

Structured Day Program At David Clark Learning Center Reopening Procedures

7/21/2020

This plan will be monitored by Program Director and will be available upon request.

David Clark Learning Center serves 36 participants with, 3 DSP, 1 Assistant Manager, 1 Program Specialist and 1 Program Manager. Services are provided primarily on site. 11-15 participants are typically served per day both full and half day.

Staggered Reopening

- Phase 1- Individuals living alone or with family and not receiving any other services. Services will be delivered to no more than 15 people at this time.
- Phase 2- Individuals who have only received limited services and live alone or with family. Numbers will be determined by state guidance and those participants who want to return.
- Phase 3- Individuals who have been receiving other services during this time. Numbers will be determined by state guidance and those participants who want to return.
- Phase 4- Individuals who have received services several days a week, including individuals living in an IRA. Numbers will be determined based on state guidance.

General guidelines:

- Hand sanitizing stations will be set up throughout the DCLC Space.
- All DCLC staff will wear a face mask. DCLC staff may choose to wear both a face mask and a face shield at any time.
- DCLC members will be required to wear a face mask. If unable to physically or medically wear a face mask, a face shield must be worn, except during meal times where everyone should still be maintaining social distancing guidelines of 6 feet apart.
- Appropriate social distance (at least 6 feet) will be observed whenever possible between members and staff, recognizing that this is likely not possible for 100% of the interaction.
- In-person groups will be staggered so as to minimize the gathering of multiple members or visitors in the building.
- The Facilities department staff will thoroughly clean and disinfect the lobby, bathrooms, and DCLC rooms each morning using an EPA approved product. A checklist will be provided to DCLC staff by maintenance weekly of when rooms were cleaned and by who.

- One person in the bathroom at a time. If participant needs assistance or supervision while in the restroom, one staff member will accompany them. Masks will be worn at all times.
- Room capacity numbers will be posted in all DCLC spaces.
- Staff will sanitize with an EPA approved product, frequently touched surfaces throughout the DCLC areas. Staff will wash hands frequently and encourage members to wash hands and use hand sanitizer

Staff Expectations:

- All staff will take their temperatures and check for symptoms at the start of every shift. All staff will document in ADP as well as a staff tracking log upon arrival to the building. Staff will not report to work if they have a temperature over 100.0 degrees Fahrenheit.
- Staff will need to answer screening questions upon entrance into the building and document responses on documentation form. If the answer to any of the screening questions is yes, staff will be unable to work
- No staff will be allowed to work if they live in a household who has a member who is COVID positive. They will be contacted by DOH and will be required to quarantine per DOH and AccessCNY requirements.
- All staff will be trained on proper mask wearing, hand washing and sanitizing procedures. All staff will follow all guidelines and make sure that members are following them as well. Staff will then be required to educate members on the protocols being taken.
- Staff will be required to sanitize their vehicles between each time they transport a participant. EPA approved product sanitizing spray will be provided to all staff for their cars.
- Staff will wear a mask at all times. Except during meal times when they should still maintain social distancing guidelines.
- Staff will wash hands or use hand sanitizer when entering any DCLC space. Staff are to let a manager or director know when supplies are getting low.

Participant Expectations:

- Upon the startup of DCLC's reopening, all members will be trained by staff on all safety protocols that must be followed.
- All members and families will receive a letter prior to the start of reopening. This letter will state our expectations, guidelines and precautions we are taking to maintain a healthy environment for everyone. We will ask that all letters be returned with signatures prior to starting and this letter will serve as the signed agreement.
- Everyone must provide an emergency contact number for staff to call if someone needs to be picked up because they are showing symptoms.
- All members will have their temperature taken and symptoms checked upon their arrival to The David Clark Learning Center. If anyone shows a temperature of 100.0 degrees Fahrenheit or higher, they will not be able to return to DCLC until they are symptom free for 3 days without fever reducing medication.

- Every participant must wear a mask. If members are physically or medically unable to, a face shield must be worn. Anyone who needs a mask will be provided with one. Staff will wash masks each night, if the members are unable to. In order to maintain cleanliness for those that do not have their own mask or who are unable to wash them after every use.
- Members will wash hands or use hand sanitizer upon entrance to any DCLC
- No member who lives in a household with a COVID positive case will be allowed to attend the center until all members of the household are negative.
- Staff will document the screening information on the designated documentation form each day. The Program Manager or Program Director will review and sign off on the documentation form for each participant daily. This documentation will be kept on file at the Day Hab site in the event it is needed for contact tracing or in an audit.

Transportation

- DCLC is site based and transportation rarely happens from staff.
- If staff do transport, staff will maintain 50% vehicle capacity, unless members live in the same house/IRA. Masks will be worn at all times by anyone in the car and windows will be down whenever possible.

Group Activities Procedures

- No cooking activities or sharing food will happen until further notice.
- Shared use of materials will be minimized and whenever possible Day Hab staff will provide each individual with his/her own materials.
- Staff will use an EPA approved product to sanitize all materials used by members after each use (games, computers, art supplies). A dirty and clean bin will be available so that proper sanitizing can be completed after each use of materials.
- Should a participant develop symptoms while receiving service, staff will call the emergency contact number for the participant and remove the participant from the group and isolate them the best way that they can (in a car, an area outside where nobody is around, in an empty office/meeting room). If staff has more than one participant with them, staff should call another staff member, manager or director to assist them until the symptomatic participant is picked up or dropped off at their home. Staff will then thoroughly sanitize the area that had been used.
 - The conference room at the center will be the designated isolation room at DCLC.
 - If out in the community, staff will use their own discretion to isolate the participant until they are picked up (their vehicle, a bench away from others).

Building/cleaning/sanitizing

- Sanitizing stations will be easily accessible to each meeting room for proper sanitizing after activities are over. Staff will stagger meeting times so that there is proper time to sanitize and there is limited contact between activities.
- All meeting rooms will be sanitized between every use using an EPA approved product. (Staff will fill out a cleaning checklist after every use). Maintenance will be cleaning and sanitizing every evening or morning. Cleaning checklist will be provided by maintenance of what they cleaned every day.
- All DCLC spaces have been arranged to keep participants and staff 6ft apart and chair locations are properly marked on the floor and chairs must not be moved.
- Social distancing, mask wearing and safety precaution signs will be located throughout the building spaces.
- Medical grade air filters are in the building and can be confirmed by maintenance department.
- Windows will be open to help with air flow whenever possible..
- Maintenance will properly mark directional flow in all hallways and common areas.

Room Capacities (all numbers include staff)

- DCLC-
 - Kitchen Area-3 people max (6ft apart)
 - Main Room outside of offices- 18
 - Conference room-4
 - music room-14
 - Outside Patio-19
- All shared offices (DCLC), staff are 6ft apart when back to back. Staff will wear masks when working in the office together. Offices with 3 or more will be staggering time spent in their office space.

DCLC Room Setup

