



Summary of Safety Plan for Reopening Day Programs

7/23/2020

Dear Family Member or Caregiver:

ACHIEVE is able to reopen day programs based on the guidance provided by OPWDD, our intended Phase 1 reopening start date is August 3rd, 2020. ACHIEVE has developed a safety plan for reopening its day programs which addresses all requirements contained in the OPWDD guidance and the Agency's NY Forward Safety Plan. The following is a summary to help you understand the key elements which were put in place to keep your loved one safe. Day programs will reopen in phases to address reduced capacity at each location. Your family member may be assigned to a different program location and group, this is due to the mandate to ensure that groupings of individuals and staff are as static as possible during transportation and in the program building. These assignments are primarily made based on safety considerations with everyone in mind. We do take individuals' interests and preferences into account. Your cooperation and support are essential, especially in relation to the daily health screening outlined below.

1. **Daily Health Screenings** – All staff and individuals, as well as any visitors, must be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter. You will be asked to attest to the health and any potential exposure risk of your loved ones on any day that they are scheduled to attend day program. Temperatures will be taken via a no-touch thermometer when day program participants get picked up and when arriving at the day program location.
2. **Individuals and staff exhibiting symptoms of COVID-19** will not be allowed to enter the program building. If symptoms begin while at day program, the individual or staff will be isolated immediately and must be sent home as soon as possible. The day program is required to immediately notify the local health department and OPWDD about suspected cases. If an individual or staff member is identified with COVID-19, the day program must seek guidance from State or local health officials to determine when the individual/staff can return to the program and what additional steps are needed. Individuals may not return to the day program while a member of their household or residence is being quarantined or isolated. If your loved one or anyone they reside with is placed on quarantine or isolation, you must notify the day program immediately.
3. **Social Distancing Requirements** – Capacity at each program location is reduced to allow for physical distancing of at least six feet. Furniture in programs rooms is set up accordingly. Individuals and staff need to adhere to this requirement unless safety of the core activity requires a shorter distance or an individual's treatment plan requires that closer contact be maintained with a staff member. Groupings of staff/individuals will be as static as possible. Individuals will be assigned to small groups and a specific program room. Individuals will not be allowed to enter other rooms (individuals can interact with peers from other groups via video call/TEAMs). The same staff will work with the same group of individuals whenever and wherever possible. Different groups will not utilize common spaces at the same time and contact in hallways will be avoided to the greatest extent possible.



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4. **Personal Protective Equipment** – Individuals receiving services must wear face coverings, if they can medically tolerate one whenever social distancing cannot be achieved. Each day program will have an adequate supply of masks and required PPE. All staff and essential visitors are required to wear a mask provided by the program. All staff are trained on the proper use of PPE, including masks, gloves, gowns and face shields (in the event these items are required). If your loved one has a preferred mask at home, we encourage you to send it to program with them each day.
5. **Hygiene and Cleaning** – Strict adherence to hygiene and sanitation requirements are essential to reduce transmission as advised by the DOH and CDC. Each day program will follow these standards rigorously. All individuals and staff must perform hand hygiene immediately upon entering the program and throughout the day. Each day program maintains an adequate stock of cleaning and EPA approved disinfecting agents. Frequent cleaning and disinfection of high risk areas (bathrooms, high touch areas) will be performed and documented. Shared objects will be limited and cleaned/sanitized, if necessary. Hand sanitizing stations will be available in each program room and throughout each day program. CDC guidelines on ‘Cleaning and Disinfecting Your Facility’ will be followed if someone is suspected or confirmed to have COVID-19.
6. **Ventilation** – The Agency’s facilities department ensures that ventilation systems operate properly and increase the circulation of outdoor air as much as possible. Windows and doors will be opened when appropriate and safe to do so to increase the flow of outside air.
7. **Transportation** – We encourage you to drop off your loved one at the day program, if possible. The program will communicate drop-off and pick-up times, specific requests may not be able to be accommodated. The following measures are being followed for transporting participants in agency vans: Capacity on vans will be reduced by 50% of total capacity. As much as possible, individuals in the same groups will be transported together. Arrival and departure times will be staggered, if necessary depending on program location. Staff and the driver must wear a face mask at all times in the vehicle; individuals will be expected to wear a face covering to the extent they can medically tolerate one. After each trip is completed, the interior of the vehicle will be thoroughly cleaned before additional individuals are transported. To the greatest extent possible, a consistent staff and vehicle will be used for the transportation of each group. Where appropriate and safe, windows will be rolled down to permit air flow.
8. **Visitors** – Entrance into each day program will be restricted to essential staff responsible for the direct provision of services. Each program site will have signage to indicate that non-essential visitors are not allowed at this time. When you pick up your loved one, please call the program and a staff member will accompany your family member outside. We request that you adhere to your prescheduled pick-up time

Schedules and Activities – Day program schedules may be staggered based on the location. The program day will be limited to 4 hours at the program location. Tasks and activities that most easily adhere to social distancing will be prioritized. Day programs will utilize technology to participate in activities which were previously done in bigger groups (e.g. yoga, fitness, music). Lunch will not be consumed during program hours. Outdoor activities on Agency grounds are encouraged when it is safe to do so while following above safety protocols.



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- 9. **Preparation and Education** – All participants will be educated on what to expect when returning to their day program and will be taught all COVID-19 related safety strategies. Videos will be available to explain handwashing, hygiene, mask wearing and social distancing. Staff will teach, explain and demonstrate these concepts on an ongoing basis.
- 10. **Tracing and Tracking** – Providers of day program services must notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result for an individual or staff at their site. The program will cooperate with tracing and tracking by local health departments and inform families.

The complete safety plan is available at each program location. The plan is current as of today’s date, it may require updates and amendments as new guidance is issued. Changes will be communicated to families. Please contact Chief Operating Officer Lisa Whitney should you have any questions. E-mail: lwhitney@achieveny.org or Phone: 607.238.6589

Acknowledgement and Agreement

I have read and understand the Summary of the Safety Plan for Reopening ACHIEVE’s Day Programs. I have had the opportunity to ask and have questions clarified. I acknowledge that ACHIEVE has put in place preventative measures to reduce the risk of spread of COVID-19 and I will comply with above health screening procedures and cooperate with the Agency and the local DOH with all tracing and tracking requirements.

I understand the contagious nature of COVID-19 and acknowledge that ACHIEVE cannot guarantee that my family member will not be infected with the COVID-19 while attending his/her day program.

Parent/Guardian Name

Parent/Guardian Signature

Name of Individual

Date



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Updated Contact Information

We encourage you to be in frequent communication with staff and managers at your program. It is essential that we have up to date contact and emergency contact information, please confirm your contact information:

Primary Contact Name: _____ Cell phone #: _____

Additional phone #: _____ E-mail: _____

Secondary Contact Name: _____ Cell phone #: _____

Additional phone #: _____ E-mail: _____

Emergency Contact Name: _____ Cell phone #: _____

Additional phone #: _____ E-mail: _____

Emergency Contact Name: _____ Cell phone #: _____

Additional phone #: _____ E-mail: _____