

## 7 Community Drive Day Habilitation COVID-19 Reopening Safety Plan

Name of Business: Aspire of Western New York

Industry: Human Services

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- PEOPLE

All Staff will be required to wear facemasks when at work according to the policies of Aspire of WNY, federal government agencies and the DOH set forth. This includes office, hallways, stairwells, restrooms, common areas, lunch rooms unless seated 6ft away from others and classrooms. People we support will be asked to wear a mask if they can tolerate to do so, based on their personal health and safety. **See attached General Guidelines for Employees regarding the use of face coverings and Aspire of WNY Policy and Procedure Topic: Face Coverings.** All staff, managers and essential staff will be screened at the door prior to reporting to work.

All bathrooms and changing areas will be occupied by only one individual at a time with occupancy signs posted outside. When a person we support requires supervision or assistance within this designated area or there is a need for more than one staff person in the area the staff will wear a facemask. The people we support will be asked to wear a mask if they can tolerate to do so, based on their personal health and safety.

Program rooms will have occupancy signs posted outside doors to communicate how many individuals and staff can occupy a room at one time to ensure social distancing. These occupancies will not exceed 50% of the total capacity for the Day Hab program unless otherwise cleared by governing bodies to do so. Program rooms will be arranged to accommodate social distancing. Staff will wear masks at all times in the classroom to ensure that they can work with each person in a safe manner when the 6 feet social distancing is not possible.

Social distancing markers will be placed on the floors inside each room and in hallways to denote visually 6ft for social distancing. They will also include arrows to visually show a one way flow to traffic within the day habilitation. **See attached program blue print for flow pattern for 7 Community Dr. Hallways.**

The entrance located in front of the 7 Community Drive Day Habilitation building, where participants and staff exit to load the buses will have 6 ft. visual markers on the floor leading up for spacing of wheelchairs during departure. All people we serve will remain in the

classroom until the van monitor reports to room to pick them up. Two van monitors will be on duty to make sure the departure flows quickly and in accordance to the social distancing guidelines in the hallways. Van monitors will wear their masks at all times. Each driver entering the building for any reason will be required to wear a mask and will be subject to screening before entry.

Residential staff and family members of any individual who will need to be dropped off late to program or leave early from program for any reason, will need to call ahead to the main office. A van monitor will meet them at the door. If dropping off an individual for program the residential staff or family member will be asked to wait in their vehicle until the individual has passed through our screening process. When the individual is accepted into program after screening they will be told they can leave the premises. No visitors are allowed on site at this time unless they are essential to the daily operations of the program.

During arrival individuals will remain on the vehicles until the staff/manager assigned to van duty gives the driver the go ahead to unload the van. The staff member/manager will escort each individual through the screening process and into their assigned classroom according to the flow pattern outlined with arrows. 6 feet will be followed at all times during the arrival process. During departure a staff/manager will ask each driver one at a time who they are picking up. Staff/manager will retrieve each individual from their assigned classroom and take the individual to the assigned driver for departure according to the flow pattern outlined by arrows.

All individuals will have been screened prior to entering the building. Individuals transported by day habilitation staff will also be screened at their home prior to getting on the vehicle and will be taken in by staff to their room following the flow pattern. Vans will be disinfected according to the guidelines set forth after each transport. **See attached Cleaning Checklist for Agency Vehicles, Aspire Transportation Safety Plan and Aries Safety Plan.**

7 Community Dr. Day Habilitation's front entrance will be locked from the outside during program hours, open at the times of arrival and dismissal only. Any non-day habilitation staff or building business should enter through the Aspire clinic doors for screening.

No visitors are allowed on site at this time unless they are essential to the daily operations of the program. In the future when visitors are allowed on site all visitors/family members of individuals attending the 7 Community Dr. Day Habilitation will be required to follow the attached **Notice Regarding visitation to Aspire Locations**. All visitors/family members must be wearing a mask and will be subject to screening before entering the building, Visitors/family members will not be allowed to enter the classrooms. Once screened they will be escorted to the office where they will sign in.

Currently, Aspire has purchased Zoom licenses in order to conduct remote conferences and group meetings. Meetings at this time cannot be face to face on site at the 7 Community Dr. Day Habilitation. In the future when meetings require in person attendance, the multipurpose room will be signed out in advance to account for social distancing, as well as, other conference rooms in the building. In these conference rooms, tables will be placed so

that there is 6ft of distance between attendees. On nice days, the door to the multipurpose room can be opened to allow for ample airflow. Space is limited so scheduling will need to be requested in advance.

Any pick up/delivery will be encouraged to call ahead so that they can be met outside the facility for pick up/drop off. Should a delivery driver have to enter the building they must wear a mask and will be subject to the screening process before entering the building. All supplies will be taken to the area across from the main office and left there for distribution.

Deliveries for day program participants coming in from families/residential facilities must be arranged ahead of time by telephone in order to drop off such things as medications or other supplies. They must drop them off to the table at the main entrance of the Day Hab where a manager will pick up the items. Any necessary paperwork will be signed by that manager/MSA and returned within the front entrance area.

Common situations that might not allow for 6ft of distance between individuals are when they are working on an activity requiring physical assistance, changing, transferring, and feeding individuals and when individuals are having behavioral struggles requiring SCIP supports. Staff will continue to wear masks in these instances and try to limit their contact to only these times. After engaging in close proximity staff will remove any soiled PPE, wash their hands for designated length (minimum 30 seconds) where necessary and utilize hand sanitizer where washing hands is not possible. Staff will still be able to provide supports in this setting with social distancing and with wearing a mask. Individuals in the classroom will be encouraged and assisted in washing their hands before and after meals, after being in the restroom, after touching any surface that was touched by another individual or staff.

We do not have shift changes within day habilitation. Lunch/breaks can be conducted in the facility rooms and management can utilize their offices to promote social distancing. The facilities rooms have tables where staff can sit 6 feet apart. Breaks and lunches will be scheduled in order to not exceed the capacity for social distancing in the each room. All extra rooms on sight may need to be utilized for lunch and break times. The room will be sanitized between each use by staff utilizing the space and will sign off on required documentation. Room will be cleaned at the end of each day by housekeeping.

## II.PLACES

- Masks are currently provided to employees each week and when soiled, as well as, face shields, gloves and gowns (**when needed for exposure**). The agency maintains a 3 month supply on hand. We have contracts with suppliers to replenish, as needed. Currently, masks are stored in labeled brown paper bags with the employee's name while not in use. Masks can be washed on-site or at home by the employee. Extra masks are available should they need them. Staff will be offered lockers and locks to keep their PPE's for 7 Community on sight while not at work. **See attached How to Remove and Store PPE for extended Use during Pandemic-Related Supply Shortage, How to wear PPE properly, Aspire of WNY Policy and Procedure Topic:**

**PPE and Infection Control Inventory and Aspire of WNY Policy and Procedure**  
**Topic: Personal Protective Equipment.**

- **See attached Housekeeping Procedures and the Aspire of WNY COVID-19 Cleaning Protocol for Day Services.**
- Day Hab assigned staff will sanitize frequently used surfaces such as biz hubs, microwaves, door handles, chairs, cabinet handles, sink handles, tabletops, phones, keyboards, writing implements, medical supplies, railings, adaptive equipment, telephones, light switches and changing areas as needed and in between each individual use with an additional cleaning of the overall room at the conclusion of the program day.

Personal belongings will be kept outside the program rooms. This includes but is not limited to jackets, lunches, cellphones and purses. Each staff will be provided a locker and lock to store personal items.

Every attempt will be made to purchase supplies for activities so that items are not repetitively used but in the event that is not possible staff will sanitize after each use using appropriate cleaning agents. Each room has adequate soap supply for each sink as well as, hand sanitizer in each room which will be refilled as needed or at the end of each day. They will use approved cleaners as provided by environment and safety according to the directions outlined by the manufacturer. Cleaning charts with name, date and time will be mounted in program rooms for sign off at the end of the day for affirmation that the room was sanitized. These will be kept in the filing cabinet in the nurse's office for 6 months. Housekeeping will keep their own records of cleaning at Environment and Safety. Visual aids will be placed in 6ft increments on the floor throughout the program rooms and common areas of the facility to assist in maintaining social distancing. Occupancy signs will be placed outside of rooms to assist in limiting capacity. Currently, there are signs above each sink outlining proper handwashing procedures and hand rubbing procedures. Extra hand sanitizing stations are placed in the hallway. **See attached: How to Hand wash and Hand rub.** Reminders to wear a mask are included on the visual aids.

Employees will be trained through the training department, managers, and RN onsite in all protocols and procedures, as well as, the overall safety plan prior to starting services.

Greeters will keep a log of individuals who are entering the site through the screening process. These logs will be kept in the nurse's office. Logs will be kept for 3 months.

The agency is mandated to report to the Justice Center any employee or individual who tests positive for COVID 19 and follows currently guidelines for reporting those who are tested or test positive. Each department reports any testing or person who is placed in proactive quarantine to the Quality Assurance Department. The Quality Assurance Department is also responsible at this time for contact tracing and is looking to train more people in contact tracing, as needed.

- Process

- The agency currently has the necessary health screening policy/procedure. **See attached Aspire of WNY Prescreening of Covid-19 visitors and employees entering Aspire buildings.** Staff assigned to the program will be screened upon arrival to program at the front desk by a designated screener who will be trained by the RN.

Screener will have their own bottle of sanitizer to remain at the desk, wear a mask and has a thermometer which only they will touch. They will also squeeze hand sanitizer in the hands of the person who was screened and cleared to provide services. If greeter needs to be relieved all items will be sanitized with an alcohol wipe prior to leaving off their shift.

All essential Day Habilitation staff who leave outside the building during break times will wash their hands upon returning into the program area.

Day services staff and participants will be provided ongoing training as changes occur throughout this process.

- Should a day program participant become ill during the course of the day services programming day (non-Covid 19 or suspected Covid 19) **See attached Symptom Protocol for Day Services.** Room 101 has been designated for isolation for non-Covid 19 or suspected Covid 19 health concerns.
- If someone were to test positive the following steps would be taken (**See attached Aspire of WNY Policy and Procedure Topic: Covid-19 Reporting and Contact Tracing**):
  - Contact QA
  - QA will contact the DOH and utilize contact tracing
  - A letter will be sent by the Day Hab Provider to individuals identified through contact tracing

- Environment and Safety will come in and clean with approved cleaning products including 17L and 21 L to sanitize common areas.