

## Hamburg COVID-19 Reopening Safety Plan

Name of Business: Aspire of Western New York

Industry: Human Services

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### I. 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.

All bathrooms and changing areas will be occupied by only one individual at a time, with the number of staff needed for Safe person handling. **See Aspire of WNY General Guidelines for Face Coverings.**

Occupancy signs will be posted outside each door. As all individual receiving services at this site require total physical assistance there is frequently a need for more than one person in the area to assist with personal care. Individuals will be offered to 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. Staff will wear masks at all times while in program areas to ensure that they can work with each person in a safe manner when 6 feet distancing is not possible.

Staff and program participants will be trained to wash hands after each interaction with another individual when removing gloves and throughout the day as needed. Everyone will have access to washrooms to wash hands and hand sanitizer stations to handrub.

**See attached How to Handwash/Handrub Instructions.** These will be posted throughout the program space.

Social distancing markers will be placed on the floors inside each room and in hallways to denote visually 6ft. for social distancing. The bus loading area in the hallway also will have 6 ft. visual markers on the floor for spacing of wheelchairs during departure. The departures of individuals at the end of the programming day will occur according to the flow pattern and out the day Hab building.

Currently, Aspire has purchased Zoom licenses in order to conduct remote conferences and group meetings. See Aspire of WNY current guidance regarding visitation to Aspire locations.

Any Vendors working with Aspire of WNY will be encouraged to call ahead so that they can be met outside the facility for pick up/delivery of goods. Should they have to enter the building to drop off large items they must do so at the garage door during non-scheduled times of departure.

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 on a table in the dining area at the front entrance where the nurse or manager will pick up the items. Any necessary paperwork will be signed by that Manager/Nurse and returned to the table area.

No visitors unless essential to the operations of the Day Program will be allowed on site at the present time. When we do allow visitors in the building these are the guidelines we will follow. **See Aspire of WNY COVID-19 Visitor Protocol for Day Services.** Day Hab staff and management will be permitted to enter the building through the Day Hab side entrance where they will be screened for Covid-19 symptoms. Any individual who needs to be dropped off to program after a medical appointment will have to call ahead and notify the program. A staff will go out to the vehicle and complete the screening process of the individual prior to getting out the vehicle. Once they are out of the vehicle they will be assisted into and/or out of the program facility by the site manager/Nurse. **See Aspire of WNY Screening Protocol.**

Individuals transported by Day Hab program staff, or Aspire of WNY Transportation be screened at their home prior to getting on the vehicle. The drivers will be disinfecting the vans/buses after every trip. This will include using wipes to wipe everything off that was or had the possibility of being touched. Drivers will also spray the van/bus down with the # 21 disinfectant that we are now using. All drivers will need to wear mask and gloves when transporting individuals in Vendor (Aries) contract or Aspire agency Transportation Department or site based vehicles. **See Aspire and Aries Transportation Safety Plans and Aspire Vehicle Log/Cleaning Log.**

Common situations that might not allow for 6ft of distance between individuals are when they are changing, transferring, and feeding individuals. Staff will continue to wear masks in these instances and try to limit their close contact to only when providing necessary contact needed supports. After engaging in close proximity staff will remove any soiled PPE, wash their hands for designated length (minimum 30 seconds) of time where necessary, and utilize hand sanitizer where washing hands is not possible. All PPE will be provided by Aspire of WNY.

Lunches will be prepared and served at individuals regular scheduled times where possible.

All feeding equipment will be sanitized in the dishwasher after each use. Individuals who need to be fed their lunches will be provided 1:1 support from staff to allow for social distancing and reduce cross contamination. All shared surfaces will be sanitized after each use. All adaptive equipment will be sanitized in the dishwasher after each use.

Staff will still be able to provide supports in this setting with social distancing and with wearing a mask.

Hamburg does not have shift changes within this Day Hab. Lunch/breaks will continue as previously scheduled. Designated space is available in the Computer room for staff and management can utilize the office to promote social distancing.

Staff will continue to have the option to leave the site during their lunch.

Should a day program participant become ill during the course of the Day services program (non-covid 19 or suspected covid 19), site will follow the **Aspire of WNY Symptom Protocol for Day Services.**

## II. PLACES

Masks are currently available to employees as needed, as well as, face shields, gloves and gowns when needed. The Hamburg site will maintain a 1 month supply of all PPE on hand. 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.

Hamburg site will have on hand adequate supplies for each program room and bathroom as well as, hand sanitizer in each room which will be refilled as needed or at the end of each day.

Staff will use Aspire of WNY approved cleaners as provided by environment and safety and according to the directions provided by the manufacturer. Cleaning charts with name, date and time will be mounted in program rooms for signing off at the end of the day as affirmation that the room was sanitized. These will be kept in the main office and made available to all necessary personnel. **See attached Cleaning Protocol for Day Services.**

Visual aids will be placed 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 hand washing procedures and extra hand sanitizing stations are placed in the hallway.

Reminders to wear a mask are included on the visual aids.

Employees will be trained by the site manager and nurse onsite in all Covid-19 protocols and procedure developed by Aspire of WNY as well as, the overall safety plan prior to resuming on site services.

Nurse/Manager will keep a log of staff and 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 State, DOH and other governing bodies any employee or individual who tests positive for COVID-19 and follows currently guidelines for reporting those who have test positive. **(See Aspire of WNY Covid-19 Reporting and contact tracing Policy)**

### III. Process

All staff will be required to answer (temperature and health assessment questions) upon arrival to program each day. **See Aspire Screening Protocol.**

All staff will be responsible for taking and documenting data on themselves as they arrive for their shift. All logs of persons entering the program building using the screening process will be held on site for a period of 3 months.

Training for all Procedures& Standards will be done by the site manager and/or nurse prior to the re-opening of the Hamburg site.

Records will be maintained on site according to Agency policy & procedure.

Hamburg Day Hab will maintain a month's supply of PPE (gloves, masks, face shields, gowns and Covid-19 clean kits on hand and readily available to staff as needed.

In the event of a positive case of COVID-19 the following Policy & procedures will take place. **(See Aspire Tracing Policy & Procedure)**

1. Upon receiving knowledge of a positive case the Quality Assurance Department will be notified.
2. QA will contact the DOH and begin contract tracing.
3. Written notification will be provided by Day program to all individuals and their families or responsible party identified thru contact tracing.
4. Environment & Safety department will be notified and provide an additional level of sanitization at the Hamburg Day program site.

Statement for Safety Plan for Quarantine measures:

Should a day program participant become ill during the course of the day services programming time (non-covid or suspected covid 19), site will complete the following:  
**See Aspire Symptoms Protocol**