



Safety Plan for Reopening Day Services

Effective 7/22/2020

Opengate, Inc.
Safety Plan for Reopening Day Services

On 3/17/20, OPWDD issued guidance suspending day services until further notice. Effective 7/15/20 for regions that have entered Phase Four of the state's reopening plan, day services may resume with appropriate risk mitigation strategies in place. These include health care checks, social distancing, use of personal protective equipment, meticulous attention to hand washing and proper cleaning and disinfection. The program manager will be designated as the safety monitor, and is responsible for monitoring compliance with all aspects of the site safety plan.

All individuals, staff and essential visitors must undergo a daily health check and may only participate in/work at/visit the day program if all of the following circumstances are met:

- The person is not suspected or confirmed to have COVID-19, and not under quarantine or isolation
- No member of the person's household is under quarantine or isolation for COVID-19
- The person has not been exposed to COVID-19 in the past 14 days
- The person has not traveled to a state under travel advisory due to COVID spread in the past 14 days
- The person passes a health screen and temperature check prior entering the program and is free of fever of 100F or greater and symptoms of COVID-19. The screening will be conducted by a designated supervisory level staff, and the results will be documented in a log. Individuals who are transported to the day program via agency vehicle will have their temperature taken prior to boarding the vehicle.
- The person washes their hands immediately upon arrival to the day program, and adheres to all PPE, social distancing and hygiene guidelines set forth in this document throughout the day.
- Any person who develops a fever or other symptoms over the course of the day will be immediately separated from others and sent home as soon as possible. They will be required to remain home until they are fever free for 72 hours without the use of fever-reducing medication.
- Nonessential visitors are not permitted until further notice. All visitors must be approved by management level personnel, and must wear a mask while on the premises.

The following measures are in place for agency vehicles used to transport individuals:

- Only individuals travelling to and from the same day program will be transported together. To the extent possible, individuals who are transported together will be cohorted together at the day program.
- Capacity on agency vehicles that are transporting individuals from multiple residences will be reduced to no more than 50% of total capacity. Individuals who reside together may be transported together without any reduction in vehicle capacity.
- In order to accommodate decreased vehicle capacity, hours of operation will be staggered into two shifts, one from 8:00am to 1:00pm, and the other from and 10:00am to 3:00pm.
- Individuals and staff must be spaced out to the extent possible in the vehicle to avoid close contact.
- Staff must wear a face covering at all times in the vehicle. Individuals who can medically tolerate wearing a mask should also do so to the extent possible. Social distancing must be maintained for individuals who cannot medically tolerate wearing a mask.
- The vehicle will be thoroughly disinfected after each trip and the cleaning will be documented in the vehicle log.
- Where appropriate and safe, windows will be rolled down to permit airflow.
- Individuals will be directed to maintain space between themselves and others and exit the vehicle one person at a time.

Signage has been posted throughout the certified site to remind all personnel to adhere to:

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| -Social distancing requirements | -Use of mask or cloth face covering requirements |
| -Symptoms of COVID-19 exposure requirements | Proper storage, usage and disposal of PPE |
| -Hand washing technique and use of sanitizer | -The prohibition of nonessential visits |

The following social distancing measure will be implemented at the site based day program:

- A distance of 6 feet will be maintained between personnel and individuals whenever feasible.
- The capacity of enclosed classrooms will be reduced to 50% of maximum capacity. Open program space and outdoor space will be utilized to the extent possible.
- The program area will have social distancing markers using tape that denote six feet of spacing.
- During working hours staff will wear appropriate face coverings over their nose and mouth.
- Individuals who can medically tolerate it must wear face coverings when social distancing cannot be achieved.
- A staffing grid has been developed to create a consistent assignment of staff to individuals.
- Day program doors will be kept open as appropriate to ventilate spaces.
- Shared workspace and equipment will be cleaned between uses.
- Commonly used areas such as narrow hallways will contain taped directional signs and distance markers.
- Congregation in the lobby or other common areas will be prohibited.
- In order to limit visitors, all meetings will continue to be conducted via video or teleconferencing.
- Only essential employees will have contact with the individuals in the program area.
- Staff will provide individuals support with safety activities such as wearing a mask, maintaining social distancing and washing hands.
- Any activities that involve sharing objects or close contact will not be permitted.
- Individuals should refrain from bringing personal items to the day program.

The following mealtime protocols are in place to adhere to social distancing and reduce risk:

- The staff will follow all individual specific meal preparation and dietary guidelines.
- The sharing of food and beverages, including buffet style dining is prohibited.
- Disposable utensils and plates will be used and promptly discarded.
- Mealtimes will be staggered in order to reduce capacity, and individuals will be a minimum of six feet apart.
- The kitchen area, including high touch areas such as refrigerator and microwave handles, will be sanitized before and after meals.

The following hygiene standards will be implemented in order to maintain a sanitary environment:

- The program manager will ensure that there is an appropriate amount of handwashing soap, paper towels, hand sanitizer and PPE (masks, gloves) available.
- Staff and individuals will wash their hands upon entering the program and throughout the day.
- Agency vehicles will be disinfected between each use.
- The program manager will maintain an adequate stock of EPA approved disinfecting agents, which shall be safeguarded from individuals but accessible to staff as needed.
- The program area will be ventilated when cleaners, sanitizers and disinfectants have been used.

- High touch areas, including bathrooms, door handles, table tops, and the nursing station will be cleaned rigorously at least daily and more often as needed.
- Throughout the day habilitation building there are wall mounted hand sanitizing stations.
- The program supervisory staff will ensure that all employees comply with all personal protective equipment requirements set forth by OPWDD and DOH.

Operations of Community Habilitation and Without Walls program during reopening:

- The number of individuals being transported in agency vehicles will not exceed 50% of the vehicle capacity unless all of the individuals being transported live together.
- Low risk, outdoor activities such as going to a park or for a walk, or picking up to-go meals should be prioritized.
- To the extent possible, and weather permitting, all Without Walls operations will start and end in the community rather than first being transported to the day habilitation building.
- Community outings to stores, outdoor restaurants, salons, etc., should be extremely limited.
- Recreational outings should be limited to one location per day for any individual participating.
- Staff must bring hand sanitizer and ensure all individuals are washing and/or sanitizing hands whenever surfaces such as door handles, counters, public benches, and store shelves are touched.
- Social distancing principles must be adhered to, to the greatest extent possible.
- Face coverings shall be brought on public outings and individuals must be encouraged to wear the covering at all times. Everyone who is medically able to tolerate a mask must wear one when unable to maintain social distancing.
- There should be no unnecessary interaction with other members of the public while on an outing.
- When planning outings, staff should be aware of various capacity restrictions for businesses and should consider calling ahead, where possible, to ensure group size can be accommodated.

Opengate is committed to doing our part in the tracing and tracking of COVID-19 cases by doing the following:

- The Director of Nursing or designee will notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff.
- In the case of a staff or visitor testing positive, we will cooperate with the local health department to trace all contacts in the workplace. We will notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the staff began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.
- 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, tracking or other mechanism, are required to self-report to their manager at the time of alert and shall follow all required protocols as if they had been exposed at work.