

# AccessCNY Day Habilitation/ Supplemental Day Hab Reopening Plan

7/21/2020

Networks is a community based group Day Hab that typically serves 44 participants with an estimated 15 DSPs, 3 Managers and 2 Assistant Managers. Services are provided both at the site as well as in the community. 24-28 participants are typically served per day both full and half days.

Supplemental Day Hab serves 12 participants, share 1 DSP, 1 Manager and 1 Assistant Manager. Services are provided both on site and in the community. Participants are served 3-4 times a week in groups of 5-8. Program is run in the evening hours and on the weekends.

## Staggered Reopening

Individuals were assessed using the COVID 19 Day Services Risk/Benefit Discussion Guide to determine the risks and benefits to the participants attending day support activities during the COVID 19 pandemic. Participants were categorized and placed in the corresponding phases based on how they scored and their need for services. At each phase we will bring back staff based on the number of participants that return in each phase. Movement to each of the phases will occur approximately every 2 weeks; this will be assessed before entering the next phase. Telehealth services will continue to be offered in each phase for those individuals not receiving face to face services.

- 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.
  - Supplemental may begin services to 3 Individuals
- 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.
  - Supplemental will bring back another 3 individuals
- Phase 3- Individuals who have received services several days a week, including individuals living in an IRA. Numbers will be determined based on state guidance.
  - Supplemental will return at 100% (12 total participants)

## Networks and Supplemental Guidelines

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

### General guidelines:

- Hand sanitizing stations will be set up throughout the Day Hab Space.
- All Day Hab staff will wear a face mask. Day Hab staff may choose to wear both a face mask and a face shield at any time.
- Day Hab participants 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 participants 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 participants or visitors in the building.
- The Facilities department staff will thoroughly clean and disinfect the lobby, bathrooms, and Day Hab rooms each morning. A checklist will be provided to Day Hab staff by maintenance weekly of when rooms were cleaned and by who.
- Only one person at a time will be allowed in the elevator. Exceptions will be made for those who cannot travel on the elevator alone for safety reasons. One staff member will accompany them on the elevator. Masks will be worn by both the participant and the staff member.
- 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 Day Hab spaces.
- There will be no sharing of food during Day Hab services.
- Staff will sanitize frequently touched surfaces throughout the Day Hab areas. Staff will wash hands frequently and encourage participants to wash hands and use hand sanitizer.
- Staggered start times will take place to limit the amount of movement within the center. Start times examples (9:00am-1:30pm and 11:00am-3:30pm)

## 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
- All staff will be trained on proper mask wearing, hand washing and sanitizing procedures. All staff will follow all guidelines and make sure that participants are following them as well. Staff will then be required to educate participants on the protocols being taken.
- Staff will be given a no touch thermometer and will take every participants temperature before they get in the car. Staff will then record their temperature.
- Staff will be required to sanitize their vehicles between each time they transport a participant. Sanitizing spray will be provided to all staff for their cars.
- Staff will be encouraged to take participants out into the community where they can socially distance as much as possible. Staff will be provided with a list of “where to and where not to go” by their managers.
- 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 Day Hab space. Staff are to let a manager or director know when supplies are getting low.
- 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.

## Participant Expectations

- Upon the startup of Day Hab, all participants will be trained by staff on all safety protocols that must be followed.
- All participants 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 participants will have their temperature taken, symptoms checked, and be required to answer screening questions by the staff that pick them up. If anyone shows a temperature of 100.0 degrees Fahrenheit or higher, they will not be able to return to Day Hab until they are symptom free for 3 days without fever reducing medication. If anyone answers yes to any of the screening questions, they will not be able to attend Day Hab services for 14 days.

- 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.
- Anyone dropped off by medical transport will enter the building will be screened following the same procedure by reception staff they will then be asked to wait and a staff member will come and get them. Anyone who is dropped off by staff/family members will be asked to call the Networks and a staff will come down and take their temperature and ask all screening questions upon entering the building. All will be entered into the log book.
- Every participant must wear a mask. If participants 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 participants 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. Reusable masks will never be shared.
- Participants will wash hands or use hand sanitizer upon entrance to any Day Hab space.
- No participant may attend if they live in a household with someone who is COVID positive. They may not return until all members have tested negative.

### Building/cleaning/sanitizing

- All staff will be provided with an EPA approved sanitizing spray for their cars or agency vehicle.
- 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. (Staff will fill out a cleaning checklist after every use). Maintenance will be cleaning and sanitizing with an EPA approved product every evening or morning. Cleaning checklist will be provided by maintenance of what they cleaned every day.
- All Day Hab 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.
- Staff will sign in/out participants and complete screening process.
- Medical grade air filters are in the building and can be confirmed by maintenance department.
- Windows will be open to help with air flow when possible..
- Maintenance will properly mark common spaces and hallways for directional flow.

## Community Outings/Inside Group Activities

- Staff will be given a list of “places to go and not to go”. Staff will be encouraged to keep participants in outside settings in small groups and stay away from places with large gatherings.
- Participants will be given a list of activities available to them throughout the week. All participants will be required to sign up for groups that they would like to attend. This is to maintain proper group sizes to ensure social distancing guidelines. All groups will kept to a proper size based on room capacity.
- Shared use of materials will be minimized and whenever possible Day Hab staff will provide each individual with his/her own materials.
- Staff will sanitize tables and chairs after each person is done using them.
- No cooking activities will be done until further notice.
- Staff will be assigned to work with the same people and in the same space throughout the week.
- 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.
  - Managers will designate a room in the building for isolation.
  - 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).

## Transportation

- Staff will maintain a 50% vehicle capacity while transporting participants, unless the participants live in the same home/IRA . Masks will be worn at all times by anyone in the car and windows will be down if possible.
- Families that are willing to transport will be asked to transport family member to the building.
- When necessary, Managers and Director will assist with transportation of participants.
- The Program Director will contact the transportation companies that are used by some participants and request a copy of their safety protocols

## Room Capacities (all numbers include staff)

- Networks “office area”-13
- Supplemental Room- 4
- Networks Room- 8
- Networks Kitchen-5
- Conference Room 2027 (only used if needed, and available)-4

Networks Room Setup



Supplemental Room Setup

