes utilizing the same vehicle exclusively. Program activities will ensure that there is little to no physical contact or shared equipment to the extent possible and will sanitize when necessary. Programming activities will take place where there are limited number of people and social distancing can be assured.

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:

Personal Protective Equipment: All staff and participants will be provided with the appropriate face covering and everyone will be required to wear them at all times while indoors unless medically contradicted or not tolerated. In this event group ratios and space utilizPersonal Protective Equipment: All staff and participants will be provided with the appropriate face covering and everyone will be required to wear them at all times while indoors unless medically contradicted or not tolerated. In this event group ratios and space utilization will be adjusted accordingly as per Executive orders and OPWDD guidelines. All essential visitors will be provided a face mask if they require one. Individuals will be provided with ongoing education and prompting regarding the necessity of face coverings. +

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:

Cleaning and Disinfection of Environment, Equipment and Supplies: All NYS DOH sanitation guidance documents will be adhered to daily which include- Frequent disinfecting of high risk areas and touch surfaces, use of EPA approved disinfectants for non-porous surfaces, follow manufacture dwell times for all cleaners, ensure proper ventilation to defuse toxic fumes, maintain cleaning logs that indicate date, time and scope of cleaning, All cleaning, sanitizing and disinfectants will be secured and out of reach from those who may misuse, all PPE's, used cleaning materials and other disposable cleaning items will be bagged and removed from the environment, all equipment and areas utilized by a person who exhibits symptoms will be thoroughly cleaned and disinfected

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:

Transportation: Individuals from the same residence will be grouped together and be maintained as a cohort in the same vehicle with the same staff. Capacity on buses will be reduced to 50% of total capacity. Arrival and departure times will be scheduled for each group to minimize density at entrances and exits. Staff and individuals will be seated as far from each other as possible at all times while in the vehicle. When possible staff and individuals will utilize one door to enter and another to exit. Foot decals will be used to provide visual instruction and staff will educate individuals to wait their turn and exit/enter in a safe way. All persons in the vehicle will be required to wear a face mask at all times. In the event that a face mask is removed staff will encourage immediate replacement of

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:

Tracing and Tracking: The local health department and OPWDD will be immediately notified upon learning of any positive COVID-19 test result by an individual or staff at their site. In the event that someone associated with our program tests positive we will follow all procedures and cooperate with the local health department to trace all contacts in the workplace and provide log of all people who entered the facility or locations where the group had been dating back 48 hours before the positive person began experiencing Covid19 symptoms or tested positive while maintaining Hipaa confidentiality.

ADDITIONAL SAFETY PLAN MEASURES:

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

COVID-19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	Services For the Dedevelopmentally Challenged	
Agency Address	5475 Fieldston Ave Bronx NY 10471	
Day Program Type	<input type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community, without Walls	<input type="checkbox"/> Day Habilitation <input checked="" type="checkbox"/> Prevocational <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop
Operating Certificate Number	9195650	
Site Address (certified sites only)		
Certified Capacity (certified sites only)		
Primary Contact Name	Reva Zewel	
Primary Contact Email and phone	rzawel@sdcnyc.org 347-980-2900	

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).

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Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

SAFETY PLAN COMPONENTS

NOTE: Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

Signage – applies to certified sites and other locations controlled by the provider

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

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

The physical space has the following signage, directional footprints and 6 foot spacing decals according to OPWDD, NYS DOH and CDC posted throughout the facility: SDC Covid-19 Procedures and Practices, Protect yourself from Covid-19 and Stop the Spread of Germs, SDC Covid-19 Signs and Symptoms guidance, OPWDD Covid-19 Procedures and Practices, SDC Protocols during Coronavirus- Use of Face Masks memo, Sign and Symptoms chart, Someone is at the door instructions-Essential Employees Only

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:

Pre-Entry/Pre-Participation Screening: All staff will complete health screening checks upon arrival to day program in accordance with OPWDD and NYS DOH Guidance. Temperatures taken via infrared thermometer and a log will be kept for documentation. Staff/Individuals/essential visitors will wear Face Mask and complete hand hygiene protocols upon arrival. All individuals will complete health screening and temperature check (via infrared thermometer) at time of pick-up prior to entering the vehicle. All persons will wear a face mask and complete hand hygiene (hand sanitizer) upon entering the vehicle. Documentation will be kept on a Log as per NYS DOH and OPWDD guidance documents.

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:

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following: Staffing ratios will be at most a 1-4 cohort to minimize congestion and ensure social distancing. The program space will adhere to the 50% occupancy at all times. Program space has been divided into individual 36 ft squares with a small table to accommodate one person to ensure appropriate social distancing. The person (staff/individual) will be able to complete their activities and eat lunch at this table. The program has added 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. One direction footprint has been applied to ensure single

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:

Gatherings in Enclosed Spaces: The program will utilize a schedule to ensure 50% capacity is adhered to at all times. Group sizes will consist of up to 4 individuals at most in each cohort group with 1-2 staff per cohort based on the needs of the individuals. Each cohort will be static and with no comingling with other groups. Only one cohort group will have access to the Day Program site. Cohort groups will schedule their time/day for day program site. Meal/snack time will adhere to social distancing rules at various locations. All social and physical distancing practices identified in the safety plan will be adhered to. There will be absolutely no sharing of food or beverage or buffet style dining at day program site. All food brought to program will require no preparation and will be required to be packed appropriately. Only disposable utensils and plates will be provided by day program. Meal/snack time

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:

Day Program Schedules and Activities: Day program staff will be responsible for a consistent group of individuals (set cohort) of 4 or less per 1 staff. Individuals will be picked up from their homes utilizing the same vehicle consistently. Individuals will participate in activities with little to no physical contact. Shared equipment will be utilized on a limited basis and only equipment that can be sanitized after each use will be used as necessary. Programming activities will take place where there are limited number of people and social distancing can be assured to the maximum extent possible.

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:

Personal Protective Equipment: All staff and essential visitors will wear the appropriate face covering (cloth, disposable face mask) that covers the nose and mouth at all times while providing services during the service delivery time/day. Face coverings will be in compliance with current Executive Orders and OPWDD guidelines, unless medically contraindicated/not tolerated. Agency will provide a disposable face mask to staff and essential visitor, if they do not have a face covering that meets the requirements. All individuals/program participants will be provided with a disposable face mask, if they do not have their own appropriate face covering that meets requirements. The individuals will be encouraged to wear them (as tolerated) at all times, especially when social

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:

Cleaning and Disinfection of Environment, Equipment and Supplies: All NYS DOH sanitation guidance documents will be adhered to daily which include- handwashing and/or use of hand sanitizer when soap and water not an option. All sinks will have soap, warm running water, and disposable paper towels. Hand sanitizer (with at least 60% alcohol) will be available upon entry/exit at the day program site and in all vehicles. Staff will have bottle of hand sanitizer with them for the individuals to use when in the community and handwashing facilities are not available. Day program staff will monitor the use of hand sanitizer and provide support to the individuals on the proper use. Staff will be trained on proper handwashing techniques and the conditions that require handwashing. +

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:

Transportation: Individuals from the same residence will be grouped together and be maintained as a cohort in the same vehicle with the same staff. Capacity on vehicles will not exceed 50% of total capacity. Arrival and departure times will be scheduled for each group to minimize density at entrance/exit during arrival and departure. Staff and individuals will be seated as far from each other as possible at all times while in the vehicle. When possible staff and individuals will utilize one door to enter and another to exit. Foot decals will be used to provide visual instruction and staff will educate individuals to wait their turn and exit/enter in a safe way. All persons in the vehicle will be required to wear a face mask at all times(unless there is medical justification for not wearing a face mask). +

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:

Tracing and Tracking: The local health department and OPWDD will be immediately notified upon learning of any positive COVID-19 test result by an individual or staff at the day program site. In the event that someone associated with our day program tests positive, we will follow all procedures and cooperate with the local health department to trace all contacts in the workplace and provide log of all people who entered the facility or locations where the group had been dating back 48 hours before the positive person began experiencing Covid-9 symptoms or tested positive while maintaining HIPAA confidentiality.

ADDITIONAL SAFETY PLAN MEASURES:

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

COVID-19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	Services For the Dedevelopmentally Challenged	
Agency Address	5475 Fieldston Ave Bronx NY 10471	
Day Program Type	<input type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input checked="" type="checkbox"/> Prevocational <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop
Operating Certificate Number	9195650	
Site Address (certified sites only)		
Certified Capacity (certified sites only)		
Primary Contact Name	Reva Zewel	
Primary Contact Email and phone	rzawel@sdcnyc.org 347-980-2900	

The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at quality@opwdd.ny.gov. In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

SAFETY PLAN COMPONENTS

NOTE: Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

Signage – applies to certified sites and other locations controlled by the provider

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

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

The physical space has the following signage, directional footprints and 6 foot spacing decals according to OPWDD, NYS DOH and CDC posted throughout the facility: SDC Covid-19 Procedures and Practices, Protect yourself from Covid-19 and Stop the Spread of Germs, SDC Covid-19 Signs and Symptoms guidance, OPWDD Covid-19 Procedures and Practices, SDC Protocols during Coronavirus- Use of Face Masks memo, Sign and Symptoms chart, Someone is at the door instructions-Essential Employees Only
In the community, groups will avoid congested areas and follow safety signs and guidance

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:

Pre-Entry/Pre-Participation Screening: All staff will complete health screening checks upon arrival to day program in accordance with OPWDD and NYS DOH Guidance. Temperatures taken via infrared thermometer and a log will be kept for documentation. Staff/Individuals/essential visitors will wear Face Mask and complete hand hygiene protocols upon arrival. All individuals will complete health screening and temperature check (via infrared thermometer) at time of pick-up prior to entering the vehicle. All persons will wear a face mask and complete hand hygiene (hand sanitizer) upon entering the vehicle. Documentation will be kept on a Log as per NYS DOH and OPWDD guidance documents.

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:

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following: Staffing ratios will be at most a 1-4 cohort to minimize congestion and ensure social distancing. The program space will adhere to the 50% occupancy at all times. Program space has been divided into individual 36 ft squares with a small table to accommodate one person to ensure appropriate social distancing. The person (staff/individual) will be able to complete their activities and eat lunch at this table. The program has added 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. One direction footprint has been applied to ensure single

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:

Gatherings in Enclosed Spaces: The program will utilize a schedule to ensure 50% capacity is adhered to at all times. Group sizes will consist of up to 4 individuals at most in each cohort group with 1-2 staff per cohort based on the needs of the individuals. Each cohort will be static and with no comingling with other groups. Only one cohort group will have access to the Day Program site. Cohort groups will schedule their time/day for day program site. Meal/snack time will adhere to social distancing rules at various locations. All social and physical distancing practices identified in the safety plan will be adhered to. There will be absolutely no sharing of food or beverage or buffet style dining at day program site. All food brought to program will require no preparation and will be required to be packed appropriately. Only disposable utensils and plates will be provided by day program. Meal/snack time

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:

Day Program Schedules and Activities: Day program staff will be responsible for a consistent group of individuals (set cohort) of 4 or less per 1 staff. Individuals will be picked up from their homes utilizing the same vehicle consistently. Individuals will participate in activities with little to no physical contact. Shared equipment will be utilized on a limited basis and only equipment that can be sanitized after each use will be used as necessary. Programming activities will take place where there are limited number of people and social distancing can be assured to the maximum extent possible.

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:

Personal Protective Equipment: All staff and essential visitors will wear the appropriate face covering (cloth, disposable face mask) that covers the nose and mouth at all times while providing services during the service delivery time/day. Face coverings will be in compliance with current Executive Orders and OPWDD guidelines, unless medically contraindicated/not tolerated. Agency will provide a disposable face mask to staff and essential visitor, if they do not have a face covering that meets the requirements. All individuals/program participants will be provided with a disposable face mask, if they do not have their own appropriate face covering that meets requirements. The individuals will be encouraged to wear them (as tolerated) at all times, especially when social

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:

Cleaning and Disinfection of Environment, Equipment and Supplies: All NYS DOH sanitation guidance documents will be adhered to daily which include- handwashing and/or use of hand sanitizer when soap and water not an option. All sinks will have soap, warm running water, and disposable paper towels. Hand sanitizer (with at least 60% alcohol) will be available upon entry/exit at the day program site and in all vehicles. Staff will have bottle of hand sanitizer with them for the individuals to use when in the community and handwashing facilities are not available. Day program staff will monitor the use of hand sanitizer and provide support to the individuals on the proper use. Staff will be trained on proper handwashing techniques and the conditions that require handwashing. +

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:

Transportation: Individuals from the same residence will be grouped together and be maintained as a cohort in the same vehicle with the same staff. Capacity on vehicles will not exceed 50% of total capacity. Arrival and departure times will be scheduled for each group to minimize density at entrance/exit during arrival and departure. Staff and individuals will be seated as far from each other as possible at all times while in the vehicle. When possible staff and individuals will utilize one door to enter and another to exit. Foot decals will be used to provide visual instruction and staff will educate individuals to wait their turn and exit/enter in a safe way. All persons in the vehicle will be required to wear a face mask at all times(unless there is medical justification for not wearing a face mask). +

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:

Tracing and Tracking: The local health department and OPWDD will be immediately notified upon learning of any positive COVID-19 test result by an individual or staff at the day program site. In the event that someone associated with our day program tests positive, we will follow all procedures and cooperate with the local health department to trace all contacts in the workplace and provide log of all people who entered the facility or locations where the group had been dating back 48 hours before the positive person began experiencing Covid-9 symptoms or tested positive while maintaining HIPAA confidentiality.

ADDITIONAL SAFETY PLAN MEASURES:

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

While in the community-
Staff will educate and encourage individuals to follow all regulations; wear masks when in stores and when unable to maintain social distancing, follow stores traffic and safety guidance, and maintain social distance as much as possible.