

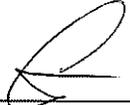
Attestation of Certified Day Program Operations in Accordance with OPWDD Interim Reopening of Day Services Guidance

Agency Legal Name	Independent Living Association, Inc		
Agency Address	110 York Street Brooklyn, NY 11201		
Day Program Type	<input type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Day Treatment <input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> Prevocational <input type="checkbox"/> Respite
Operating Certificate Number			
Site Address (certified sites only)			
Certified Capacity (certified sites only)			
Primary Contact Name	Frank Delucia		
Primary Contact	(718) 852-2000		
Email and phone	fdelucia@ilaonline.org		

The submission of this signed attestation and safety plan for the above program to quality@opwdd.ny.gov advises OPWDD of the agency's plan to resume operations at the day program in accordance with requirements as outlined in the guidance document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

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

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

	<p style="font-size: 1.5em;">9/10/2020</p>
Signature of Agency CEO	Date
Arthur Palevsky	

Printed Name of Agency CEO

COVID-19 Safety Plan for UN-Certified Day Program Reopening

Agency Legal Name	Independent Living Association Inc.	
Agency Address	110 York Street, Brooklyn New York 11201	
Day Program Type	<input type="checkbox"/> Certified Site <input type="checkbox"/> Community, without Walls	<input 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		
Site Address (certified sites only)		
Certified Capacity (certified sites only)		
Primary Contact Name	Frank DeLucia	
Primary Contact Email and phone	(718) 852-2000 fdelucia@ilaonline.org	

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

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

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

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

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:

Signs have been posted on entry door that state non-essential visitors are not permitted. Assigned staff will screen all staff and visitors and will not allow non-essential visitors access to enter the facility.

Signs are posted throughout the building and on bulletin boards providing instructions on COVID-19 Transmission prevention and containment activities identified in the OPWDD document “regarding OPWDD reopening of day services”. All program common areas will display “stop the spread of COVID” posters. All restroom will display proper handwashing posters.

A site safety supervisor as well as administrative staff will ensure that signage is always posted with up to date instructions and will ensure that staff/Individuals and essential visitors adhere to regulatory signage and instructions.

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:

A trained staff will (while wearing PPE) who is supervised by site safety supervisor will screen/ take temperature of all Individuals, staff and essential visitors before entering. They will ask the required COVID-19 screening questions. Staff and essential visitors will be mandated to wear a mask. Individuals will be encouraged to wear mask if they are able to. All staff and Individuals will be instructed to wash or sanitize their hands upon arrival to the entry point.

Only one door will be utilized for entry and exit of the program. If for any reason a second entrance door needs to be used, an additional site screener will be stationed at that exit. if anyone leaves the building for lunch, etc. They will rescreened upon return to the site.

If the staff or essential visitor does not pass the safety assessment, they will not be allowed entry. If an Individual does not pass the safety assessment, they will not be allowed entry or will be immediately quarantined to an identified area away from the other Individuals until they can be transported home. The area will be thoroughly sanitized. The program Supervisor will facilitate departure as soon as possible. Prior to leaving the suspected staff/Individual will be instructed to contact their health care provider. The Incident Management Coordinator will notified who will then contact the local DOH/OPWDD and their central office. All health screening logs will be secured in the program Coordinators Office.

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:

We are opening at our regular capacity. Tables and chairs will be arranged to facilitate social distancing and 6 feet apart protocol.

Markers on the floors and hallways will indicate the social distancing and 6feet apart mandate.

Individuals will be seated for lunch and activities at tables to facilitate 6 feet apart.

Staff will be in-serviced on social distancing. They will teach and encourage Individuals about social distancing. Staff will reinforce social distancing through constant reminders, signage, etc.

Signs are posted throughout the building regarding social distancing. There are also markers on the floor for 6 feet apart. Site Supervisors will make rounds and ensure that all staff and Individuals adhere to signage for social distancing.

Staff will monitor and discourage physical interactions between Individuals when participating in activities.

The materials used for activities will not be shared without proper disinfecting procedures. Items will be cleaned with approved cleaning disinfectant wipes and sprays.

Signs will be posted in the bathrooms, kitchen sink area and hall way indicating social distance practice for being 6feet apart.

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:

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:

Hours of operation will be from 9am to 3pm, depending on transportation to and from pick up/drop off points.

Vehicles will be operating at 50% capacity.

Group size of activities will be limited to five or less Individuals. Staff floating will be limited unless absolutely necessary in order to ensure protective oversight of the Individuals.

Individuals will participate in activities within their groups while interaction with other groups will be discouraged.

Site plan and OPWDD regulations will be apart of staff in-service and trainings. Staff will be reminded to practice social distancing and to adhere to the safety plan.

Sharing food and beverages will be prohibited. All residence and families will be notified that they must provide meals that requires limited preparation. Meals must be packed appropriately.

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:

Sharing of supplies will be limited. All program supplies will be cleaned thoroughly before and after use by staff.

Staff will receive training on proper cleaning of supplies that are shared. When items are shared they should be identified for usage.

Table top activities will be organized so that each Individuals will be presented with their own items to use during the activity.

After items are used staff must ensure the items have been disinfected and sanitized properly before the items are put away for storage. If an Individual uses an item not intended for him/her, the item must be cleaned and sanitized before it is returned to rightful user.

Staff is to ensure that the Individuals who picked up the item/s hands are cleaned.

Staff will wear gloves whenever working with the Individuals. Staff will also wear gloves whenever working with supplies and materials. Staff will personalize Individuals items by labeling them.

Staff will make all efforts to reduce physical acts of socialization. Staff will encourage verbal interactions. Staff will discuss and utilize posted signs, videos, etc for training.

Handwashing signs have been posted throughout the facility reminding staff and Individuals to wash their hands. Hand sanitizer, along with postings have been posted in the facility. Signs with the reminders of using the mask and social distance.

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:

The site supervisors and administrative team will ensure a strict adherence to hygiene requirements and will do frequent checks and reminders to reduce transmission as advised by NYS DOH and the CDC.

There are sinks with soap dispensers and disposable towels. There are dispensers with sanitizers at the time clock, the bathroom and other areas around the Hub.

Staff will be trained and in serviced on proper handwashing techniques [washing hands for at least 20 seconds] as per NYS DOH and CDC guidance. They will be trained on conditions that require handwashing as well as will be encouraged to wash their hands frequently.

Staff and individuals will use sanitizer upon arrival and throughout the Hub. Staff will monitor individuals as they use sanitizer. Staff will ensure that individuals who are unable to use it properly will not utilize it without staff supervision to ensure their safety.

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 will reduce capacity (50%) and will adhere to social distancing while transporting individuals. Vehicles (Mini Vans) routes will be staggered based on pick up/drop off needs.

Vehicles have two doors, staff will be trained to use only one entrance and exit for individuals.

The Day Program will make all efforts to cluster individuals in the Hub in the same areas based on

the vehicle they were transported on. However, there will be exceptions to this due to a variety of reasons such as individual choice, compatibility with other individuals and staff, behavior issues and medical reasons.

Transportation will transport individuals and staff who reside together without a vehicle capacity reduction.

Transportation will, to the extent possible, restrict close contact of individuals and staff from different households by not seating them near each other or the driver.

Only individuals from this Day Program will be transported.

Temperature checks will be performed before individuals are allowed to board transportation. Hand sanitizing is required prior to boarding Vehicle. ILA staff will provide sanitizers to individuals before boarding vehicle.

Masks will be available at the vehicles during pick up. All individuals who can medically tolerate the mask will wear one.

The driver and aide are mandated to wear masks and PPE.

The vehicle will be cleaned and disinfected/sanitized after each trip.

When safe and appropriate, windows will remain open on the vehicle to provide more ventilation.

If an individual has a temperature above 100.0 Fahrenheit, they will not be permitted to board. Individual will not be permitted to return to program for 72 hours. Individual has to be temperature free without the use of fever reducing medications for 72 hours to return to program. Supervisors will communicate with families/residences to discuss health status of individual prior to return. ILA has an RN available for consult whenever the need arises.

All ILA Day Program staff will screen for COVID-19 signs and symptoms before the start of their shift. All ILA staff will be trained on COVID-19 protocols.

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:

Site Supervisor will maintain logs of all individuals/ staff and essential visitors. The log will be secured in the Coordinator's office.

Site Supervisor will check cleaning logs daily to ensure proper cleaning and sanitization of the facility.

ILA will inform families and providers that we will follow the CDC guidelines on cleaning and disinfecting the facility if someone is suspected or confirmed to have COVID-19.

The local Health Department and OPWDD will be notified upon discovering that someone from the site has tested positive for COVID-19. If a staff or visitor tested positive, this site will follow all procedures to and will cooperate with the local Health Dept. to trace all contacts in the workplace and notify the Health Dept. of all of the staff, visitors and individuals who entered the facility dating back 48 hours before the positive person began experiencing COVID-19 like symptoms or tested positive. We will maintain confidentiality as required by federal and state law and regulations.

Parents, staff and providers will be notified immediately if anyone from ILA has a confirmed or suspected case of COVID-19. All will be alerted if they have come in contact with someone who has a confirmed or suspected case of COVID-19.

ILA will maintain a log of all staff, individuals and essential visitors who may have had close contact with other staff or individuals at the facility. All contacts will be identified, traced and notified in the event someone with COVID-19 is diagnosed.

If a staff tests positive the staff must complete a 14-day quarantine.

Wear a mask: The staff should wear a surgical face mask at all times while in the day Program.

Disinfect and clean facility spaces: Continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.

In the event an individual, staff or anyone they reside with are placed on quarantine or isolation, the responsible party (i.e. self, guardian, residence manager etc.) must notify the day program immediately and must suspend attending day program until they are medically cleared to return to work/program.

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 UN-Certified Day Program Reopening

Agency Legal Name	Independent Living Association Inc.	
Agency Address	110 York Street, Brooklyn New York 11201	
Day Program Type	<input type="checkbox"/> Certified Site <input type="checkbox"/> Community, without Walls	<input type="checkbox"/> Day Habilitation <input type="checkbox"/> Prevocational <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop
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SAFETY PLAN COMPONENTS

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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*.

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 - 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.
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- 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:

A trained staff will (while wearing PPE) who is supervised by site safety supervisor will screen/ take temperature of all Individuals, staff and essential visitors before entering. They will ask the required COVID-19 screening questions. Staff and essential visitors will be mandated to wear a mask. Individuals will be encouraged to wear mask if they are able to. All staff and Individuals will be instructed to wash or sanitize their hands upon arrival to the entry point.

Only one door will be utilized for entry and exit of the program. If for any reason a second entrance door needs to be used, an additional site screener will be stationed at that exit. if anyone leaves the building for lunch, etc. They will rescreened upon return to the site.

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- 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:

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- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

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- 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:

Hours of operation will be from 9am to 3pm, depending on transportation to and from pick up/drop off points.

Vehicles will be operating at 50% capacity.

Group size of activities will be limited to five or less Individuals. Staff floating will be limited unless absolutely necessary in order to ensure protective oversight of the Individuals.

Individuals will participate in activities within their groups while interaction with other groups will be discouraged.

Site plan and OPWDD regulations will be apart of staff in-service and trainings. Staff will be reminded to practice social distancing and to adhere to the safety plan.

Sharing food and beverages will be prohibited. All residence and families will be notified that they must provide meals that requires limited preparation. Meals must be packed appropriately.

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:

Sharing of supplies will be limited. All program supplies will be cleaned thoroughly before and after use by staff.

Staff will receive training on proper cleaning of supplies that are shared. When items are shared they should be identified for usage.

Table top activities will be organized so that each Individuals will be presented with their own items to use during the activity.

After items are used staff must ensure the items have been disinfected and sanitized properly before the items are put away for storage. If an Individual uses an item not intended for him/her, the item must be cleaned and sanitized before it is returned to rightful user.

Staff is to ensure that the Individuals who picked up the item/s hands are cleaned.

Staff will wear gloves whenever working with the Individuals. Staff will also wear gloves whenever working with supplies and materials. Staff will personalize Individuals items by labeling them.

Staff will make all efforts to reduce physical acts of socialization. Staff will encourage verbal interactions. Staff will discuss and utilize posted signs, videos, etc for training.

Handwashing signs have been posted throughout the facility reminding staff and Individuals to wash their hands. Hand sanitizer, along with postings have been posted in the facility. Signs with the reminders of using the mask and social distance.

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:

The site supervisors and administrative team will ensure a strict adherence to hygiene requirements and will do frequent checks and reminders to reduce transmission as advised by NYS DOH and the CDC.

There are sinks with soap dispensers and disposable towels. There are dispensers with sanitizers at the time clock, the bathroom and other areas around the Hub.

Staff will be trained and in serviced on proper handwashing techniques [washing hands for at least 20 seconds] as per NYS DOH and CDC guidance. They will be trained on conditions that require handwashing as well as will be encouraged to wash their hands frequently.

Staff and individuals will use sanitizer upon arrival and throughout the Hub. Staff will monitor individuals as they use sanitizer. Staff will ensure that individuals who are unable to use it properly will not utilize it without staff supervision to ensure their safety.

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 will reduce capacity (50%) and will adhere to social distancing while transporting individuals. Vehicles (Mini Vans) routes will be staggered based on pick up/drop off needs.

Vehicles have two doors, staff will be trained to use only one entrance and exit for individuals.

The Day Program will make all efforts to cluster individuals in the Hub in the same areas based on

the vehicle they were transported on. However, there will be exceptions to this due to a variety of reasons such as individual choice, compatibility with other individuals and staff, behavior issues and medical reasons.

Transportation will transport individuals and staff who reside together without a vehicle capacity reduction.

Transportation will, to the extent possible, restrict close contact of individuals and staff from different households by not seating them near each other or the driver.

Only individuals from this Day Program will be transported.

Temperature checks will be performed before individuals are allowed to board transportation. Hand sanitizing is required prior to boarding Vehicle. ILA staff will provide sanitizers to individuals before boarding vehicle.

Masks will be available at the vehicles during pick up. All individuals who can medically tolerate the mask will wear one.

The driver and aide are mandated to wear masks and PPE.

The vehicle will be cleaned and disinfected/sanitized after each trip.

When safe and appropriate, windows will remain open on the vehicle to provide more ventilation.

If an individual has a temperature above 100.0 Fahrenheit, they will not be permitted to board. Individual will not be permitted to return to program for 72 hours. Individual has to be temperature free without the use of fever reducing medications for 72 hours to return to program. Supervisors will communicate with families/residences to discuss health status of individual prior to return. ILA has an RN available for consult whenever the need arises.

All ILA Day Program staff will screen for COVID-19 signs and symptoms before the start of their shift. All ILA staff will be trained on COVID-19 protocols.

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:

Site Supervisor will maintain logs of all individuals/ staff and essential visitors. The log will be secured in the Coordinator's office.

Site Supervisor will check cleaning logs daily to ensure proper cleaning and sanitization of the facility.

ILA will inform families and providers that we will follow the CDC guidelines on cleaning and disinfecting the facility if someone is suspected or confirmed to have COVID-19.

The local Health Department and OPWDD will be notified upon discovering that someone from the site has tested positive for COVID-19. If a staff or visitor tested positive, this site will follow all procedures to and will cooperate with the local Health Dept. to trace all contacts in the workplace and notify the Health Dept. of all of the staff, visitors and individuals who entered the facility dating back 48 hours before the positive person began experiencing COVID-19 like symptoms or tested positive. We will maintain confidentiality as required by federal and state law and regulations.

Parents, staff and providers will be notified immediately if anyone from ILA has a confirmed or suspected case of COVID-19. All will be alerted if they have come in contact with someone who has a confirmed or suspected case of COVID-19.

ILA will maintain a log of all staff, individuals and essential visitors who may have had close contact with other staff or individuals at the facility. All contacts will be identified, traced and notified in the event someone with COVID-19 is diagnosed.

If a staff tests positive the staff must complete a 14-day quarantine.

Wear a mask: The staff should wear a surgical face mask at all times while in the day Program.

Disinfect and clean facility spaces: Continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.

In the event an individual, staff or anyone they reside with are placed on quarantine or isolation, the responsible party (i.e. self, guardian, residence manager etc.) must notify the day program immediately and must suspend attending day program until they are medically cleared to return to work/program.

ADDITIONAL SAFETY PLAN MEASURES:

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