

# Community Pre-Voc Safety Re-Opening Plan for Corvid-19 Crisis

**Operating Certificate: 60940420**

## **Signage**

Signs are posted at the entrances of the building regard the prevention of Covid-19 transmission in the elevators, stairwells, bathrooms, hallways, offices, and program areas. Staff have been provided and will continue to be provided with training on the prevention of the virus. We will continue to have discussions with individuals on the virus and preventative measures. Screeners are stationed at the entrance of the building to screen all people entering the building. Non-essential visitors will not be permitted into the building.

### **A. Entrance to Site Based Programs**

A designated, trained staff member will be stationed at the front of the building behind a protected plexi-glass screen. All PV staff must enter each day through the front of the building to complete a screening and to have their temperatures checked. If a staff shows answers “yes” to any of the questions, or shows signs or symptoms, he/she must immediately leave the building with instructions on obtaining care. Staff will seek medical care and keep his/her supervisor informed. Supervisor will immediately contact their Director.

Individuals will be screened and their temperatures will be taken daily. If the individual fails the screening, their family member/advocate will be contacted so they can be picked-up immediately and medical help can be obtained. The Agency has designated a waiting area at the front of the building for individuals to wait until family member/advocate arrives.

Directors were advised to report any person’s exposure/possible exposure, signs and symptoms of COVID-19, and positive test results to the Director of Quality Improvement and Systems Integration. The Director of QI and SI records the relevant data on a spread sheet and follows up on each case. Medical documentation relating to the COVID-19 free status of these persons are maintained securely and separate from their Personnel folders. All persons who have reported positive COVID-19 results are required to quarantine for 14 days or as advised by their medical professional and/or Department of Health following results, be fever-free for 72 hours without the aid of fever-reducing treatments, and complete a questionnaire attesting their status prior to be allowed to return to the workplace pursuant to OPWDD and NYS DOH guidance.

### **B. Social Distancing Requirements:**

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

Individuals will be assigned to a specific volunteer site and time prior to arrival at the QCP building. Individuals and staff will be assigned to consistent sites as permitted. Arrival times will be scattered to ensure social distancing while at the program site. Trained staff will screen and take their temperatures. The groups will be escorted to their vans to be driven to the

volunteer sites. Van capacity will be reduced by 50% to ensure individuals' safety. Individuals and staff will be provided with all necessary PPE equipment to ensure safety in the community. At the site, they will be monitored to ensure that they are using the PPE effectively and social distancing. Upon return from site, individuals who travel on their own will not return to the building, they will be dismissed from their vans. Those that need to wait for transportation will be assigned to wait in the cafeteria area where they will be spaced 6 feet apart with no more than 15 individuals at a time. If individuals need to use the bathroom, staff will accompany them to ensure social distancing. Bathrooms in the QCP building have already been redesigned to ensure social distancing and safety of the individuals.

### **C. Gatherings in Enclosed Spaces**

Staff and Individuals will be required to wear PPE at all times. If they do not have, PPE will be provided. Individuals will be assigned to consistent staff and sites as opportunity permits. Staff will ensure social distancing at each site. There will be no more than 15 individuals at a site with two staff members. The cafeteria will be closed. Staff and Individuals may bring their own lunches to the sites. Lunches must be packed appropriately and require limited preparation. Lunch times will be staggered to ensure social distancing. Staff will be provided with the necessary disinfectant to ensure lunch areas are cleaned before and after each use. Lunch areas must permit no more than 15 people at a time to provide safety. At the end of the day, individuals who have to wait for transportation, will be assigned a safe area, with staff supervision. No more than 15 individuals will be in this area at once. Staff will monitor the area and be provided with appropriate cleaning to ensure all areas are cleaned after use according to safety standards

### **D. Program Schedules and Activities**

Individuals will be assigned to groups and arrival times the day before with no more than eight individuals with one staff member. A separate entrance will be used for Individuals who need to enter the building, with a safety check at the entrance. Van capacity will be reduced to 50% and individuals' arrival times will be scattered to ensure safety. Assigned staff will take screening information and temperature each morning. Individuals will wait to be screened with six feet distancing. Tape will be placed on the floor at the entrance to distance the people who are inside the building. After screened and temperature checked, individuals will be taken to the van and transported to the site. Individuals will be given necessary PPE equipment as needed (i.e. masks and gloves). Staff will ensure that PPE equipment is not shared.

### **E. Personal Protective Equipment:**

All staff and individuals are required to wear face masks at all times. Before entering the building, they must have one on. If they do not have one, one will be provided for them. The CPV Program has an adequate amount of disposable and reusable masks available for staff and individuals. The Executive Director's Assistant orders and distributes PPE and keeps a record of PPE and supplies used and will replenish as necessary. Staff have been trained on Covid-19 protocol. The QA department keeps records of all staff trainings. During virtual learning, staff have been working with the individuals to ensure their safety, reviewing safety protocols such as

social distancing, hand washing and usage of masks. Staff will continue this training to ensure safety of individuals.

## **F. Hygiene and Cleaning**

Individuals will be escorted to the bathrooms by staff to ensure safety. Staff will ensure that individuals clean their hands with soap and water. Hand sanitizer will be provided to for use throughout the day at the volunteer sites. Van windows will be kept open as much as possible to ensure proper ventilation. Staff will limit shared equipment. Individuals, families and advocates will be informed of the Agency's safety policies and protocol prior to their return. Individuals will be informed that all personal belongings should be left at home. Personal belongings will be held and returned at the end of the day. The building will be cleaned throughout the day by maintenance staff and assigned CPV staff. The Maintenance Director will keep logs on the cleaning and sanitization of the building. If someone becomes ill while in the program area, the person will be isolated and a supervisor should be called immediately. Those in the area will be taken to a different area. Maintenance staff will be contacted so that potential infected area can be cleaned. If an individual is out at a site and exhibits symptoms, staff should isolate the individual and contact a supervisor immediately. Family/advocate will be contact so that individual can be picked up at the site immediately to seek medical assistance. Staff will clean the affected area. Director of Quality Improvement and Systems Integration will be informed of all staff and individuals that exhibit signs and symptoms of the Covid-19 virus so that all necessary paperwork and notifications can be made.

## **G. Transportation**

Individuals will be assigned to consistent staff and sites as permitted. Individuals will have arrival times scattered to ensure safety. Individuals transported to volunteer sites on Agency vans will have transportation at a capacity limited to 50%. After each trip, vans will be cleaned by Staff with disinfectants provided by the Agency.

All staff (including driver) and individuals will wear masks during transport and at the volunteer sites. Van windows will remain open as permitted to allow proper ventilations in the vans. Hand sanitizer will be used before and after each trip by all staff and individuals.

## **H. Tracing and Tracking**

If a staff or individual is diagnosed with COVID-19, the OPWDD protocols for quarantine will be followed. Cases will be reported to our QA and HR departments and the mandated filing will occur. Local health department and OPWDD will be notified immediately and staff will cooperate as necessary. Once a staff or individual tests positive, the program will follow CDC testing and tracking mandates that includes 14 days of quarantine.

## **ADDITIONAL SAFETY PLAN MEASURES:**

The Community Pre-Voc Program will continue to communicate with all staff, individuals, families, residences, family care providers and care managers through letters, phone calls, emails, texts, and telehealth meetings regarding the reopening plan.

A letter explaining QCP's reopening plan and a survey has been mailed out and reviewed by telephone with each individual, family member and residence regarding preferences and program options upon returning to program. Transportation preferences were also requested on the survey. A database has been established with the results.

Upon opening, the safety plan will be reviewed on a regular basis with all staff and individuals. Signs and tape markers will be present throughout the building to provide reminders to social distance, to wear a mask and to wash hands regularly.

We will continue to provide remote training for those who want to continue with their training for future job placement, but are not ready to be in the community.