

## Mall Blvd Day Habilitation COVID-19 Reopening Safety Plan

Name of Business: Aspire of Western NY

Industry: Human Services

Address: 140 Mall Blvd. Lakewood NY 14750

Contact Information: Michelle Foti, CDSO

Owner/Manager of Business: (Non for Profit) Renee Filip, CEO

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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, restrooms, common areas; lunch rooms (unless seated 6 ft away from others), and program rooms. 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 Aspire General Guidelines for Face Coverings***

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 People 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 while in the classrooms to ensure that they can work with each person in a safe manner when 6 ft distancing is not possible.

Staff and program participants will be trained to wash hands after every 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 floor inside each room and in the hallways to denote visually 6 ft for social distancing. They will also include arrows to visually show a one way flow of traffic within the Day Habilitation.

The residential staff/family members of any individual who will need to be dropped off late or picked up early from program for any reason, will need to call ahead to the main office. The residential staff/family member will be required to wear a facemask upon arrival and the participant will be screened at the door will be screened at the front door. Staff/family members will need to wait for a staff or manager to bring the person to them or take the person from them. Residential staff/family members will not be permitted in the classroom at this time. **See Aspire of WNY Screening Protocol**

The entrance located in the rear of Mall Blvd. will have 6 ft visual markers on the floor leading to the door for placement of wheelchairs. All drivers will be screening individuals at their homes before they enter the van. If they present with a temperature over 100 or other symptoms they will not be permitted to board the bus to attend. All employees and participants of Mall Blvd Day Hab will be screened prior to entering the building or vehicle.

During arrival individuals will remain on the vehicles until van monitor/manager gives the okay to unload the vehicle. The monitor/manager and driver (Day Hab staff transport) will unload the vehicle and escort the person to their assigned rooms according to the flow plan. Only one van will be unloaded at a time. During the departure the van monitor/manager will help the driver get participants that are riding in their van from their designed rooms and load into the van. Only one van will be loaded at a time.

All people we serve will remain in the classroom until the van monitor/manager reports to the room to pick them up. The van monitor will make sure the departure flows quickly and in accordance to the social distancing guidelines in the hallways. Van monitors will wear facemasks at all times. When drivers from the IRA arrive to pick up individuals, they will wait outside the building at their van and the van monitor/manager will bring the individuals to the van. Vans will be disinfected according to guidelines set forth after each transport of individuals. **See Aspire Transportation Safety Plan, & Aspire Vehicle Log/Cleaning**

Currently, we will not be allowing visitors in the Day Hab building beyond the screener to drop off required items to the program. We will only allow essential workers into the program space at this time. When we do allow visitors in the building these are the guidelines we will follow: Any non-Day Hab staff or building business should enter the main door at the front of the building. ***See the attached Aspire of WNY COVID-19 Visitor Protocol for Day Services.*** Recently, Aspire has purchased ZOOM licenses in order to conduct remote conferences and group meetings. When meetings require in person attendance, the training room or conference rooms will be signed out in advance to account for social distancing. In these rooms, the tables will be placed so that there is 6 ft of distance between attendees. Upon completion of the meeting everything will be disinfected.

Any pickup/delivery will be encouraged to call ahead so that they can be met outside the facility for drop off. Should the driver need to enter the building they must wear a mask and will be subject to screening questions along with having their temperature taken, before entry. All supplies will be taken to the area behind the desk and left there for distribution.

See agency policy/procedure for vender deliveries/visitors.

Deliveries for Day Program participants coming in from families/residential facilities must be arranged ahead of time by telephone. They must drop them off at the table at the main entrance where a manager will pick them up and deliver them. Any necessary paperwork will be signed by the manager and returned to the person at the front entrance as necessary.

Common situations that might not allow for 6 ft of distance between individuals are when they are working on activities requiring physical assistance, changing, transferring, and feeding individuals. And also, 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 (30 seconds) where necessary or utilize hand sanitizer where washing hands is not possible. Staff will still be able to provide supports in this setting with social distancing and wearing a mask. Individuals in the classrooms will be encouraged and assisted with washing their hands before and after meals, after being in the restroom, and after touching any surface that was touched by another person.

We do not have shift changes within a day habilitation. Lunch and/or breaks can be conducted in the lunch room where the chairs are six feet apart. If available the training room or conference room may be used for lunch and/or breaks. All rooms will be sanitized

after every use and a sheet stating that it was completed will be signed. Staff will be trained to keep personal belongings including purses and cell phones outside of the classroom areas.

- Places
  - Cloth masks will be provided to all employees. They will be washed when soiled or at least once a week. They will be stored in a paper bag labeled with their name when not in use. Extra masks are available if needed. All PPE will be supplied by Aspire of WNY including masks, gloves, gowns and shields.
  - **See *Cleaning Protocol for Day Services*** for cleaning standards/frequency. Day Hab assigned staff will sanitize frequently used surfaces such as light switches, microwaves, door handles, chairs, cabinets handles, sink handles, tabletops, phones, keyboards, writing implements, medical supplies, railings and changing areas as needed and in between each use. An additional cleaning will take place at the end of the day. Every attempt will be made to purchase items 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 an adequate soap supply, as well as hand sanitizer in each room. Staff will use approved cleaners as provided by Environmental 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 each day for affirmation that the room was sanitized. These will be kept in the manager's office for 6 months. Housekeeping will keep their own records of cleaning at Environmental and Safety.
  - Visual aids will be placed in 6 ft 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 the rooms to assist in limiting capacity. Currently, there are signs above each sink outlining proper handwashing procedures and extra hand sanitizing stations are available. Reminders to wash hands 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.

Screeners will keep a log of individuals who are entering the sites through the screening process. These logs will be kept in the manager's 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 follow current 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.

- Process

- The agency currently has the necessary health screening policy/procedure. ***See attached Aspire Screening Protocol.***

Staff assigned to the program will all enter the building by the door at the front of building and be screened upon arrival by the designated screener, that has been trained by the RN.

The screener will have their own bottle of sanitizer, wear a mask and a thermometer, which only they will use. The screener will also squeeze hand sanitizer in the hands of the person who was screened. If the screener needs to be relieved, all items will be sanitized prior to leaving their shift.

If someone were to test positive, these steps would be taken. ***See Aspire Tracing Policy & Procedure:***

- Contact QA
- QA will contact DOH and utilize contact tracing
- A letter will be sent by Day Habilitation provider to individuals identified through contact tracing.
- Training of staff will be ongoing. All processes and Policy and Procedures will be trained to all team members at program. This process will be fluid. As processes change and are modified, trainings will occur.

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 19 or suspected covid 19), site will complete the following: ***See Aspire Symptom Protocol***