

## ITHACA WITHOUT WALLS SITE SAFETY PLAN; 335 ELMIRA ROAD, ITHACA NY 14850

**Day Program Type:** Community Without walls

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

**Operating Certificate Number:** 8091823

**Certified Capacity:** Non-certified

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

### PROGRAM OVERVIEW

The Ithaca Without Walls program serves 41 individuals. The office is located at 335 Elmira Road. The Ithaca Without Walls program will maintain the existing schedule for operations. At this time, we are unable to support individuals that cannot follow social distancing guidelines. 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 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. Any individual considered high risk may receive services when it is possible and appropriate.

Individuals will have limited access to the restrooms. The services will utilize state parks and pavilions. All activities will be disseminated in prepackaged activity kits to eliminate sharing materials.

### SIGNAGE

Signs will be duplicated to Index cards for community staff to place within their vehicles. The index cards will reflect the guidance for washing hands, reminders not to touch nose, face and mouth. To clean and disinfect before and after use of vehicles and activities. To wear your masks, social distance and stay home if you're sick.

### PRIOR TO STAFF STARTING SHIFT

Prior to starting each shift staff will have completed the health screening that includes completing the temp log. When picking up individuals' staff will be required to complete the individual's health screening and record on the temp log screening responses. In addition, staff will complete community outing log for all clients served for the day and submit to supervisor. Staff will use alcohol-based hand sanitizer, clean and disinfect their vehicles prior to starting their shift and after each trip.

### SOCIAL DISTANCING REQUIREMENTS

## Unity House of Cayuga County Day Services- Re-Opening Safety Plan

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 services together and remain an exclusive group. While providing services in the community everyone will wear a mask and maintain 6 ft social distancing. All community services will be limited to those activities conducive to maintaining social distancing or that are considered essential needs.

### GATHERINGS IN ENCLOSED SPACES

Ithaca Without Walls services are community based and will not engage in activities in locations that are not conducive to maintaining social distancing practices. Whenever possible activities will be provided in state Parks, or pavilion areas that allow for social distancing.

- 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 program will establish 3 stable cohort groups. Individuals being served in the community may return home for restroom/lunch breaks. The Ithaca Without Walls schedule will be maintaining a staffing plan for employees who are assigned to work with individuals to be providing the transportation. This reduces exposure to people outside their cohort group.

### 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 while accessing the community for services. All staff are provided a ready to go kit that includes gloves, sanitizer/alcohol wipes, disinfectant spray, tissues and an extra mask. Staff will replenish supplies prior to each shift.

### HYGIENE AND CLEANING

All staff are provided ready to go kits (that will be kept in the trunk/glove box of their vehicles) that contain; hand sanitizer, alcohol wipes, spray bottles of disinfectant, tissues and a spare mask. The Ithaca Without Walls program has office spaces and two 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 community 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. Staff will replenish supplies prior to each shift.

### 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 outings. Staff and individuals will wash hands 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. Staff will replenish supplies prior to each shift.

### TRACING AND TRACKING

## **Unity House of Cayuga County Day Services- Re-Opening Safety Plan**

The agency staff will track temperature logs and complete community outings logs 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/service time outing/service 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.