

## **Guidance for Management of COVID-19 in AABR-DAY PROGRAM SITES**

In an effort to ensure the health and safety of all individuals and staff at AABR day programs, AABR has developed policies and procedures in accordance with OPWDD, the Department of Health (DOH), and the Center for Disease Control (CDC). All staff, individuals, parents and visitors into the building will be required to operate in accordance with the policies and procedures here in.

### **Entrance to Day Program Site**

All staff and individuals, as well as any essential visitors, must be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter.

Each day program will designate a supervisory level staff or health care professional to conduct daily screenings. Screeners will be provided and use PPE, including at a minimum, a face mask and gloves and may include a gown, goggles and/or a face shield. The screener will document health screening(s) of all individuals and staff, whether manually or through a screening tool. Staff screenings will document if the screening was passed or the staff was sent home, no health information would be recorded. All staff screenings will be secured in a locked area. Screeners will require individuals and staff to self-report, to the extent they are able. Guardians/Family Members of individuals will complete a screening through a digital app or manual form. Any changes in symptom status throughout the day staff will contact administrator on duty if they later are experiencing COVID-19-related symptoms.

Visitors/Family Members who are transporting individuals are to call the program upon arriving to the building and program staff will meet them outside to greet individual and escort them into the program.

The health screening assessment will consist of the following (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, (3) close contact with a confirmed or suspected COVID-19 case in the past 14 days and/or (4) travel from within one of the designated states with significant community spread. Assessment responses will be reviewed every day and such review will be documented.

For staff any positive responses Human Resources will be notified immediately by supervisor for further guidance.

For individuals with any positive responses, family/guardian is to contact their healthcare provider for further guidance and program directors for notification.

Any staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home until and contact human resources for further guidance.

Any individual exhibiting signs or symptoms of COVID-19 will be immediately quarantined in the isolation room until transportation is immediately arranged to either home or medical facility depending on need. Staff who are working with these individuals in the designated isolation area will have proper PPE consisting of face mask,

face shield/goggles, gown/coveralls, and gloves until individual leaves the facility. Family member/Guardian will transport individual home unless emergency medical attention is needed.

Any individual or staff sent home are going to be instructed to contact their healthcare provider for assessment and testing. The day program will inform NYC health department and OPWDD about the suspected case. The day program will provide the individual or staff with written information on healthcare and testing resources.

- Individuals sent home from program shall consult with their healthcare practitioner prior to returning to the program and a clearance is required to return to program.
- Staff sent home shall comply with appropriate return to work guidance and shall consult with their human resources prior to returning to work.

Individuals may not return to or attend the day program while a member of their household or certified residence are being quarantined or isolated.

If an individual or staff member is identified with COVID-19, the day program will seek guidance from NYS/NYC officials and/or other regulatory bodies to determine when the individual/staff can return to the program and what additional steps are needed.

All staff and individuals must perform hand hygiene immediately upon entering the program and throughout the day.

Day program services will designate a site safety monitor such as an onsite administrator whose responsibilities include continuous compliance with all aspects of the site safety plan.

Day programs will maintain a log of every person, including staff and essential visitors, who may have close contact with other individuals at the facility; excluding deliveries that are performed with appropriate PPE or through contactless means. Log will contain contact information, such that all contacts may be identified, traced and notified in the event someone is diagnosed with COVID-19. Providers of day program services will cooperate with local health department contact tracing efforts.

Staff should take the following actions related to COVID-19 symptoms and contact:

- If a staff has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the staff may only return to work after completing required self-quarantine under OPWDD/DOH/CDC guidance. If a staff is critical to the operation or safety of a facility, the day program will consult their local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.
- If a staff does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the staff may only return to work after completing required self-quarantine

under OPWDD/DOH/CDC guidance. If a staff is critical to the operation or safety of a facility, the day program will consult their local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.

- If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the staff should notify the day program and follow the above protocol for a positive case.
- If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, and the inability to temporarily furlough that employee would cause a hardship to the employer/program, the staff should notify the day program and adhere to the following practices prior to and during their work shift, which should be documented by the day program:
  - Regular monitoring: As long as the staff does not have a temperature or symptoms, they should self-monitor consistent with the day program's health policies.
  - Wear a mask: The staff should wear a face mask at all times while in the day program.
  - Social distance: staff should continue social distancing practices, including maintaining, at least, six feet distance from others, unless alone in an enclosed space.
  - Disinfect and clean facility spaces: Continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.

Entrance into sites will be restricted to essential staff responsible for the direct provision of service. Signage will be posted alerting nonessential visitors are not allowed. 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.

### **Social Distancing**

Day program providers will ensure that, for any programming occurring indoors, capacity is limited to the number of participants and required staff which ensures the following mitigation strategies are adhered to:

- At least six feet of physical distance is maintained among individuals and staff, unless safety of the core activity requires a shorter distance or an individual's treatment plan requires that closer contact be maintained with a staff member.
- All staff must wear an appropriate face mask or covering at all times at work, consistent with all current Executive Orders and OPWDD guidelines, unless medically contraindicated.
  - Acceptable face coverings are consistent of disposable masks are preferred, but cloth are acceptable as well that cover both the mouth and nose.

- Cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree such as, suspected or confirmed cases of COVID-19. For those activities, N95 respirators or other personal protective equipment (PPE) used under existing industry standards should continue to be used, as is defined in accordance with OSHA guidelines.

Individuals receiving services are going to be encouraged to wear face coverings, if they can medically tolerate one whenever social distancing cannot be achieved. Any face covering is acceptable for individuals, AABR will work with individuals to desensitize to disposable face coverings.

Programs will ensure that groupings of staff/individuals receiving services are as static as possible by having the same group of individuals work with the same staff whenever and wherever possible. Group size must be limited to no more than fifteen (15) individuals receiving services. The restriction on group size does not include employees/staff.

Programs will ensure that different stable groups of up to 15 individuals have no or minimal contact with one another nor utilize common spaces at the same time, to the greatest extent possible.

Programs will maintain a staffing plan that does not require employees to “float” between different rooms or groups of individuals, unless such rotation is critical to safely staff individuals due to unforeseen circumstances (e.g. staff absence).

Program will modify the use and/or restrict the number of program rooms and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet). When distancing is not feasible between workspaces, the program will provide and require the use of face coverings or enact physical barriers, such as plastic shielding walls where they would not affect air flow, heating, cooling, or ventilation.

- Physical barriers should be put in place in when possible/necessary. Options include but are not limited to strip curtains, plexiglass or similar materials, or other impermeable dividers or partitions. Use in accordance with OSHA guidelines.
- Shared workspaces or equipment must be cleaned and disinfected between use.
- Prohibit the use of tightly confined spaces (e.g. supply closets, equipment storage areas, kitchens, vehicles, or restrooms) by more than one person at a time, unless both individuals and staff sharing such space are wearing acceptable face coverings. However, even with face coverings in use, occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant.

Programs should increase ventilation with outdoor air to the greatest extent possible (e.g. open program room and vehicle windows and/or open as frequently as possible), unless such air circulation poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to individuals using the facility.

Programs should take additional measures to prevent congregation in lobbies, hallways, and in elevator waiting areas and limit density in elevators, such as enabling the use of stairs.

Reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. entrance/exit into the facility, meal areas, etc.).

Social distancing may not always be possible when caring for individuals with higher medical, 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.), behavior intervention techniques (e.g. physical restraint) or medical treatments (e.g. administration of daily medication or first aid etc.). All appropriate personal protective equipment and hygiene must be utilized. Staff who are unable to medically tolerate wearing a mask will consult with Human Resources for further guidance.

### **Gathering in Enclosed Spaces**

- Prohibit gatherings of more than 15 people (excluding staff) in a shared space, at any given time. Rooms will be reconfigured or repurposed to limit density and expand usable space.
- Program rooms will include the same grouping of individuals with the same staff each day to the extent possible and avoid crossing programs with other rooms.
- Space out seating (6 feet apart) and use floor markers to designate six-foot distances. Additional seating will be removed above designated room capacity.
- Day programs will provide adequate space for required staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (e.g. eating). Break times should be staggered to maintain social distancing.

### **Day Program Scheduled and Activities**

AABR will be resuming site-based day services, programs will implement measures to foster social distancing and disinfection in-between use via the following considerations:

- Limiting staff on site to those essential to direct service provision.
- Prioritizing tasks and activities that most easily adhere to social distancing.
- For sport and athletic activities, programs will keep stable groups of individuals together and separated from other groups and should focus on activities with little or no physical contact (e.g. walking or hiking) and which do not rely on shared equipment.

For food services, programs should:

- AABR will not be providing food services, kitchen is closed at this time.
- Buffet-style dining is prohibited. AABR has discontinued use of large cafeterias for meals.
- Cohorts will be eating together in their classrooms
- Seating at least six feet apart from others, as feasible.
- Shared food and beverages are prohibited. Food brought from home should require limited preparation at the day program site and be packed appropriately. All reusable food utensils and storage containers will be returned home unwashed.

### **RN in day program**

- RN will be stationed in the nurse's office.
- Individuals requiring medication will be waiting outside of the nurse's office with 6 feet distance between individuals until it is their turn to enter the nurse's office.
- If individual is unable to wait outside of nurse's office, nurse will contact classroom when individual is cleared to go to the nurse's office for medication.
- Nurse's office will be cleaned between individuals
- 

Meetings/Trainings will be virtual when feasible.

### **Personal Protective Equipment (PPE)**

Day programs will have an adequate supply of required PPE on site. All required staff and essential visitors are required to wear a face covering or mask and will be provided one for use onsite at no cost.

All day programs and staff should comply with OSHA standards applicable to each specific work environment.

Staff may choose to provide their own face covering, however are not required to.

Acceptable face coverings may include, surgical masks, N95 respirators, face shields and/or cloth masks. Any personally supplied face coverings must maintain standards for professional/workplace attire. Cloth, disposable or homemade masks are not appropriate for high risk activities such as care for individuals with suspected or confirmed COVID-19.

- Face coverings must be cleaned or replaced after daily use and may not be shared.
- All staff will be trained on proper use of PPE including when to use and donning, doffing, disposing and/or reusing and sanitizing when appropriate. Documentation of such trainings will be retained and documented.
- PPE is to be disposed of in a designated bin

PPE is maintained and delivered by AABR maintenance department on an as needed basis. Director of maintenance is in contact with DON and purchasing department regarding requesting additional PPE. COVID Coordinator will verify that there is adequate PPE in the program and distribute as needed.

### **Clothing/Gown/Lab coats/Coveralls**

- To ensure that staff do not bring infection into the home from the community, it is encouraged that staff either change their clothes or wear the following items over their street cloths while working at the facility
  - Isolation Gowns/coveralls/lab coats
    - These items can go over clothing that has been worn into the facility from the outside
    - Isolation gowns/coveralls/lab coats are to be stored in the facility following being worn in a designated area
    - Care of Isolation Gown/Coveralls
      - Staff is to write their name in their gown/coveralls, so it can be re-used until it is soiled or ripped
      - Gown/Coverall are to be stored in residence in a designated area assigned by administrator
      - Gown/Coveralls is to be discarded when it is in visibly poor condition.
      - Remove and discard the gown in a dedicated container for PPE waste when gown is soiled.
    - Care of Lab Coats
      - Staff is to wear lab coats if gowns/coveralls are not available or if staff does not fit appropriately into the gowns/coveralls
      - Lab Coats are to be washed in the day program following use.
      - Lab Coats are to be stored in day program in a designated area assigned by administration.
  - Clean street clothes/Scrubs
    - Staff can bring an extra clean set of clothes or scrubs to change into when in the facility
    - Commuter clothes are to be stored in the facility in a plastic bag until it is time for staff to leave the facility
  - Visitors will be offered gown/coveralls or a lab coat if they are going to be in direct contact with individuals.

### **Hygiene and Cleaning**

Strict adherence to hygiene and sanitation requirements is required to reduce transmission as advised by DOH, OPWDD and CDC.

Day Programs will implement the following minimum standards:

- Maintain an adequate stock of cleaning and EPA approved disinfecting agents.
- Conduct frequent cleaning and rigorous disinfection of high-risk areas (i.e. bathrooms, nursing stations) and high touch surfaces (i.e. shared equipment or supplies).
  - 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. Use only EPA registered products for disinfecting non-porous surfaces.

- Cleaning products, sanitizers and disinfectants must be kept secure and out of reach of individuals who may misuse (i.e. consume, dump out etc.). Products should be locked in a separate supply closet or cabinet, with only staff having access. After sanitizing or disinfecting any gloves, paper towels or other disposable items used will be immediately discarded. These should be tied in a trash bag and removed from the environment to prevent individuals from accessing potentially contaminated or hazardous materials.
- Limit use of shared objects/equipment and clean then sanitize after each use. Items that cannot be cleaned and sanitized should not be used (i.e. soft toys, cloth placemats, etc.) Individuals should not be permitted to bring such personal items from home to share.
- AABR will limit the sharing of objects, such as electronic equipment, arts and craft materials, touchscreens, as well as the touching of shared surfaces; or, require employees to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, require workers and individuals to practice hand hygiene before and after contact.
- If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards, staff must use PPE as needed followed by hand hygiene. Use cleaning/disinfecting wipes for electronics (do not use sprays). Limit the number of people using the equipment when proper cleaning/disinfecting of such items are not possible.
- AABR will provide hand hygiene stations throughout each location where possible to include:
  - Hand washing: soap, running warm water, and disposable paper towels.
  - Hand sanitizing: alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical. Hand sanitizer should be available and utilized frequently throughout community based services.
  - All staff and individuals should wash their hands frequently with soap and water, for at least 20 seconds upon arriving to any site-based programming, before handling food, before and after eating and drinking, smoking/vaping, using the bathroom, after touching shared objects or surfaces, after touching their eyes, nose or mouth, or after cleaning, sanitizing or disinfecting surfaces or when hands are visibly dirty. Use of alcohol-based hand sanitizers with at least 60% alcohol are also acceptable. Use of hand sanitizer by individuals should be supervised as needed by staff.

**If someone is confirmed to have COVID-19 infection:**

Close off areas used by the person who is sick. The program does not have to necessarily close operations, if they can close off the affected areas.

- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect all areas used by the person who is sick such as offices, classrooms, bathrooms, common areas, and shared equipment.
- Once the area has been appropriately disinfected, it can be opened for use. Employees and individuals without close contact with the person who is sick can return to the area immediately after disinfection.

AABR will follow NYS, DOH and OPWDD guidance related to reporting and contact tracing in the case of a positive or presumed positive COVID-19 individual or staff.

If anyone in a cohort classroom/group are confirmed of COVID-19 the classroom/group will close for 24 hrs for waiting for disinfecting.

If 2 confirmed positive COVID-19 individuals in separate cohorts, the entire program will be closed and length of closing will be determined.

### **Transportation**

AABR will ensure that the following measures are implemented for the transport of individual's to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

- Ensure only individuals and staff traveling to and from the same day program be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation at this time; individuals transported together are encouraged to be cohorted for purposes for day programming also, in order to reduce further intermingling;
- Reduce capacity on buses, vans, and other vehicles transporting individuals from multiple residences to 50% of total capacity;
- Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction;
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff from different households 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.
- Social distancing must be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals should be transported alone or with members of the same household.
- Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals if at all possible.
- 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 airflow.

- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID-19.
- Transportation staff (drivers, monitors, attendants, mechanics and cleaners) will be trained and provided periodic refreshers on the proper use of social distancing.
- Transportation carrier will need to provide Personal Protective Equipment such as masks and gloves for drivers, monitors and attendants in buses.
- Transportation carrier will provide hand sanitizer for all staff in their transportation locations such as dispatch offices, employee lunch/break rooms, on buses and/or bus garages.
- Transportation carrier will assure that drivers, monitors and attendants who must have direct physical contact with a program participant must use hand sanitizer between contact with individuals.
- Transportation carrier will assure that school bus drivers, monitors, attendants and mechanics shall perform a self-health assessment for symptoms of COVID-19 before arriving to work.
- Transportation carrier assures that program participants must wear a mask on a school bus if they are physically and mentally able.
- Transportation provider assures that program participants who do not have a mask will NOT be denied transportation. AABR will provide transportation carrier with masks for program participants who do not have one.
- Transportation carrier understands that program participants have a disability which would prevent them from wearing a mask and will not be forced to do so or denied transportation but must maintain social distancing from other individuals on the bus to the extent possible.
- AABR assures transportation company that program participants will be trained and provided periodic reminders on the proper use of Personal Protective Equipment, proper hand hygiene and the signs and symptoms of COVID-19.
- AABR assures transportation company that program participants will be trained and provided periodic reminders on the proper use of social distancing.

### **Tracing and Tracking**

AABR day program will 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.

In the case of a staff or visitor testing positive, the provider of day program services will cooperate 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 staff began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.

Local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.

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 employer at the time of alert and shall follow all required protocols as if they had been exposed at work.

August 12, 2020