COVID-19 Safety Plan
for Certified Day Program Reopening

The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at quality@opwdd.ny.gov. In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.
SAFETY PLAN COMPONENTS

NOTE: Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

**Signage** – applies to certified sites and other locations controlled by the provider

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

Identify how you will ensure the above and any related strategies:

<table>
<thead>
<tr>
<th>Signage will be posted throughout the GEC day program sites and on program vehicles (as appropriate) addressing COVID-19 transmission, prevention and containment. This includes the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All building entrances will have signage stating that non-essential visitors are not permitted on the premises.</td>
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<tr>
<td>2. Social distancing requirements will be posted at building entrances and throughout the building.</td>
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<tr>
<td>3. Use of face mask or face covering requirements will be posted at building entrances, throughout the building and on program vehicles.</td>
</tr>
<tr>
<td>4. Proper storage, usage and disposal of PPE will be posted in all group rooms, common areas, and on program vehicles.</td>
</tr>
<tr>
<td>5. COVID-19 transmission, prevention and containment activities instruction will be readily available upon entry to the facility. It will also be posted in throughout the program.</td>
</tr>
<tr>
<td>6. Symptom monitoring and COVID-19 exposure reporting requirements will be posted throughout the building.</td>
</tr>
<tr>
<td>7. Proper hand washing and appropriate use of hand sanitizer will be posted in all group rooms, common areas, and on program vehicles.</td>
</tr>
</tbody>
</table>
A. Entrance to Site Based Programs

Pre-Entry/Pre-Participation Screening:
- Screen all individuals, staff, and essential visitors prior to entry into the day program site and/or participation in services/service delivery:
  o per infection control standards for protection of screener and screened person,
  o to include temperature check and required questions on exposure and COVID-19 Symptoms, per NYS DOH and OPWDD guidance documents.
- Maintain daily documentation of all screening of individuals, staff and visitors in compliance with OPWDD and NYS guidance and policy.

Response to Signs and Symptoms and Departure:
- Safe management of any individual, staff or visitor who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include:
  o Facilitating departure as soon as possible, and
  o Safely manage separation from people not exhibiting symptoms, until they depart.
- Ensure instruction is provided to any individual or staff sent home due to symptoms to contact their health care provider and written information on healthcare and testing resources.
- Ensure the day program immediately notifies the local health department and OPWDD about the suspected case.

Participation and Return to Program/Service:

Ensure staff members know to report and how to report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.
- Ensure individuals do not participate in day services while they or a member of their household or certified residence is being quarantined or isolated.
- Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
- Ensure any return of an individual or staff to programs/services occurs only in adherence to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.
Program Supervisors will ensure that the Screening Requirements listed below are followed.

1. Each location will have a designated entrance(s) where screening will take place. All other entrances will remain locked.
2. All staff, individuals, and any authorized visitors will be screened prior to entering the common areas of the building.
3. All unexpected guests will need to check in at reception and will not be permitted to go into any program related spaces.
4. The screening areas/stations will be equipped with thermometer, gloves, hand sanitizer, masks, cleaning supplies, screening log and a pen.
5. Screeners will wear a mask/face covering. Use of face shield, gloves and gown is optional. GEC will use a non-contact thermometer and therefore the screener does not need to wear gloves if they choose not to.
6. Screening will be completed by assigned staff who are trained on how to complete the following steps and ask the appropriate questions:
   - All visitors/employees/individuals will be asked screening questions regarding symptoms (e.g. do you have fever, lower respiratory infection, trouble breathing, shortness of breath, cough, nasal congestion, runny nose, sore throat).
   - They will also be asked about possible exposure to someone confirmed with COVID-19 or under investigation for being exposed to COVID-19 within the last 14 days.
   - They will be asked about recent travel out of the country or to a NYS travel ban state within the last 14 days.
   - Anyone with symptoms of COVID-19 cannot enter the program space utilized by other individuals and staff.
7. The Screener will take visitors/employees temperature.
   - If the visitor's temperature is 100.0 F or higher, or if they have signs or symptoms of illness, or they have traveled to any of the countries or states that require quarantine, they will be sent home, told to follow up with a medical professional, and/or told to follow NYS guidelines for 14 days quarantine.
   - If a staff member's temperature is 100.0 F or higher or if they have signs or symptoms of illness, they will be asked to leave the premises and see a medical professional. They will not be permitted to return to program until they have received clearance from a medical professional and met all GEC - HR COVID-19 requirements for return to work.
   - If a staff member had been to a state on the travel ban list during the last 14 days, they will be allowed to work as an essential employee as long as they are asymptomatic and follow OPWDD guidance entitled “Revised COVID-19 Protocols for Direct Care Staff to Return to Work” issued on July 29, 2020 COVID-19 requirements for asymptomatic employees who have been to travel ban states.
   - If an individual has a temperature of 100.0 or higher or has signs and symptoms of illness or they have traveled to a country or state that require quarantine, they will be sent home, told to follow up with a medical professional, and asked to follow the state guidelines for 14 days quarantine.
   - In the event that an immediate departure is not possible, the individual with symptoms, exposure, or travel concerns will be escorted (wearing a mask) to the designated isolation area at the facility, which will be located as close to the entrance as possible and will be clearly marked as such, until they can be transported home. Parents/guardians will be contacted. Individual will remain in isolation area until transport can be arrange.
8. Screener will immediately notify Program Supervisor, who will notify the Director of Day services, who will notify the director of Quality Assurance who will notify NYC DOH and OPWDD about the suspected case.
9. Screening will be documented on the Visitors Screening Log, Staff Screening Log or Program Participant Screening Log, whichever is appropriate.
10. Visitor/staff/individual will be given copies of testing locations for COVID-19 and will be instructed to follow up with their healthcare provider.

11. The first staff to arrive will self-assess and will complete a documented health check on the appropriate log.

12. Supervisors will review screenings each day for accuracy and completion. This review will be documented by a date and signature on each Screening Log.

13. Social distancing will be maintained for people waiting to enter the active program space where other individuals and staff are located. Floor markers or similar guides will be used.

14. After screening, only essential staff will be allowed to enter the active program space where other individuals and staff are located.

15. Upon entry, all staff and individuals supported must immediately sanitize and/or wash hands with soap and water for 20 seconds.

16. Screening Log will be securely stored by a Program Supervisor, Assistant Supervisor, or Program administrative assistant at the end of each day and maintained for use in contact tracing, if needed.

17. Contact information for all individuals and staff are maintained securely at each program site by the supervisor and can be accessed in the event that it is needed.

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**B. Social Distancing Requirements:**

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:

- Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing;
- Plans to maintain no more than 50% occupancy in small/confined spaces within a program, such as a staff break room;
- Potential use of physical barriers within site-based spaces;
- Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual’s needs may require individual to staff distance to be less than six feet);
- Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel;
- Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows;
- Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces;
- Support and education of individuals to learn physical distancing/use of markers, patterns of movement, and other program strategies;
- Maintain a staffing plan to prevent employees who should need to “float” between different rooms or different groups of individuals, unless such rotation is necessary to safely support individuals due to unforeseen circumstances (e.g. staff absence).
• Provide adequate space and operational practices (e.g. staggered break times) for staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (i.e. eating or smoking).

Identify how you will ensure the above and any related strategies:

Program Supervisor will ensure that Social Distancing Requirements are adhered to.

1. Individuals and staff will be encouraged to remain at least six feet apart from one another in all directions, unless the safety of the core activity requires a shorter distance, or an Individual's Life Plan/Staff Action Plan requires that closer contact be maintained with a staff member.

2. Individuals receiving services must wear face coverings, if they can medically and behaviorally tolerate one, **whenever 6 feet social distancing cannot be achieved.**

3. When distancing is not feasible between workspaces, the program must provide and require the use of face coverings or enact physical barriers.

4. Group room and common room capacities will be determined by calculating the square footage of the room and how many people can be supported while maintaining 6 feet distance between them. Considerations will be made for an individual’s ability to adhere to social distancing requirements when determining group room ratios.

5. Desks/tables/chairs will be arranged for seating of program participants 6 feet apart from one another. Floor markers will designate desk/table/chair locations to accommodate 6 feet of separation between each person supported.

6. Program participants will be provided with support and education to learn physical distancing/use of markers, patterns of movement and other distancing and safety strategies as appropriate.

7. Physical barriers may be utilized where needed for additional safety.

8. One- directional foot traffic will be implemented in hallways and narrow spaces where necessary and feasible, utilizing floor tape or signs with arrows.

9. All staff must wear a face mask/covering at all times while at work, consistent with all current Executive Orders and OPWDD guidelines, NYC.GOV FAQs on Face Covering states “Workers must wear a face covering at work, unless they are certain that they can maintain at least 6 feet of distance from all others (co-workers, customers, clients, and others). Employers must provide face coverings to employees for free, and employees must wear a face covering or have one with them at all times. Your employer may have additional requirements as to when a face covering, or other protection, is needed. Even if 6 feet of distance can be maintained, wearing a face covering as much as possible when working indoors and around other people is strongly recommended.”

10. Any staff seeking an accommodation to wearing a face covering will be referred to GEC Human Resources
12. Static groupings of staff and individuals will be maintained as much as possible by assigning individuals to a specific group/room and only floating staff within a specified cohort of group rooms. Staff will move within their cohort of group/rooms only as needed due to unexpected staffing need or due to behavioral, medical or other emergency programmatic needs.

13. Group size will be limited to no more than 15 individuals receiving services when space allows, not including employees/staff.

13. Use of common spaces will be limited to the greatest extent possible. Congregation in lobbies and hallways is prohibited.

15. Breaks and mealtime will be staggered, and an area for breaks/lunch will be designated for all individuals. Outdoor spacing will be utilized for meal times when weather permits.

16. Social distancing may not always be possible when caring for individuals with higher medical needs behavioral or adaptive support needs. Their specific treatment plans may necessitate physical contact to ensure health and safety during activities of daily living (e.g. toileting, eating etc), behavioral intervention techniques (e.g. physical restraint) or medical treatment such as first aid or administration of daily medication.

C. Gatherings in Enclosed Spaces

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.
- Ensure the group \((\leq 15)\) of individuals receiving services and staff working with them are as static as possible.
- Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
- Stagger staff and/or individual meal and break times to maintain social distancing.
- Adhere to social/physical distancing practices identified in the safety plan.
- Prohibit shared food and beverages and buffet style dining.
- Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

Identify how you will ensure the above and any related strategies:
Program Supervisors will ensure the following:
1. Group size will be limited to no more than fifteen (15) individuals receiving services, not including employees/staff.
2. Groups will remain static and self-contained, and stable groups of individuals and staff will have no or minimal contact with one another. They will not use common spaces at the same time to the greatest extent possible.
3. Use of common spaces (kitchen, café space and lobby) in general, will be limited to the greatest extent possible.
4. Congregation in lobbies and hallways is prohibited.
5. Large group congregation outside of assigned programmatic ratios is prohibited.

6. Adequate space will be available for staff to adhere to socials distancing for their scheduled breaks time. Break time for staff will be staggered to maintain social distancing.
7. Congregate lunchrooms or cafeterias will not be utilized by the individuals. All food and drinks will be consumed in the group room. Everyone is encouraged to bring their own lunch or funds to purchase lunch at local store that does not require the use of the refrigerator and/or microwave, to the extent possible.
8. Food brought from home will have limited preparation at the day program site, i.e. heating in microwave. If a microwave is used the microwave will be cleaned after each use with a hospital grade, EPA-approved cleaning product.
9. Only paper/disposable goods will be available. In the event that reusable utensils are required (i.e., adaptive feeding equipment), it will be appropriately sanitized.
10. Reusable utensils and storage containers brought to the program by the program participant will be sent home in zip lock bags to be washed at home.
11. Program staff will wear gloves at all times while assisting people with eating and will change gloves before moving from one person to another.

D. Day Program Schedules and Activities
- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
- Schedule individual’s activities to reduce density and allow for social distancing.

Identify how you will ensure the above and any related strategies:
1. At this time, GEC is able to meet the social distancing requirements for each person at the program, so there currently is no need for a split program schedule. In the event that a split schedule becomes necessary in the future, we will submit another plan detailing what our new structure will be.

2. GEC day programs will be operational between the hours of 8:30a- 3:30p Monday – Friday based on the needs of the individuals and to stagger arrival and departure times.

3. The location of the day service may be adjusted as needed to ensure social distancing. Family members, advocates and/or residence management will be fully informed ahead of time if the day service needs to temporarily relocate to another GEC day program.

4. Program activities will focus on programming that does not require shared equipment and minimizes the need for physical contact. When and where appropriate, we will be going out into the local community to parks and other safe destinations as well as using the program’s outdoor space to limit the amount of time the individuals are at the program site.
E. Personal Protective Equipment:

- Ensure all staff wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, at all times while providing services, consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated).
- Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at no cost, if visitors do not have their own which meets requirements.
- Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
- Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- Retain documentation of trainings in the employees’ personnel files and per agency procedures.

Identify how you will ensure the above and any related strategies:

1. Program supervisor will ensure that all staff and individuals are trained on the proper use of Personal Protective Equipment (PPE) – gloves, isolation gowns, face shields, surgical and N95 masks, cloth masks. N95 mask trainings must incorporate “fit tests” – N95 mask that has not been fit tested for the person is basically defeating its purpose.
2. Training will be conducted regularly and will be required before a new staff member is permitted to actively work at a site, as well as when a program participant returns to program or a new individual starts at program. Documentation of trainings will be maintained at the program site per agency procedures.
3. All staff must wear a face mask or covering at all times while at work, consistent with all current Executive Orders and OPWDD guidelines. Acceptable face coverings for COVID-19 at GEC are surgical, cloth mask or N95 disposable masks that cover both the mouth and nose.
4. Any staff member who is seeking an accommodation will be referred to GEC Human Resources.
5. An essential visitor to the program must also wear a face covering.
6. If a person does not have a face mask one will be provided one.
7. Individuals receiving services must wear face coverings, if they can medically and behaviorally tolerate one, whenever 6 feet social distancing cannot be achieved.
8. Gloves, masks and hand sanitizer will be provided by GEC to both staff and program participants.
9. Gloves will be changed in between contact with each individual. Staff person wash hands before donning and after removing gloves.

10. All staff will receive training on all COVID-related safety precautions and guidelines, including how to safely remove and dispose of PPE. This includes which PPE to use when and proper donning, doffing, disposing and/or reusing and sanitizing of PPE. A copy of GEC COVID-related trainings are available upon request.

11. An adequate supply of required PPE will be maintained onsite at the program and in program vehicles. It will be readily available to staff when needed. Available PPE will include Surgical Masks, Gloves, N95 Masks, Isolation Gowns and Face Shields. PPE will be available at the centralized sanitizing stations and/or upon request from a Supervisor.

F. Hygiene and Cleaning

Personal Hygiene to Reduce Transmission:

- Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
- Provide and maintain hand hygiene stations at each location to include:
  - Handwashing: soap, running warm water, and disposable paper towels.
  - Hand sanitizing: alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical, and where the need for frequent hand sanitizing is expected;
- Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
- Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
- Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.
- Address any individualized needs affecting the unsupervised availability of hand sanitizer.

Cleaning and Disinfection of Environment, Equipment and Supplies:

- Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
- Implement the following minimum standards regarding cleaning and sanitizing:
  - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
  - Use of only EPA registered products for disinfecting non-porous surfaces;
  - Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
  - Ensure adequate ventilation to prevent inhaling toxic fumes.
  - Maintain site cleaning logs indicating the date, time, and scope of cleaning.
  - Keep cleaning products, sanitizers and disinfectants secure and out of reach of
individuals who may misuse;
- Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
- Clean and disinfect all areas and equipment used by a person exhibiting symptoms upon their departure from the area and prior to use by other individuals or staff.
- PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
  - Provide ventilation with outside air safely and when possible.
- Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible.
- Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

Identify how you will ensure the above and any related strategies:

<table>
<thead>
<tr>
<th>Program Supervisor will ensure proper personal hygiene and cleaning to reduce COVID-19 transmission risk.</th>
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<tbody>
<tr>
<td>1. Staff and individuals onsite at the program will be trained and instructed to utilize proper methods and frequent handwashing and hand sanitizing throughout the day, including upon arrival to and departure from program.</td>
</tr>
<tr>
<td>2. Staff and individuals will be instructed and trained to wash their hands frequently with soap and water for at least 20 seconds.</td>
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<tr>
<td>3. When washing stations are unavailable, staff/individuals will use an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of their hands and rubbing them together vigorously until they feel dry. Hand sanitizer should not be used if hands are visibly dirty.</td>
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<tr>
<td>4. Staff and individuals will also be trained on the following:</td>
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<tr>
<td>- Not to shake hands and or hug others.</td>
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<tr>
<td>- Avoid touching your eyes, nose and mouth unless you washed your hands.</td>
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<td>- Cover your cough/sneezes with a tissue or into your sleeve.</td>
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<tr>
<td>- Use gloves when preparing food.</td>
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<tr>
<td>- Avoid sharing personal items.</td>
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<tr>
<td>5. Staff will have access to disinfectant cleaner and paper towels at designated locations throughout the facility. Additional supplies will be available upon request to a program supervisor.</td>
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<tr>
<td>6. Staff working within the building will disinfect high touch areas such as hard surfaces, doorknobs, and keyboards in their work area with disinfectant. Staff will ensure adequate ventilation to prevent inhalation of toxic fumes, including ventilation with outside air when possible.</td>
</tr>
<tr>
<td>7. Regular cleaning and disinfection of high touch areas such as hard surfaces, doorknobs, light switches, faucet handles, keyboards, etc. will be completed 2 times a day on the following schedule: 1) mid-morning; 2) after lunch.</td>
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</tbody>
</table>
8. All cleanings will be documented must be documented on a Cleaning Protocol Log posted either outside the room or maintained in the room itself. Logs will be collected each day by program management and kept with the program's COVID-related records.

9. Thorough cleaning/disinfecting of entire facility will be provided at the end of the program day through contract with a third party contracted vendor working from a plan consistent with CDC guidelines and approved by agency administration.

10. Shared items, (i.e. Ipads, computers, etc) will be cleaned and/or sanitized after each use. Hand hygiene is required before/after contact and glove use when feasible.

11. Items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) are prohibited unless clinically required.

12. Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

A. Transportation

Ensure that the following measures are implemented for the transport of individuals to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

- Ensure only individuals and staff from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;
- Reduce capacity on buses, vans, and other vehicles to 50% of total capacity;
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff by not sitting near each other or the driver.
- If there are multiple doors in a bus or van, utilize one-way entering and exiting. Provide instruction for individuals to exit the vehicle one at a time and wait for driver or staff instruction before doing so.;
- Ensure staff and the driver always wear face coverings in the vehicle. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.
- To the extent they can medically tolerate one, support individuals to wear masks in vehicles.
- After each trip is completed, clean and disinfect the interior of the vehicle before
additional individuals are transported; and
- Where appropriate and safe, roll windows down to permit air flow.

Identify how you will ensure the above and any related strategies:

<table>
<thead>
<tr>
<th>Program Supervisor will ensure that safety measures are adhered to reduce the risk of COVID-19 transmission during transportation of individuals to and from program.</th>
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<tbody>
<tr>
<td>1. GEC will utilize agency vehicles whenever possible to transport individuals to and from the day program site. Arrival and departure times will be staggered to the extent possible.</td>
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<tr>
<td>2. Only individuals and staff from the same facility will be transported together.</td>
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<td>3. To prevent/minimize spread of COVID-19 the following precautions will be implemented:</td>
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<tr>
<td>- Vehicle capacity will be capped at 50%, unless the passengers are all travelling from the same residence.</td>
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<tr>
<td>- To the extent possible, social distancing will be implemented in the vehicle by not seating individuals together or near the driver unless they are travelling from the same residence or home.</td>
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<tr>
<td>- Where there are multiple doors on a bus or van, one-way entering and exiting will be utilized. Individuals will be trained to wait for driver or staff instructions to exit the vehicle one at a time.</td>
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<tr>
<td>- All staff and the vehicle driver/matron will wear face masks at all times while in the vehicle.</td>
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<tr>
<td>- Individuals will be encouraged to wear masks and social distance when this is not possible.</td>
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<tr>
<td>- Whenever possible, the vehicle’s windows will be partially opened to allow fresh air to enter the vehicle.</td>
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<tr>
<td>- After each trip is completed, the driver will clean and disinfect the interior of the vehicle.</td>
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<tr>
<td>- No additional individuals may be transported until this cleaning occurs.</td>
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<td>- Cleaning/disinfection will be recorded on the Vehicle’s COVID-19 Documentation Log.</td>
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4. GEC will encourage families to transport/arrange transportation for individuals whenever possible.
5. If it becomes necessary at some point to contract with a transportation vendor, that vendor must submit a safety plan for approval that conforms with OPWDD guidelines.
A. Tracing and Tracking

- Notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at their site.
- If a staff or visitor test positive, procedures for day service cooperation with the local health department to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.

Identify how you will ensure the above and any related strategies:
1. All visitors/employees/individuals will be asked screening questions regarding:
   a. symptoms (e.g. do you have fever, lower respiratory infection, trouble breathing, shortness of breath, cough, nasal congestion, runny nose, sore throat);
   b. for being exposed to COVID-19 within the last 14 days;
   c. about recent travel out of the country or to a NYS travel ban state within the last 10 days.
   d. Anyone with symptoms of COVID-19 cannot enter the program space utilized by staff and individuals.

2. The Screener will take visitors/employees temperature.

3. If the visitor’s temperature is 100.0°F or higher, or if they have signs or symptoms of illness, or they have traveled to any of the countries or states that require quarantine, they will be sent home, told to follow up with a medical professional, and/or told to follow NYS guidelines for 14 days quarantine.

4. If a staff member’s temperature is 100.0°F or higher, or if they have signs or symptoms of illness, they will be asked to leave the premises and see a medical professional. They will not be permitted to return to program until they have received clearance from a medical professional and met all COVID-19 requirements for return to work. If a staff member had been to a state on the travel ban list for the last 14 days, they will be allowed to work as an essential employee as long as they are asymptomatic and follow all HR COVID-19 requirements for asymptomatic employees who have been to travel ban states.

5. If an individual has a temperature of 100.0°F or higher or have signs and symptoms of illness or they have traveled to one of the countries or states that require quarantine, they will be sent home, told to follow up with a medical professional, and/or told to follow the state guidelines for 14 days quarantine.

6. In the event that an immediate departure is not possible, the individual with symptoms, exposure, or travel concerns will be escorted (wearing a mask) to the designated isolation area at the facility until they can be transported home. Parents/guardians will be contacted. Individual will remain in isolation area until transport can be arranged.
2. In the case of a staff, individual or visitor tests positive, the Program Supervisor will follow agency protocols for notifications to all necessary parties and entities

3. The Screener will wear a mask and change gloves between each temperature. Gloves will be disposed of in a garbage bin lined with a garbage bag. The garbage bag will be tied off and disposed of at the end of the screening process.

4. Each screening will be documented on the Visitors Screening Log, Staff Screening Log or Program Participant Log, whichever is appropriate.

5. If an anyone who has been at the program tests positive or experiences COVID-19 symptoms, the program will cooperate with the NYC Department of Health to trace all contacts in the workplace. The Program Supervisor will follow agency protocols for notifications to all necessary parties and entities.

6. Staff who are alerted that they have come into close or proximate contact with a person with COVID 19 and have been alerted via tracing or tracking or other mechanism are required to self-report to their program supervisor at the time of alert and should follow all required protocols as if they had been exposed at work:
   a. Regular monitoring: As long as the staff does not have a temperature or symptoms, they should self-monitor.
   b. Wear a mask: The staff should wear a surgical face mask at all times while in the day program.
   c. Social distance: staff should continue social distancing practices, including maintaining, at least six feet distance from others.
   d. Disinfect and clean facility spaces: program should continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.

7. In the event an individual, staff or anyone they reside with are placed on quarantine or isolation, the responsible party (i.e. self, guardian, residence manager etc.) must notify the day program immediately and must suspend attending day program until they are medically cleared to return to work/program.

8. Any individual or staff exhibiting signs or symptoms of COVID-19 will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g. Advil, Tylenol).
ADDITIONAL SAFETY PLAN MEASURES:
Please use this space to provide additional details about your program’s Safety Plan, if appropriate.