



SEBNC COVID-19 SAFETY PLAN

SIGNAGE

1. COVID-19 related posters are placed on program building entrance alerting to the use of Required Masks when entering/in the building as well as Symptoms to look for related to COVID-19
2. COVID-19 related posters are placed on the hallway bulletin board informing on what should be done if COVID-19 symptoms are exhibited
3. Posters will be laminated for easy cleaning and sanitizing

ENTRANCE TO SITE BASED PROGRAMS

A. PRE-ENTRY/PRE-PARTICIPATION SCREENING

1. Staff and essential visitors will complete a questionnaire regarding COVID-19 symptoms, including travel to COVID-19 areas and/or being in contact with someone with COVID-19 within the last 14 days. Screening will take place at the entrance to the facility located at 751 East 161st Street.
2. Staff and essential visitors will have their temperatures taken once questionnaires are completed, which will determine if it is **Safe** or **Unsafe** to allow staff and visitors to enter the program facility.
3. Once staff and essential visitors are deemed safe to enter the program facility, they must stop at the Sanitation Station to use the hand sanitizer and change into a clean face mask. Sanitation Station is located in the Rotunda.
4. Staff may go to their assigned work areas and visitors will be escorted to the scheduled designated area located in the cafeteria.
5. Visitors must make an appointment to come to the program site for scheduled meetings by calling 718-589-5553.
6. Individuals will have their temperatures taken as they disembark from the transportation (Swift River) or by private/public transportation provided by parents/ caregivers. Upon entering the building, individuals will be directed to sanitize their hands and take a clean face mask. Those who are unable to put on the mask will be assisted by staff.

7. Daily documentation of staff, visitors, and individual's screenings will be kept in a binder in a locked cabinet in the program director's office.

B. RESPONSES TO SIGNS AND SYMPTOMS AND DEPARTURE

If an individual or staff is feeling sick, he/she is required to stay home and; if the symptoms are consistent with COVID-19 is asked to get tested. Parents, caregivers and staff who experience symptoms at home should call into the program and make a report so that they can be instructed as to what to do. At no time should they report to the program.

1. If staff or visitors fail the pre-screening, they will be instructed not to enter the program facility and directed to contact their primary health care provider to evaluate for COVID-19 and/or necessary quarantine
2. If a staff exhibits COVID-19 symptoms while at work, staff will be instructed to leave the program site and will be provided with written information on healthcare and testing resources.
3. If an individual exhibits COVID-19 symptoms, the individual will be separated from other individuals without symptoms and escorted to the Quarantine/isolation room, at which time his/her temperature will be taken and care givers will be contacted to pick him/her up. Upon arrival caregiver will be screened prior to entering the building and will be provided with a check-off list of individual's symptoms to present to health care provider. The program director and/or designated staff will provide supervision in the isolation room.

Decision to Quarantine Activity Rooms or Close Program

Investigation Result	During Investigation	After Investigation
1 confirmed case	Close activity room, transition group to remote programming	Activity room remain closed for 14 days, individuals and staff who have been in contact with the positive case self-quarantine for 14 days Deep clean and sanitize classroom and the entire floor including bathrooms, common areas, corridors and stairwell
At least two (2) cases linked in the same program or same activity room	Close activity room and transition to remote programming	Activity rooms are closed for 14 days and individuals and staff who were in close contact with positive

		cases self-quarantine for 14 days. Deep clean and sanitize entire area including activity rooms, bathrooms, stairwell, and common areas.
At least two cases in the same program but in different activity rooms.	Close program facility and transition to remote programming	Activity room of each positive case remain closed and quarantined for 14 days. All individuals and staff who may have been in contact with cases are quarantined for 14 days. All activity rooms, bathrooms, stairwell and common areas are deep cleaned and sanitized.
At least two (2) individuals are linked due to community spread	Close program facility and transition to remote programming	Program remain closed for 14 days during which it is deep cleaned and sanitized.
At least two cases but unable to determine where the infection occurred	Close program facility and transition to remote programming	Close program for 14 days Deep clean and sanitize before reopening

4. Nurse and/or designated staff will notify the local health department and OPWDD about the suspected case and instructions provided to families.

C. PARTICIPATION AND RETURN TO PROGRAM/SERVICE

1. Medical documentation must be presented to program nurse to ensure COVID-19 affected staff or individual has been medically cleared to return to program site, including required quarantine period.
2. Program nurse will be responsible to review all medical documents pertaining to COVID-19 testing prior to staff and /or individuals returning to program. Program directors and staff will be updated on a need to know basis.

D. SOCIAL DISTANCING REQUIREMENTS

1. Floor decals denoting six feet spacing will be placed throughout the program facility, including lobby area, entrance, exit, hallways, and all common spaces.
2. Markers with arrows will facilitate the direction of foot traffic
3. Seating in the lobby area will be separated to ensure social distancing with signs on chairs denoting open seats.
4. Furniture in program classrooms will be separated by floor markers to ensure social distancing guidelines are observed.
5. To facilitate easier social distancing, 15 individuals will be permitted to attend the day program per day, with a ratio of 5 individuals to 2 staff per classroom
6. Individuals will be provided with training on learning the new physical barriers and social distancing procedures put in place at the day habilitation program to ensure their safety

E. GATHERINGS IN ENCLOSED SPACES

1. Day habilitation program hours will be reduced, as per majority of family survey responses, to 8:00 a.m. to 11:00 am and 1:00 pm to 3:00 pm.
2. For those individuals who choose to stay home services will be provided remotely using SKYPE, WhatsApp, Google Hangouts and telephone.
3. Group size will be limited to 5 individuals with 2 staff per classroom
4. Individuals will stay with their assigned staff as a unit for the entirety of the program day, with constant monitoring for symptoms
5. Staff and individuals will not be permitted to share food and/or beverages
6. A schedule will be posted in the staff break room to ensure no more than two staff at a time are using the space.
7. Individuals will be escorted to the bathrooms, at which time sinks will be partitioned with plastic barriers and 2 individuals can be in the bathroom if they keep their masks on
8. Bathroom will be equipped with soap dispenser, towel dispenser and garbage bins that are sensor only.
9. The facility door located on Tinton Avenue and 163rd Street will be entrance only and the facility door located on 751 East 161st Street will be exit only.
10. At the end of program day and prior to leaving individuals will have temperature screening, have mask replaced and have hands sanitized before getting on transportation.
11. Individuals will board van one at a time while observing the 6ft distance. Staff will ensure that social distancing rules are followed.
12. Matron will ensure that each individual is seated before allowing another individual to board.
13. 25 seat buses will transport a maximum of 12 along with the matron and driver for a total of 14 passengers.
14. Individuals will sit separately.

F. DAY PROGRAM SCHEDULES AND ACTIVITIES

1. Day habilitation program service hours will operate from 8 a.m. to 11:00 am and 1:00 pm to 3:00 pm Mondays thru Fridays.
2. 15 individuals will be allowed to attend the day habilitation program per session to reduce program capacity and enforce social distancing
3. Individuals will be provided with individual cubbies for personal items. Cubbies will be sanitized daily.

G. PERSONAL PROTECTIVE EQUIPMENT

1. Staff must wear a face mask or other type of appropriate face covering when in the building and/or working with individuals at all times.
2. Staff will be provided with face masks upon arrival and as needed for the duration of the program day.
3. Essential visitors must wear a face mask while in the building and will be provided a face mask upon entering the facility.
4. Staff will receive training on the use of PPE and documentation will be retained in the training files in the program director's office or with the Trainer.
5. Required PPE will be made available to staff for daily use and community outings as deemed safe and appropriate.

H. HYGIENE AND CLEANING

1. Hand sanitizing stations and hand sanitizers will be located throughout the building
2. Posters will be placed in common areas and bathrooms on proper hand washing and frequent hand sanitizing
3. Individuals will be encouraged to use hand sanitizer during arrival and departure and to wash with soap and water during the program day.
4. Daily cleaning logs will be kept to monitor date, time, and scope of cleaning by maintenance staff. Logs will be reviewed weekly by Coordinator of I/DD Services.
5. Cleaning products and disinfectants will be kept securely in locked closets.
6. The facility will be sanitized twice daily by the maintenance worker and as needed during the program day.
7. A sanitizing machine will be available on site for use by the maintenance worker.
8. A professional cleaning company will sanitize the facility prior to reopening and quarterly thereafter until the emergency is lifted.

I. TRANSPORTATION

1. IRA individuals will be transported by their IRA staff/vans to the day program
2. Swift River Transportation Company will transport no more than 12 individuals instead of 25 individuals on each trip to and from program.
3. Individuals who refuse or do not want to wear a face mask while on agency provided transportation will not be allowed to board the van and must be transported by