

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

<b>Agency Legal Name</b>	Kulanu Academy	
<b>Agency Address</b>	124 McGlynn Place, Cedarhurst NY 11516	
<b>Day Program Type</b>	<input type="checkbox"/> Certified Site <input checked="" 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
<b>Operating Certificate Number</b>	92910PV1	
<b>Site Address</b> (certified sites only)	N/A	
<b>Certified Capacity</b> (certified sites only)	N/A	
<b>Primary Contact Name</b>	Nicole Rios	
<b>Primary Contact Email and phone</b>	Nicoler@kulanukids.org 516-569-3083	

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](mailto: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:

A sign will be posted on our entrance indicating our "No Visitor Policy". Only essential visitors are to be permitted inside the building. A health screening questionnaire and temperature check will be done for each essential visitor prior to entry into the building.

### **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:

Staff screenings will include daily questionnaires and temperature checks prior to the start of their workday. Staff responsible for AM transportation will perform self-checks of temperature. All staff must complete an online health screening questionnaire within 60-90 minutes of the start of their workday.

Individual screenings will take place prior to entry into Kulanu van for AM transportation. Individual screenings for those arriving via other methods (e.g. public transportation, parent drop-off, etc.) will occur prior to entry into the building. Any staff or individual that fails the health screening or has a temperature of 100.0 degrees or higher will not be allowed entry into Kulanu vehicles or program. Human Resources (HR) and Program Supervisor are to be notified of any failed screening. HR is to make notifications to appropriate parties (i.e. OPWDD, DOH). Anyone with a temperature between 99.2-99.9, will have their temperature taken a second time with a different thermometer to confirm the reading is accurate. If reading is confirmed those individuals will be monitored twice a day for 7 days. HR and Program Supervisor will be notified that employee needs to be monitored.

Any staff that fails initial/pre-program screening will be asked to return to their home immediately. Any staff exhibiting signs or symptoms during service delivery will be asked to immediately leave work via the designated "sick exit". HR and the Program Supervisor will be notified immediately.

Any individual that fails the initial/pre-program screening will not be permitted entry into the Kulanu van or program building, if arriving via other travel methods. If any individual was not driven in family member's car or requires pick up for some reason, they will be asked to remain in isolation until someone is able to pick them up. HR and the Program Supervisor will be notified immediately.

Any individual that exhibits signs or symptoms during service delivery will be brought to the designated isolation room. Pre-assigned staff from the individual's cohort evaluates participant in the isolation room and determines if individual should be sent home. Pre-assigned staff remains with individual until they are picked up. Parents/caregivers are notified they must pick up individual within 2 hours. Parent/caregiver is not permitted to enter the building. They will call the pre-assigned contact person when they arrive and the individual will exit the building, accompanied by the pre-assigned isolation room staff, via the "sick exit". HR and Program Supervisor will be notified immediately of any individual being brought to the isolation room and kept informed throughout until individual has been picked up.

Any individual or staff sent home with signs or symptoms will be instructed to contact their health care provider and given written information on healthcare and testing resources. In addition, all individuals and staff will be given training prior to reentry to program regarding these topics and information. Lastly, this information is available on Kulanu's website for families and the Kulanu Employee page for staff.

Kulanu's agency COVID contact/safety coordinator is the HR Director. The HR Director is responsible for contacting DOH and OPWDD of all relevant COVID information, including suspected cases.

All documentation of screening of individuals and staff will be maintained via google documents and surveys. These documents will be printed at minimum weekly and filed on site, ensuring protection of private health information. Essential visitor forms will be completed by staff at the visitor screening and maintained by Kulanu. Kulanu will provide training to staff and families prior to reentry into program regarding reporting positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to the pre-assigned contact. Any staff or individual that exhibits signs and symptoms, has exposure or possible exposure, or tests positive for COVID-19 will be instructed to quarantine for 14 days. They may not return to program until they have been without a fever for 48 hours (without the use of fever reducing medication), respiratory symptoms have improved, and it has been at least 10 days since symptoms first appeared. In addition, they must have a doctor's note and a negative COVID test result.

All staff and individuals must sign a health agreement attestation, prior to reentry to program, indicating they understand the above guidelines and are aware of reporting requirements and processes.

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## **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:

The Community Prevocational Program will reopen for face-to-face services on 9/8/20. Job Coaches and Employment Coordinator will utilize their third floor office spaces at 124 for any work that cannot be effectively completed remotely or in the field.

Each staff person has their own office and office supplies. Only items that can be sanitized may be shared (e.g. printer/copier). A schedule will be maintained by the coordinator to ensure no more than 2 people are on the third floor at any given time.

Individuals will come to 124 to meet with job coaches for needed face-to-face meetings. Individuals will be screened and temperatures taken in compliance with all health and safety guidelines prior to entering the building.

A schedule will be maintained by the coordinator to ensure face-to-face meetings would be limited to one client with one staff on the third floor at any given time. Coaches will have set, alternating days on which they may schedule their office time and client meetings. Face-to-face meetings between client and Employment Coordinator will occur in OPWDD Director's office while they work remotely to minimize intermingling and scheduling conflicts. Plexiglass desk partitions will be used for all client meetings. Where appropriate, work readiness curriculum and meetings may continue to be provided via telehealth methods.

In Kulanu building, weighted floor markers will be used for adherence to social distancing. Arrows will create traffic flow guidelines within hallways and narrow spaces. There will be one point of entry, exit and exit for those who are ill. All will be clearly marked. Isolation room will also be marked with appropriate signage. Individuals have been provided several packets and had available remote sessions to review curriculum related to the COVID pandemic, including social distancing, mask wearing and proper hygiene.

### 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 ( $\leq 15$ ) 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:

Coaching may be provided to up to two individuals, incorporating social distancing and use of PPE throughout. However, this is not the preferable service delivery method during the remainder of the pandemic. Group coaching will be assessed by administrative team for safety and health possibilities prior to scheduling. Employment staff may take their break in their private offices or choose to go into the community. All drills will be conducted as per agency standards. No more than one client would be present at the Kulanu Admin building with a staff person at any given time. Client's job coach will guide client through social distancing requirements during safety drill.

### 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:

Please see section C.

## 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:

All staff and individuals will receive training and guidance regarding face coverings. They will be informed that they must wear an appropriate face mask/covering that covers both their mouth and nose while at program, unless medically contraindicated. For individuals unable to tolerate a face mask/covering, Kulanu will provide a face shield in the hopes of better tolerance. Face masks will be provided at no cost for staff, individuals and essential visitors. Essential visitors must wear an appropriate face mask.

Staff performing screenings/temperature checks will be provided with an iPad covered in cling wrap, gloves, gown, face mask, face shield, no contact thermometer and alcohol swabs/wipes for cleaning thermometer in between each use.

Masks and gloves will be available to all staff. Gowns and face shields will also be available as needed. Prior to reopening, all staff and individuals will be provided training on face masks and other PPE (i.e. what is an appropriate face mask/covering, how to don and doff a face mask, disposing and/or reusing and sanitizing PPE when appropriate). Staff and individuals/families will be required to sign an attestation for training prior to reopening or beginning work/program.

## 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:

There will be signage indicating appropriate handwashing procedures. Staff will be trained prior to reopening or beginning employment on handwashing procedures (with the use of Relias Learning Hand washing video). Individual/family training will include information for appropriate handwashing procedures. Handwashing will be required prior to and after eating, after blowing nose, coughing and sneezing, after touching garbage, after being in a public place and touching an item or surface that is frequently touched by others such as door handles, tables, shopping carts, or electronic registers/screens, etc. Everyone will also be trained on handwashing prior to touching eyes, nose or mouth. When unable to wash hands with soap and water, hand sanitizer will be made available with supervision/support of use.

A hand sanitizer station will be available at each entry/exit point and use will be encouraged for staff, individuals and essential visitors. Appropriate supervision levels will be adhered to for all individuals to ensure safety with availability of hand sanitizer.

Custodians will be employed to clean and sanitize surfaces, according to a cleaning schedule and as needed, throughout the program day and once individuals have left for the day. Cleaning logs/schedules will be maintained for the facility. Staff performing cleaning and disinfecting will need to initial and record date and time on the cleaning logs to indicate what cleaning was completed. Cleaning logs include high-risk areas/high touch surfaces.

Kulanu will maintain an adequate supply of EPA registered products for disinfecting non-porous surfaces. All staff will be instructed to adhere to instructions on cleaning supplies (i.e. proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label). All cleaning products will be kept in the possession of the custodians while in use throughout the day. Cleaning supplies not being used, will be locked in designated cabinets/closets out of reach of individuals who may misuse. Custodial staff will be in-serviced on proper use of cleaning and disinfecting equipment/supplies, disposal of used supplies, proper ventilation, hygiene after disinfecting, etc.

Merv 11 filters will be installed in Kulanu's HVAC system. These filters remove a higher percentage of contaminants in the air that will increase indoor air quality and maintain the efficiency of the HVAC unit.

The use of shared items will be limited to an only if necessary basis. A cleaning schedule/process will be implemented for any shared items. Hand washing/sanitizing will be required before and after the use of shared items.

## 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:

The CPV Program typically does not use agency vehicles for transporting individuals. However, in the event that the program utilized transportation they would adhere to the following guidelines. Individuals traveling together will be assigned to the same cohort. Staff assigned to transport individuals will be the same staff assigned to their cohort. Agency vehicles will be reduced to no more than 50% total capacity. Dividers made out of plastic vinyl or polycarbonate will be installed separating the driver's seat from passenger seats. Diagrams for current agency vehicles have been developed to indicate appropriate seating positions with social distancing. Individuals will be instructed to wait for staff directions regarding entering and exiting vehicles.

Staff are required to wear a mask at all times while in the vehicle. To the extent that they can medically tolerate one, individuals must wear a face covering at all times, while in the vehicle. For individuals that cannot tolerate wearing a face covering social distancing must be maintained. Whenever possible, these individuals will be transported alone or with members of their same household.

After each trip is completed, the interior of the vehicle will be cleaned and disinfected by following and signing off on a vehicle cleaning log. Where appropriate and safe, windows should be rolled down to permit airflow.

Kulanu staff will be in-serviced on all transportation guidelines prior to transporting individuals.

#### 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:

Kulanu's HR department will be responsible for Kulanu's tracing and tracking activities. The HR Assistant has become certified in COVID-19 tracing. All Kulanu employees and families will be trained on protocols for notifying HR and supervisors of any staff or individuals that test positive for COVID-19, show signs or symptoms, have had exposure or possible exposure. HR will be responsible for contacting the local health department and OPWDD. All Kulanu employees are responsible for completing a Contact Tracking form by 10 pm each day. This will enable HR to maintain logs to assist the health department with tracing and notifying all that may have been exposed. Confidentiality will be maintained throughout the process. No names or identifying information will be given when staff and families are notified, in accordance with federal and state law and regulations.

#### ADDITIONAL SAFETY PLAN MEASURES:

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

Please see attached plan for low risk, mid-level risk and high risk scenarios. All information subject to change as more information and guidelines become available regarding COVID-19.