

Brock COVID-19 Reopening Safety Plan

Name of Business: Aspire of Western New York

Industry: Human Services

Address: 2356 North Forest Rd Getzville NY 14068

Contact information: 505-5500

Owner/Manager of Business: Renee Filip

Human Resources Representative and Contact Information: Melissa Roth Melissa.roth@aspirewny.org

- PEOPLE

All Staff will wear facemasks when unable to socially distance 6 ft or more with individuals or with other agency personnel according to the policies of Aspire of WNY, federal government agencies and the Department of Health. (See Aspire of WNY Guidance Face Coverings)

All bathrooms and changing areas will be occupied by only one individual at a time with occupancy signs posted outside. If any individual requires supervision within this designated area or there is a need for more than one person in the area they will wear a facemask unless health concerns dictate they cannot or that they will not tolerate it. Program rooms will have occupancy signs posted outside doors to communicate how many individuals and staff can occupy a room with 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.

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 Hab (see attached program blue print for flow pattern.) The entrance to the bus loading area also will have 6 ft visual markers on the floor for spacing of wheelchairs during departure. The departures of individuals at the conclusion of programing will occur according to the flow pattern and out the day Hab doors.

Currently, Aspire has purchased Zoom licenses in order to conduct remote conferences and group meetings. When meetings require in person attendance, the conference room on the administration side will be signed out in advance. In the conference room tables have been placed so that there is 6ft of distance between attendees. On nice days, doors to the multipurpose room can be opened to allow for ample airflow. There is also an outdoor canopy on the patio that can be used for the program.

Any pick up/delivery will be encouraged to call ahead so that they can be met outside the facility for drop off. Should they have to enter the building they must do so at the entrance near HR, they will be subject to screening questions, having their temperature taken, sign

in/out, must wear a mask and can only drop off the items at the front desk. Most supply deliveries are being taken to a central location for dispersal. Deliveries for day program from families/residential facilities must call ahead in order to drop off medications or other supplies. They must drop them off to a table in the vestibule at the Day Hab entrance where a manager will pick up the items. Any necessary paperwork will be signed by that manager and returned within the vestibule area. No visitors other than Day Hab staff and management will be permitted to enter the building through the Day Hab entrance. Any individual who needs to be picked up for the purpose of being dropped off for program or leave program for medical appointments will have to call ahead to the main office so that individual can be screened prior to the individual getting out the vehicle. Once they are out of the vehicle they will be escorted into and/or out of the program facility by a Day Hab manager or staff. For visitors at program please see the Aspire of WNY COVID 19 Visitor Protocol for Day Services, currently Day Services will only be allowing visitors deemed essential to the program operations. Please see Notice regarding visitation to Aspire Main locations and DH locations.

During arrival/departure vehicles will only be allowed to unload one vehicle at a time with a staff person or manager bringing individuals to/from each room in accordance with flow pattern outlined by arrows. All individuals will be screened prior to entering the building. Individuals transported by Day Hab staff will be screened at their home prior to getting on the vehicle, the drivers will be disinfecting the vans/buses after every trip. Please see Aspire's transportation safety plan, Aries reopening plan and cleaning checklist for personal and agency vehicles. Rooms 108 and 107, which both face the loading area for transport will be release for transport through the exits off of their room. See Aspire and Aries transportation safety plans.

Common situations that might not allow for 6ft of distance between individuals are when they are changing, transferring, and feeding individuals and when individuals are having behavioral situations 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.

We do not have shift changes within Day Hab. Lunch can be conducted at the conclusion of the programming period in vacant rooms (106 and 105) and management can utilize their offices to promote social distancing. Breaks can also occur in the vacant rooms during the programming time and will be staggered.

II.PLACES

- Staff will be issued 2 cloth masks in case of soiling. Onsite laundry services are available to wash soiled cloth masks. KN95 Masks are onsite for employees should an individual need to

be isolated, as well as, face shields, gloves and gowns. 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. Cloth coverings were furnished to cover the N95 mask to prevent soiling and these can be washed on-site or at home by the employee. Extra masks are available should they need them. (see current policy)

- See Aspire of WNY COVID 19 Cleaning protocol for Day Services and housekeeping policy for cleaning standards/frequency. Day Hab assigned staff will sanitize frequently used surfaces such as biz hubs, Light switches, microwaves, door handles, chairs, cabinet handles, sink handles, tabletops, phones, keyboards, writing implements, medical supplies, railings, adaptive equipment and changing areas as needed and in between individual use with an additional cleaning of the overall room at the conclusion of the program day. 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 using appropriate cleaning agents. Each room has adequate soap supply for each sink (two per room one in the bathroom and one in the common area), 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 3 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 extra hand sanitizing stations are placed in the hallway. Reminders to wear a mask are included on the visual aids. All cell phones and personal belongings for staff will be stored in designated lockers outside of the program rooms.

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. Screeners will keep a log of individuals who are entering the site through the screening process. These logs will be kept in the main office for a period of 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 Aspire Screening protocol) 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 the screener needs to be relieved all items will be sanitized with an alcohol wipe prior to leaving off their shift. Staff are required to utilize the lockers for storage of personal belongings in order to reduce chances of cross contamination.

Should a day program participant become ill during the course of the day services programming time (non-Covid 19 or suspected Covid 19), site will reference the Aspire Symptom protocol.

Should that person test positive for Covid-19, we will follow our agency process listed under Process/B.

- If someone were to test positive the following steps would be taken:
 - Contact QA
 - QA will contact the DOH and utilize contact tracing
 - A letter will be sent by the supervisor to individuals identified through contact tracing (see Aspire Tracing Policy and Procedure)
 - Environment and Safety will come in and clean with approved cleaning products including 17L and 21L to sanitize common areas.