

## COVID-19 Reopening Safety Plan

Name of Business: Aspire of WNY- Technology Today

Industry: Human Service

Address: 41 Niagara St., Tonawanda, NY 14150

Contact Information: Diane Scheffold, CDSO

Owner/Manager of Business: Renee Filip

Human Resources Representative and Contact Information, if applicable:

Melissa Roth [Melissa.roth@aspirewny.org](mailto:Melissa.roth@aspirewny.org)

### People

All tables, seating, and computer workstations where possible, will be compliant with the recommended 6ft. distance and those that are permanently joined and unable to be separated will have clear barriers between work areas and individuals. People we support will be asked to wear a mask if they can tolerate to do so, based on their personal health and safety. Masks will be required for all persons when not able to maintain 6 ft. of distance. **See Aspire General Guidelines for Face Coverings.**

Staff will be screened and have their temperature taken/recorded prior to shift start. If needed, Aspire's policy on contact tracing and reporting will be done by the manager or designated person. **See Aspire of WNY Screening Protocol.**

Plexiglas shields will be placed in all individuals work spaces where 6ft. of distance is not able to be provided due to the configuration of the workspace. Training on COVID- 19 related policy and procedures will be provided by CDSO as standard for re-opening the site for in person services.

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.

All persons entering the Tech Today building will be required to enter through the front entrance. A table with a clock, sign-in sheet, hand sanitizer, masks, and doorbell will be placed in the foyer. Signage will be displayed on the table and door alerting anyone who enters the outer set of doors the procedure for registering and calling for attention from a staff. Staff will follow the Prescreening of COVID-19 for all persons before entering the Technology Today site. ***See Aspire Symptom Protocol for Day Services*** if a person registers a temp above 100 degrees or answers yes to the any questions asked in the screening process.

For mail delivery and pick up a box will be set up and will utilized for that daily transaction. For all other deliveries of products ordered/delivered- an area under the table will be designated with signage. Cleaning of the table will be done after the expected morning arrivals are in program and after each subsequent visitor leave the foyer. No visitors to the program will be allowed at this time. Until further notice, only those persons essential to the Day program operations will be allowed on site. Where possible, all meeting will be held on Zoom, Microsoft Teams, and through Conference call.

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.

The first staff person reporting to work each morning will do self-reporting and temperature scan. All subsequent staff will be screened by the person assigned to screening duties for that day.

Current practices of being able to move about the program during lunch will be modified and all individuals will eat at the same site where their Technology services are provided. Staff will assist individuals to move their computer items to the side and refrain from accessing them during the time they are eating. Individuals will be offered sanitizing supplies for cleaning their work site prior to setting up for lunch and after lunch before they resume working on their Technology equipment. If not capable of completing the sanitation process independently, the staff person assigned to them that day will provide assistance. Self-contained lunch products will be encouraged. For those that need assistance with heating lunch items or need assistance to eat their lunch staff will provide that service. Staff shifts as currently defined will remain as there is no need to modify them at this time. Staff currently stagger their lunch times to provide needed levels of supervision. Disposable cups will be available for people to use the Water cooler. No personally owned beverage container will be permitted to be used to obtain water from the cooler. For those individuals who need assistance with transfers or using the bathroom, staff will maintain distancing when possible, use gloves, face masks, and complete proper hand washing before and after assisting with needed personal care.

### Places

Tech- Tonawanda will stock a two month supply of face masks, hand sanitizer, alcohol wipes, and disposable gloves which will be available to employees and individuals who need masks.

Each work station, will be supplied with a bottle of hand sanitizer and cleaning wipes.

All needed supplies will be inventoried weekly and replenished from overstock supplies located at our Environment & Safety Department. All PPE will be made available by Aspire of WNY.

Staff will be required to wear PPE equipment relative to the task they are performing. Masks must be worn when not seated at their personal work station as well when interacting with all people in the program area regardless of distance. Staff will be able to remove their masks intermittently throughout the shift, when on their break or on lunch outside the building, or when outside of the 6ft. distance of another person and seated at their desk.

At the beginning of each day, staff will be responsible to examine their personal equipment and make sure that it is suitable for wearing that day. Staff will discard damaged or soiled masks and replace with new masks as needed. Staff will store their work mask at their desk in a suitable storage container. **See attached *Aspire of WNY P&P for Face coverings, Guidelines for Employees regarding use of face mask coverings and P&P Personal protective equipment.***

Shared equipment will be sanitized at the end of each day by staff and set up for the next program day. Sanitizers will be located at each entrance for wiping prior to opening the door for entering or exiting. Equipment such as copiers, and door knobs will be wiped down between uses. Staff will be encouraged to use their personal objects (pens, phones, staplers, etc.) and refrain from sharing. Each staff will keep their equipment on their desk and refrain from using other staff's equipment.

Cleaning log is available on the front of the refrigerator in the rear of the program room. Cleaning records for the bathrooms will be on the back of each of the bathroom doors. Data management person will collect and maintain documents in file folder on her desk. All staff working each day will be assigned areas of monitoring/cleaning for the program site. Bathrooms that are used by people who are independent will be monitored and cleaned by a staff person upon their exit. A sign will be placed on the toilet and sink indicating that these areas have been sanitized and may be used again. **See *Cleanign Protocol for Day Services.***

All bathrooms will have its own supply of cleaning solutions provided by the Agency. Staff will be trained to clean the bathroom toilet seat, sink, towel dispenser, and soap dispensers with cleaning wipe after each use. **See *Aspire of WNY Housekeeping procedures*** for additional information on cleaning.

All staff will have open access to supply storage area as well as have a supply in each of the bathrooms. All bathrooms currently have visual and written instructions for proper a hand washing techniques within proximity of the sink. Visual signs indicating that the area is clean will be display in the sink and across the seat of the toilet to assist with informing individuals if the area has been recently sanitized and ready for use. This same

process will be used at the work stations so that anyone will be able to see that the work area was sanitized and ready for use.

Signage indicating required PPE use when on site. Cleaning protocols and flow arrows will be displayed prominently.

Prior to re-opening the site for program resumption staff will be provided written material as well as training in policies and procedures they are required to follow throughout their shift. Daily, one staff will be assigned to monitor the front door and provide required information gathering for contact tracing, and temperature check for all persons entering the building.

### Process

All employees will complete the health screening upon arrival for work. Daily recorded information will be kept with the Data Management records and made available as needed. Training procedure will be conducted by the CDSO for the site. ***See attachment for Aspire of WNY prescreening of COVID-19 visitors and staff entering Aspire Buildings.***

Staff will bring their own pen and PPE equipment to wear when assigned to screen persons attending program for that day. All shared equipment such as Scan Thermometer and hand sanitizer bottle, will be sanitized at the beginning end of their assigned monitoring shift. Staff will provide some sanitizer to each person for immediate sanitizing their hands prior to entering the inner works site. Restocking of supplies will occur at the end of each shift in preparation for the next day.

All staff will follow the Agency P&P regarding Housekeeping procedures and for maintain proper infection control within the program site. All recommended cleaning products will be available in adequate supply for the program site. Replenishment of supplies will be managed weekly through email to Environment & Safety/Housekeeping manager. Staff will complete the daily cleaning and document the completion of assigned tasks.

Notification and request for thorough cleaning of the building will be made to E & S Buildings Manager.

If someone tests positive for the COVID-19 our Agency policy for notification will be followed. **See *Aspire Tracing Policy & Procedure***:

1) Contact Quality Assurance

2) QA will contact DOH and begin contact tracing- Monitoring of those individuals that had contact with affected staff before person is recommended to return to regular program if needed.

3) Notifications to all persons who were identified through contact tracing

4) Physical cleaning of the building will be completed by Environment & safety/ Housekeeping

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***