COVID-19 Safety Plan
for Certified Day Program Reopening

Agency Legal Name	Daybreak Independent Services	
Agency Address	471 McLean Avenue, Yonkers , 10705	
Day Program Type	■ **Certified Site** □ **Community, without Walls**	■ **Day Habilitation** □ **Prevocational** □ **Day Treatment** □ **Respite** □ **Sheltered Workshop**
Operating Certificate Number	78650650	
Site Address (certified sites only)	471 McLean Avenue, Yonkers , 10705	
Certified Capacity (certified sites only)	45	
Primary Contact Name	Vilas Loban	
Primary Contact **Email and phone**	vloban@daybreakis.org 718-704-5055	

The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at quality@opwdd.ny.gov. In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

SAFETY PLAN COMPONENTS

NOTE: Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

Signage – applies to certified sites and other locations controlled by the provider

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities.*

Identify how you will ensure the above and any related strategies:

To control the traffic postage/signages are placed throughout the day program noting spaces of six feet in all commonly used areas where lines are commonly formed such as entry/exit into the facility, bathroom, kitchen, clock in/out section, meal areas, etc.
Signages are posted such as wearing a mask, hand hygiene, adhering to physical distance, wearing and disposing of PPE.
Signs are posted at the main entrance of the day program alerting that Only essential visitors are allowed in the program. No delivery is allowed inside the building to avoid contact with visitors, to the extent possible. All pickups

A. Entrance to Site Based Programs

Pre-Entry/Pre-Participation Screening:

- Screen all individuals, staff, and essential visitors prior to entry into the day program site and/or participation in services/service delivery:
  - per infection control standards for protection of screener and screened person,
  - to include temperature check and required questions on exposure and COVID-19 Symptoms, per NYS DOH and OPWDD guidance documents.
- Maintain daily documentation of all screening of individuals, staff and visitors in compliance with OPWDD and NYS guidance and policy.

Response to Signs and Symptoms and Departure:

- Safe management of any individual, staff or visitor who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include:
  - Facilitating departure as soon as possible, and
  - Safely manage separation from people not exhibiting symptoms, until they depart.
- Ensure instruction is provided to any individual or staff sent home due to symptoms to contact their health care provider and written information on healthcare and testing resources.
- Ensure the day program immediately notifies the local health department and OPWDD about the suspected case.

Participation and Return to Program/Service:

- Ensure staff members know to report and how to report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.
- Ensure individuals do not participate in day services while they or a member of their household or certified residence is being quarantined or isolated.
- Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
- Ensure any return of an individual or staff to programs/services occurs only in adherence to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.

Identify how you will ensure the above and any related strategies:

All staff, individuals and any essential visitors Must be screened prior to the entry into the Day Program. COVID-19 signs and symptoms must be monitored. Program must keep a log of their temperature on site. A supervisory level is assigned to conduct daily screening. The Screener will use PPE, minimum of face mask, and/or gloves, face shield. The Screener will document health screenings of all individuals and staff. The log will be secured in a locked area. Staff screening will document if the screening was passed, and if any staff doesn't pass the screening the staff will be sent home, no health information will be recorded. The Screener will require individuals and staff to self-report if the signs or symptoms change throughout the day. The health screening

B. Social Distancing Requirements:

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:

- Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing;
- Plans to maintain no more than 50% occupancy in small/confined spaces within a program, such as a staff break room;
- Potential use of physical barriers within site-based spaces;
- Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual's needs may require individual to staff distance to be less than six feet);
- Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel;
- Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows;
- Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces;
- Support and education of individuals to learn physical distancing/use of markers, patterns of movement, and other program strategies;
- Maintain a staffing plan to prevent employees who should need to "float" between different rooms or different groups of individuals, unless such rotation is necessary to safely support individuals due to unforeseen circumstances (e.g. staff absence).

- Provide adequate space and operational practices (e.g. staggered break times) for staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (i.e. eating or smoking).

Identify how you will ensure the above and any related strategies:

Daybreak ensures for any activities occurring indoors, capacity is limited to the number of staff and participants which ensures the following protocols are adhered to:
All Staff must maintain a 6 ft.distance when appropriate unless an activity or a situation is such that requires the distance to be less than 6ft, in such circumstances they Must wear a face covering.
Program maintains acceptable group size, where individual groups of up to 15 individuals have no or minimal contact with one another nor utilize common space at the same time, to the greatest extent possible.
Program maintains a staffing plan that does not require employees to 'float' between different rooms or groups of

C. Gatherings in Enclosed Spaces

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.
- Ensure the group (≤15) of individuals receiving services and staff working with them are as static as possible.
- Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
- Stagger staff and/or individual meal and break times to maintain social distancing.
- Adhere to social/physical distancing practices identified in the safety plan.
- Prohibit shared food and beverages and buffet style dining.
- Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

Identify how you will ensure the above and any related strategies:

Program hours will be modified only if necessary to safely and adequately provide service to the individuals. Current day program hours remains 10 am-2:30 pm
All Staff must maintain a 6 ft.distance when appropriate unless an activity or a situation is such that requires the distance to be less than 6ft, in such circumstances they Must wear a face covering.
Program plans to maintain acceptable group size, individual group size will not exceed more than 15 or less. Groups of individual will not be intermingled. Staff will also not be shared between the groups, unless due to reasons of staffing issue. Chairs and tables will be arranged accordingly. Staff and individual will not use a shared space at the same time. Plastic shields are built in each program desk used by the individual to maintain a safe

D. Day Program Schedules and Activities

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.

- Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
- Schedule individual's activities to reduce density and allow for social distancing.

Identify how you will ensure the above and any related strategies:

Daybreak after assessing each individuals' needs will make a determination on who can be best served onsite. High risk individuals who prefer to remain at home are encouraged to continue to use telehealth to supplement the service delivery. For those individuals resuming site-based service, programs will enforce social distancing and disinfection measures by taking following considerations:
Adjusting Day program hours, as approved & guided by OPWDD
Have staggered shift for staff, limit staff on site to those essential to direct service provision
Prioritize tasks and activities that most easily adheres to social distancin. Current day program hours is 10 am-2:30 pm

E. Personal Protective Equipment:

- Ensure all staff wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, at all times while providing services, consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated.
- Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at no cost, if visitors do not have their own which meets requirements.
- Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
- Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- Retain documentation of trainings in the employees' personnel files and per agency procedures.

Identify how you will ensure the above and any related strategies:

To ensure all employees comply with the protective equipment requirement, Daybreak maintains an adequate supply of PPE on site.
All employees is provided with appropriate face masks and/or gloves at no cost and replenished as needed.
Staff must wear a mask throughout their shift when working face-to-face with the individual, and when less than 6ft distance. All Staff when working face-to-face with individuals Must wear a face covering and/or gloves. This includes during morning pickups, inside the van, inside the program, when out in the community, and afternoon drop offs. Staff are prohibited to work without a face covering when providing a face-to-face service to an

F. Hygiene and Cleaning

Personal Hygiene to Reduce Transmission:

- Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
- Provide and maintain hand hygiene stations at each location to include:
  - Handwashing: soap, running warm water, and disposable paper towels.
  - Hand sanitizing: alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical, and where the need for frequent hand sanitizing is expected;
- Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
- Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
- Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.
- Address any individualized needs affecting the unsupervised availability of hand sanitizer.

Cleaning and Disinfection of Environment, Equipment and Supplies:

- Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
- Implement the following minimum standards regarding cleaning and sanitizing:
  - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
  - Use of only EPA registered products for disinfecting non-porous surfaces;
  - 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.
  - Maintain site cleaning logs indicating the date, time, and scope of cleaning.
  - Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
  - Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
  - Clean and disinfect all areas and equipment used by a person exhibiting symptoms upon their departure from the area and prior to use of the area or equipment by other individuals or staff.
  - PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
  - Provide ventilation with outside air safely and when possible.
- Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible.
- Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

Identify how you will ensure the above and any related strategies:

No on-site program or office based work will resume without following the minimum standards set forth by the State, CDC, DOH, OPWDD, OSHA. Strict standard is in place to reopen the onsite workplace.
All staff and individuals upon entering the program and throughout the day must perform hand hygiene.
To ensure all employees and individuals comply with hand hygiene requirements, they must abide by 20 seconds hand washing with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
All staff and individuals must wash their hands with soap and water upon entering the program from the community

G. Transportation

Ensure that the following measures are implemented for the transport of individuals to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

- Ensure only individuals and staff from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;
- Reduce capacity on buses, vans, and other vehicles to 50% of total capacity;
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff 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. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.
- To the extent they can medically tolerate one, support individuals to wear masks in vehicles.
- 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 air flow.

Identify how you will ensure the above and any related strategies:

Vehicle occupancy capacity will not exceed 50% of its capacity to avoid the risk of COVID-19 transmission, unless otherwise new guidance and updates provided by OPWDD.
Transportation team is responsible to ensure the vans are cleaned and sanitized after each use. Individuals are not going to be seated together. The seat next to the driver is left unoccupied. Markers and/or tapes are placed to the empty seat to avoid close seating between the driver, matron and individuals.
Only individuals from the same facility will be transported together. Staff or individuals between the facilities will not be intermingled for purposes of transportation. Individuals transported together in the same van must be placed in

H. Tracing and Tracking

- 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.
- If a staff or visitor test positive, procedures for day service cooperation 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 positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.

Identify how you will ensure the above and any related strategies:

Day program in collaboration with the Quality Assurance department will notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result of an individual or staff. Confidentiality will be maintained throughout the contact tracing and tracking procedure. In the case of a staff or visitor tests positive, program 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.

ADDITIONAL SAFETY PLAN MEASURES:

Please use this space to provide additional details about your program's Safety Plan, if appropriate.

To ensure compliance with and enforcement of health and safety guidelines set forth by the monitoring state agencies, Daybreak understands it is critical to ensure all our staff get trained and stay updated.
All staff, new and returning, will be trained on updated policies and procedures, and on guidance as updates are made available by OPWDD. Staff are trained to monitor and report acts of non-compliance, and report any suspected or positive cases of infections. All staff are trained on hand washing, cleaning and sanitation, use of PPE, social distancing, visitor guidance. All individuals will also be trained on use of PPE, social distancing, hand washing, and others as appropriate. Training documentation will be maintained for records purposes. Daybreak continues to actively monitor the guidelines provided by OPWDD, CDC, OSHA and DOH. Daybreak's safety plan will be reviewed, updated and shared with its staff members in accordance with the guidance provided by the above agencies.