

ITHACA SITE BASED SITE SAFETY PLAN; 15 CATHERWOOD RD, ITHACA NY 14850

Day Program Type: certified site- DAY HABILITATION

Anticipated Re-Opening Date: August 10, 2020

Operating Certificate Number:8091823

Certified Capacity: 45

Primary Contact Name: Lee Sullivan Day Services Program Director lsullivan@unityhouse.com, 315-253-6227 x209

DATE: JULY 20TH 2020

PROGRAM OVERVIEW

The Ithaca Site Based Day Habilitation Program serves 76 individuals and has a capacity of 45. Site based will be operating at half capacity with a total of up to 22 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 individuals that cannot follow social distancing guidance in group setting. In order to mitigate risk a COVID-19 Risk/Benefit Discussion Guide was completed for every client. After discussing the agency's safety plan and providing all available information individuals are able to make an informed decision regarding their return to program. Currently the program is providing services to individuals at IRA's and that will not be disrupted. The target population for return to program are those individuals in the community not currently receiving services. Those individuals who have received services during COVID-19 will continue to be supported. Any individual considered high risk will receive services at home when possible and appropriate.

The Ithaca Site Based Program operates out of 15 Catherwood Road. The program will run as typically scheduled from 8am to 6pm. Those services being provided in the community will utilize state parks, pavilions and the Lansing Community Center to minimize congestion at the site. The location has been outfitted with physical plant changes that included a total of 7 divider walls allowing for 11 socially distant stable environments with 36 square feet per person. There is included in the 11 spaces three separate rooms; library, music room and sensory room that can be utilized to meet social distancing requirements. The space has one changing room that allow one staff and one individual. During lunch cohort groups will be escorted to the kitchen to prepare/heat up lunches to reduce congestion. 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

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handwashing or use alcohol-based hand sanitizer, reminders to not touch your eyes, nose and mouth, clean and disinfect frequently, stay home if you are sick and wearing your mask. The 15 Catherwood Road location has foot traffic markers that identify six feet spacing.

ENTRANCE INTO SITE

Prior to entrance to 15 Catherwood staff will call the Team Leader desk phone to alert their arrival. A designated staff will escort each cohort group in to complete the screening. 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. The screener will wear protective gloves and mask while screening visitors into the 15 Catherwood Road 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 will be 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 restroom for bathroom accessibility. Transportation and meal times will be staggered. Individuals will be asked to bring their own meals. No sharing will be permitted.

GATHERINGS IN ENCLOSED SPACES

Ithaca 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).

DAY PROGRAM SCHEDULE AND ACTIVITIES

The Site Based program will remain the same with operational hours from 8am to 6pm. This will allow us to serve the maximum number of people. Transportation and meal times will be staggered to reduce congestion.

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Stable cohorts will be directed by staff during transportation and meal times to avoid contact exposure. Cohort groups will be determined and transported continuously by the staff they are assigned. 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 effort to organize filling in program space according to cohort space assignments to create a smooth traffic flow will be instituted.

PERSONAL PROTECTIVE EQUIPMENT

All 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 services 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 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. The Ithaca Site Based program has office spaces and 5 transport vehicles. The program will sanitize all office areas 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. Staff and individuals will wash hands or use alcohol-based hand sanitizer prior to getting in an 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 ready to go kits for the day.

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 service/outing, time outing began and ended, identify vehicle used and that it was sanitized after. All documentation will be maintained by the Program Manager.

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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.