

## AUBURN SITE BASED SITE SAFETY PLAN; 31 MARKET STREET, AUBURN NY 13021

**Day Program Type:** certified site- DAY HABILITATION

**Anticipated Re-Opening Date:** August 10 2020

**Operating Certificate Number:**8091821

**Certified Capacity:** 30

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**DATE: JULY 20<sup>TH</sup> 2020**

### PROGRAM OVERVIEW

The Auburn Site Based Day Habilitation Program serves 29 individuals and has a capacity of 30. Site based will be operating at half capacity with a total of up to 15 individuals. At this time many individuals continue to not want services and staff is limited as a result of staff being deployed to Agency IRA's to provide day services.

The individuals needing one to one service are not able to be served due to staffing shortages. We are unable to serve those individuals that cannot follow social distancing guidelines in group setting. In order to mitigate risk a COVID-19 Risk/Benefit Discussion Guide was completed for every client. After review of the safety plan and providing all available information individuals are able to make an informed decision about their return to program. Currently the program is providing services to individuals at agency's IRA's and that will not be disrupted. The target population for return to Day Hab at this time are those individuals that are community based not currently receiving services. Those individuals who have received services during COVID -19 will continue to be supported. Individuals that are high risk will be provided services at home when possible and appropriate.

The Auburn Site Based Program operates out of the first floor at 31 Market Street. Program operation hours will be expanded to 8am to 6pm to provide the maximum amount of service. The location has been outfitted with physical plant changes that include a total of four divider walls allowing for 7 socially distant spaces with 36 square feet per person. The space has two changing rooms that allow for up to 3 persons. Meal times will be staggered in the kitchen that can accommodate a stable cohort group (1 staff and 2 individuals). Individuals will wash hands prior to and after meals. All activities will be disseminated in prepackaged activity kits so there is no sharing of materials. A staff will be designated as the floor monitor to ensure the site safety plan is carried out with efficiency.

## **SIGNAGE**

Signs are established at all entrances, areas of travel and in common areas of the office spaces. These signs include visual spacing reminders for social distancing to keep six feet apart, frequent handwashing or hand sanitizer, reminders to not touch your eyes, nose and mouth, clean and disinfect frequently, stay home if you are sick and wear your mask. The 31 Market street location has foot traffic markers on the floor and sidewalks to entrances that identify six feet spacing.

## **ENTRANCE INTO SITE**

Prior to entrance to 31 Market Street all essential visitors( Care Managers, Employees, and individuals) will complete a health screening per agency policy Section 800.812a Safety and Health Policies: exposure control plan for COVID-19. At the entrance the screener will wear protective gloves and mask while screening essential visitors to the location. Everyone will use alcohol-based hand sanitizer prior to entering the site. The screening will consist of no signs or symptoms of COVID: fever 100.0 F or more, shortness of breath, cough, sore throat, loss of taste or smell, nausea or vomiting. Additionally, all screenings will include the following questions; 1. Have you had any known close contact with a person confirmed or suspected to have COVID-19 in the past 14 days? 2. Have you tested positive for COVID -19 through a diagnostic test in the past 14 days? 3. Have you travelled within a state with significant community spread of COVID -19 for longer than 24 hours within the past 14 days? Anyone who fails the health screening will not be permitted entrance. They will be asked to get in touch with their health care provider. Each site will maintain daily temperature logs for every essential visitor. All visitors will be monitored for symptoms throughout the service period. In the event anyone shows sign or symptoms of COVID they will be sent home, in the event of a positive result DOH notified and be provide information per agency policy 800.812a. All employees will follow Section 500.517a Return to Work COVID Related agency policy or per Governor's Executive Orders. The agency will clean and disinfect the exposed area not permitting access until thoroughly sanitized and per guidance, DOH, CDC requirements.

## **SOCIAL DISTANCING REQUIREMENTS**

All staff will be required to wear a mask at all times and follow social distancing guidelines set forth by the CDC, OPWDD and agency policy. All cohort groups will maintain the same staff to minimize risk. The stable cohorts will commute to community and remain an exclusive group. While at the site stable cohort groups will access the restroom closest to their cohort space whenever possible. Except when a changing room is required or for bathroom accessibility. Transportation and meal times will be staggered. Individuals will be asked to bring their own meals. No sharing of meals will be permitted.

## **GATHERINGS IN ENCLOSED SPACES**

Auburn Site Based services will not engage in activities in locations that are not conducive to maintaining social distancing practices. The physical plant changes outlined in the Program Overview will allow for 1 staff and 2 individuals to maintain stable cohort groups that are separated by the dividers minimizing exposure to other cohorts.

- Tightly confined spaces will be occupied by one person at a time (restrooms, unless required by safeguard plans of protection.
- Signs have been placed on the Medication Room indicating one person, staff ONLY permitted.

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\*note: all staff will wear proper PPE while administering medications at program to include but not limited gloves and a mask (lab coats are also provided to all staff).

### DAY PROGRAM SCHEDULE AND ACTIVITIES

The Auburn Site Based program will extend their operational hours from 8am to 6 pm. This will allow us to serve the maximum number of people. Transportation and meal times will be staggered to reduce congestion. Stable cohorts will be directed by staff during transportation and meal times to avoid contact exposure. The DH team will call by designated groups to be directed to the exit for transport. Cohort groups will be determined and transported continuously by the staff they are assigned to reduce exposure. Once at the program each cohort group will be assigned a cohort space. Movement shall be limited to the bathroom nearest to cohort group. Meal times will be staggered and staff directed by assigned groups for meal prep to reduce traffic flow. Every attempt to organize filling in program space according to cohort space assignments to create a smooth traffic flow will be instituted.

### PERSONAL PROTECTIVE EQUIPMENT

Staff must wear a mask at all times while providing services consistent with all current Executive Orders, OPWDD guidelines and agency policy. All agency staff have been trained on the safety plan and proper use of personal protection equipment. Individuals will be provided masks at no cost to ensure proper prevention. All masks will be collected at the end of service to be laundered and redistributed daily. All staff are provided a ready to go kit that includes gloves, sanitizer/alcohol wipes, disinfectant spray, tissues and an extra mask.

### HYGIENE AND CLEANING

Each Site Based location and agency vehicles will be given an antimicrobial treatment by Bio Protect. This application coats and lays down a carbon layer bond to all surfaces creating a barrier that kills 38 different viruses including coronavirus and last up to 90 days. In addition, we will use a hospital grade maintenance cleaner called Smart Touch to clean and disinfect throughout the day that will not break down the carbon layer bond. All staff are provided ready to go kits (that will be kept in the trunk/glove box of their vehicle/agency vehicles) that contain; hand sanitizer, alcohol wipes, spray bottles of disinfectant, tissues and a spare mask. The site will be disinfected prior to opening, frequently throughout the day and at the close of program. Additionally, prior to and after every activity staff will remind individuals to wash hands and or use alcohol-based hand sanitizer while disinfecting the area and any equipment used. The Auburn Site Based program has office spaces and 4 transport vehicles. The program will sanitize all office areas at least twice daily and before and after meetings. Staff will maintain proper hygiene with frequent handwashing per agency policy. Staff will support individuals to wash hands or utilize alcohol-based hand sanitizer prior to and after activities and frequently throughout service delivery. All staff will sanitize their vehicles before and after transportation. Each staff will complete a community outings log that identifies whether a vehicle was used and sanitized after each use. At the beginning of each day staff will replenish ready to go kits for the day.

### TRANSPORTATION

Agency staff will be required to follow COVID-19 Transportation Guidelines 7/11/2020 when providing transportation to and from services and or community activities. Staff and individuals will use alcohol-based hand sanitizer prior to getting in a staff/agency vehicle. Only individuals from the same cohort group will be permitted to be transported together. To the extent possible all individuals and staff will wear a face mask and when appropriate have open windows to permit air flow. Individuals will not sit within close contact to each other. Before and after each trip staff will sanitize the vehicle and document on the community outings log. At the beginning of each day staff will replenish their ready to go kits.

## TRACING AND TRACKING

The agency staff will track temperature logs and complete community outing log for the purposes of contact tracing. Each staff will record the trip on the community outing log that identifies the date, individuals participating, COVID-19 screen, location and address of outing, time service/outing began and ended, identify vehicle used and that it was sanitized after. All documentation will be maintained by the Program Manager. Agency staff will report signs and symptoms to their supervisor. The Agency's Nursing Department designee will report all cases of COVID-19 to the local department of health. The agency staff will work in cooperation with the DOH to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered/ came in contact with dating back 48 hours before to the positive person began experiencing COVID-19 symptoms or tested positive.