

COVID -19 Safety Plan

For Certified Day Program Reopening

Agency Legal Name: United Cerebral Palsy of Queens, Inc., d/b/a Queens Centers for Progress
Day Program Type: Certified Site Day Habilitation
Anticipated Reopening Date: August 3, 2020
Operating Certificate Number:
Site Address: 81-15 164th Street
Certified Capacity:
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SAFETY PLAN COPONENTS

Signage

QCP 164th Street Day Habilitation Program will have signs posted throughout the program areas as required by NYS/DOH and CDC. Areas include entrances, waiting area, hallways, bathrooms, training kitchen, auditorium, conference rooms, program rooms, computer lab, record room, clerical and administrative office areas. Signage will indicate safety practices and the prevention of COVID-19 as well as social distancing of 6 feet required between and among people; use of mask or cloth face-covering requirements; proper storage, usage and disposal of PPE; symptom monitoring and COVID-19 exposure reporting requirements and proper handwashing and appropriate use of hand sanitizer. Entrances will have signs posted that indicate non-essential visitors are not allowed.

A. Entrance to Site Based Programs

Upon entering the building, all people including employees and people we support will have their temperatures taken and asked a series of questions regarding their health as it relates to COVID-19. If they have a temperature above 100.0, signs or symptoms or any of the answers to the questions indicate an exposure to COVID-19, then person will be directed to leave the QCP building. If they cannot immediately leave the premises, they will be instructed to proceed to the QCP designated medical isolation room. Hand sanitizers will be available for use at the entrances. People will be instructed to use hand sanitizer upon entering the building. Floor markers will indicate 6 feet social distancing requirement.

Possible COVID-19 Symptoms

- Individuals and staff with a temperature of 100.0 degrees and above will not be permitted to stay in building. The individual or staff will be sent home and advised to seek medical attention.
- If a temperature occurs after already being in the building, individuals must be picked up within the hour. They will be separated from others in a medical isolation room. Maintenance will be notified and area will be disinfected as per CDC and NYS/DOH guidelines.
- Individuals with any of the following symptoms such as: a persistent cough, lethargy, shortness of breath, headache, and/or muscle pain, will be observed by Day Hab administrative staff. These individuals will be observed in the medical isolation room until further arrangements for pick by family member/residences or if a medical emergency occurs EMS will be called.

- If staff or individuals go to the ER, or are hospitalized and/or are out sick for 3 or more days, they will need a clearance letter from their doctor to return to QCP.

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 being allowed to return to the workplace pursuant to OPWDD and NYS DOH guidance

B. Social Distancing Requirements

Individuals scheduled for the first phase will be travelling independently, by public transportation, Access A Ride or by family members. QCP will also be providing transportation to and from program for people who have requested to be part of the first phase of reopening. The initial staffing plan will allow staff to remain with the same individuals throughout the entire day including lunch if it is in their schedule.

Workforce clock has been moved out of the staff lounge and is now in the hallway upon entering the DH area and one outside of Community Connections Center.

Hallways - will have floor markers indicating direction and 6 feet distancing

Reception Area- A Plexi glass partition barrier was installed separating the mail machine from the nearest desk to allow for separation and social distancing. Floor markers are in place to ensure 6 feet distancing. A sign has been posted on the reception area door indicating a limit of 3 people permitted at one time in the clerical area. A sign is posted by copy machine indicating only 1 person at a time at copy machine and must sanitize after each use. A Request Form has been created to request copies, passes, etc. from clerical area in advance to allow for minimum people in area. Request Form must be given to Program Assistant at front window of Reception area.

Computer Lab- only 3 computers will be accessible.

Men's and Women's Bathrooms - sinks and urinals have been taped off to reduce amount of people who can use them. Signs have been posted indicating maximum of 5 people in the rest room at a time as well as reminders to wash hands, wear face masks and not to loiter in restroom. Floor markers have been placed indicated appropriate distancing.

Elevators - signs have been posted indicating only 2 people permitted in elevator at a time. Please stand in marked boxes while riding elevator and facemasks must be worn while in elevator. Stairs must be used when possible.

Conference rooms - will only be used for virtual meetings. Room is limited to 2 people at a time. Sneeze barriers will be available for use during interviews, intakes, etc.

Corner Store - will not be open and will be used as a medical isolation room and disinfected when used.

Staff Offices - are utilized by one person. If used by more, staff will follow 6 feet social distancing and wear masks.

Room 2 – has been designated as the building entrance for those individuals attending the Day Hab program. 1 chair and 1 table with a Plexi glass guard will be available for staff taking temperatures and doing health screenings. Hand sanitizer will also be available and COVID 19 information signage will be posted

Program Rooms - have been set up at a 50% reduced capacity with tables and chairs. Chair locations are marked on floors, allowing for 6 feet distancing. All staff must clean and sanitize all tables, chairs, computers and any other items used during program hours.

Room 4 – will be used by specialists for paperwork and lunch. There are 4 tables with 1 chair (marked on floor) at each table maintaining 6 feet distancing. Wearing of masks is required. Maximum capacity for room 4 is limited to 4 people to maintain social distance. After each use, staff members will be required to sanitize chairs, tables, computer and any other surface or object if used.

CCC Area - has been set up at a 50% capacity with 6 tables and 12 chairs. Chair location markers have been placed on the floor maintaining 6 feet distancing. In addition, six feet social distancing markers have also been placed on floors throughout the program area. All staff must clean and sanitize all tables, chairs, computers and any other items used during program hours.

CCC -Bank of computers will be limited to 2 Individuals and 1 staff floating between the computers for assistance. Plexi glass will be hung creating a barrier between the computers. Chairs will be 6 feet apart marked with tape.

C. Gatherings in Enclosed Spaces

Each program room/area will offer services to Individuals at a 50% capacity ensuring that 6 feet social distancing can be maintained. The staffing plan will allow staff to remain with the same individuals throughout the entire program day, including lunch, if included their schedule. QCP staff lounge will not be available for staff to socialize and have their lunch. The Lessings cafeteria has been closed until further notice due to COVID -19.

Social Distancing - All areas will comply with 6 feet or more of social distancing. Plexi glass partitions have been built and floor markers are in place to ensure the distance is accurate and maintained. Face coverings must be used at all times.

D. Day Program Schedules and Activities

Initially, existing onsite Day Habilitation 164th Street Program, will operate at 50% capacity and will focus on providing services for individuals who live in the community. A survey has been conducted with all the individuals, families and residences indicating how they prefer to resume their programming with QCP. All Individuals will have the option of receiving services in the QCP building, through remote learning or a combination of both which will be scheduled and maintained within the 50% capacity. If requests of more than 50% of people returning to the building are made, we will consider rotating individuals (weekly/monthly/remote learning) to maintain the 50% capacity.

Options of programming being offered:

- Day habilitation services will continue to be offered in QCP residences by DH staff.
- DH services will be offered in the individual's home or neighborhood.
- Remaining individuals will continue to receive telehealth services provided through remote delivery such as phone calls and zoom meetings.
- Phone contact will continue to be made with the individuals who have been resistant to telehealth learning due to lack of equipment or lack of interest. Assistance with utilizing phones, iPads and computers will be offered to the individuals and their families so as to encourage them to be a part of remote learning.

Various day habilitation activities will be offered at program after a risk assessment and if weather permits. These services will be offered in front of the QCP building, QCP Greenhouse, and in the local community. Social distancing and classroom capacity will be maintained at all times, and masks will be required. Activities will focus on implementing provider assigned goals as written in their staff action plan. COVID-19 health and safety protocols which include but is not limited to discussions related to personal space, hygiene, importance of wearing a mask, noncontact activities, walks in the community, exercise, and

visit to local parks. Individual containers/cases will be bought for all attending the program which will include pens, pencils, crayons, markers, etc. to eliminate the use of shared materials/objects. These cases and the contents within will be sanitized by individuals and/or staff a daily basis before leaving program.

Shared materials/objects - Staff and Individuals will be encouraged to use gloves when using shared items such as a computer and items will be sanitized after each use. If gloves are not able to be worn, items will be sanitized before and after each use. Gloves will be provided. Receptacles for disposing of gloves and sanitizing wipes will be available to dispose of items properly.

Staff will continue to provide remote services through Zoom groups, which allows for both half day and full day billing. Daily Notes will continue to be documented in Precision Care following all OPWDD standards for billing documentation. Contact will continue to be maintained with remote staff. These staff will be supervised for their work hours, and spot checks will occur regarding their Precision Care documentation.

Large groups in the auditorium and cooking classes have been suspended until further notice.

Each room's capacity will vary depending on the size of the room. Staff members who are assigned to the rooms will remain with their assigned individuals throughout the day. Social distancing of 6 feet will be maintained and indicated by signage and markings on the floors. 1 staff will be assigned to every 4 individuals. If more assistance is needed for the individuals, the staff ratio will be reduced.

Volunteer sites - All volunteer sites have been contacted to inquire about their safety plans and timeframe for reopening. Once volunteer sites have submitted their safety plan to us, it will be reviewed for compliance according to CDC guidelines. Afterwards, administration, family and residential approval will be required before returning to a volunteer site.

E. Personal Protective Equipment

Face coverings - Face coverings must be worn while in the QCP building and out in the community (if a distance of 6 feet cannot be maintained). If needed, QCP will supply disposable surgical masks for all staff, individuals and essential visitors upon entering the building. A receptacle will be provided upon leaving the building for appropriate disposal. Staff and Individuals may use their own personal face coverings while in the QCP building or out in the community, as consistent with all current Executive orders and OPWDD guidelines (unless medically contraindicated/not tolerated).

PPE - an adequate supply of PPE will be maintained onsite in the 164th Street Day Habilitation program. PPE will include masks, gloves, face shields, gowns, hand sanitizer, disinfectant spray and disinfectant wipes. PPE equipment will be available for staff at all times which includes when changing and/or feeding. OSHA regulations will continue to be followed by staff.

COVID-19 Safety Assessment - All Individuals will have a COVID-19 Assessment survey completed which will assess the individual's safety when returning to public activity. Once assessed, this information will be used to individualize supports to ensure the individual remains safe and healthy. Staff will provide assistance and support to individuals on an as needed basis to encourage the use of wearing face coverings, maintaining social distancing, proper handwashing procedures, use of hand sanitizer, etc. in order to stay safe and healthy.

Workforce Training - All 164th Street Staff will be formally trained on the reopening plan, COVID-19 safety plans and procedures, which includes but is not limited to, reporting, infection control, cleaning and disinfecting services, proper usage of PPEs, etc. as well as the philosophy change in offering different avenues of services.

QA will continue to provide mandatory trainings through LITMOS and other avenues as appropriate.

All training documentation will be maintained as per agency policies and procedures.

Day Program, Administration and Maintenance are currently purchasing supplies for the building and program areas.

Administration will continue to have meetings with supervisors in preparation for reopening the program. Supervisors will continue to have meetings with the staff to discuss schedules for both staff and individuals in regards to the reopening plan. Calls are being made to the families and residences discussing the types of programming to be offered, whether their individual will be returning and the mode of transportation that they will utilize as well as a possible schedule for return.

As of July 20, 2020, administration, supervisors, specialists and clerical staff will be returning to the QCP building on a staggered schedule in order to maintain a 50% building capacity.

Anticipated date of return to the QCP building for individuals we support is August 3rd, 2020 at 50% capacity.

Life Plan/Staff Action Plan meetings will continue to be held, as has been during COVID-19 emergency, with individuals, families, residences and CCOs. Plans will be updated on as needed basis to comply with changes in programming.

Community Habilitation has been added as a DH service during the COVID-19 emergency. Addendums to Life Plans for individuals residing in the community, have been completed, signed and sent out to all care managers to add CH as an additional service during this time. CMs have been returning these signed addendums back to day program to be filed in the individuals' record.

F. Hygiene and Cleaning

The 164th Street Day Program staff and individuals we support will continue to be educated and trained on the importance of prevention as the main defense against COVID-19.

Prevention

- cover nose and mouth with a tissue or crook of elbow when sneezing or coughing. Ensure that the tissue is placed in the trash receptacle after use and wash your hands with soap and water if it is readily available otherwise alcohol based hand cleaner would suffice. Staff will have access to program supplies.

Hand Hygiene

- Wash hands often with soap and water especially when coughing/sneezing, before and after personal care, wash hands for 20 seconds.
- Alcohol based cleaners - (ie. Purell) are also effective unless hands are in contact with bodily fluids, are visibly dirty or when soap and water are not readily available. Rub alcohol based hand cleaner on hands for 20 seconds or until dry.

- Hygiene stations will be available at all entrances to the building, in all program rooms, hallways, offices, reception area, computer lab, conference rooms and common used areas. -
- Bathrooms are equipped with soap and paper towels.
- Try to avoid close contact with those who are sick
- Social distancing - 6 feet
- Avoid areas that have a high concentration of people in small spaces (ie. subway, mall, etc.)
- Avoid contact – ie. Wave hello instead of shaking hands, hugging or high fiving
- Wear a mask
- Avoid touching eyes, nose and mouth.
- Staff must follow OSHA Universal Precautions.

If someone is sick or not feeling well, the CDC recommends that the person stay home, call a doctor and limit contact with others to prevent spread of COVID-19.

Proactive Steps

- Posted precautions.
- Purell alcohol based hand cleaners throughout the building.
- Building cleaning and maintenance (infection control).
- Staff training to discuss and review latest information/data re: COVID-19.
- Temperature taking, OPWDD Health Screening questionnaire and guidance upon entering building.
- Telehealth meetings to decrease visitors within the building.
- Individuals (when necessary) and staff will eat lunch together in their program rooms.
- Staff will have lunch breaks in their offices, room 4, outside and in their program rooms maintaining social distancing and sanitizing area afterwards.
- On a daily basis, community outings will be reviewed and modified to maintain the risk of exposure to COVID-19 and to be in compliance with CDC regulations and guidelines. Crowds and large gatherings will be avoided. Medically fragile individuals will be assessed and a determination will be made if they can go out due to possible exposure. Individuals will have a choice to go out into the community or stay at program.
- Activities with large gatherings within the QCP building must be avoided such as sporting events, bingo, shows, etc. These activities will be done on a smaller scale within the program rooms while maintaining social distancing.
- Cleaning and disinfection - Waiting rooms, hallways, conference rooms, offices, program rooms, reception area, computer lab, record room, bathrooms and elevators will be cleaned and disinfected on a regular basis per CDC Guidelines and NYS/DOH - see building maintenance plan.
 - High risk areas/high touch services (all handles and door knobs, tables, light switches, chairs, computers, equipment being used for the day) - will be cleaned and sanitized more frequently with rigorous disinfection after each use and at the end of each day.
 - Site cleaning logs indicating the date, time and scope of cleaning will be maintained. Completed forms will be maintained in the Program Director's office.
 - All cleaning products, sanitizers and disinfectants will be secured and out of reach of individuals to prevent misuse.
 - All used gloves, paper towels, or other disposable items will be safely and immediately discarded following use. Items will be placed in a trash bag that is then tied and removed from the environment daily.

If there is a suspected or confirmed case of COVID-19 infection, then CDC guidelines for Cleaning and Disinfecting Your Facility will be followed.

- Area infected by the person who is sick will be closed off.
- Outside doors and windows will be opened to increase air circulation in the area.

- Will wait 24 hours before the area is cleaned and disinfected. If it is not feasible to wait 24 hours then will wait as long as possible to start disinfecting area.
- All areas used by the person who is sick will be cleaned and disinfected. Areas may include offices, program rooms, bathrooms, common areas and shared equipment.
- Once area has been appropriately disinfected, it can be opened for use. Employees and individuals who did not have close contact with the individual who is sick, can return to the area immediately after disinfection.
- QCP 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.

G. Transportation

- Individuals living in the same residence, attending the same QCP day program will travel together in the same van. These individuals will stay together for day programming purposes in order to reduce intermingling.

QCP VANS

- DH staff will provide transportation to individuals who live in different households within the community, based on geographic location. Capacity of vans will be reduced to 50% of the total capacity to maximize social distancing and reduce COVID-19 transmission rates. Times of pick up and drop off will be staggered to reduce density. Directional tape and signage will be used to indicate seats to be used so to minimize close contact with driver and riders. Riders will be instructed to enter and exit the vehicle one at a time and wait for staff instruction.
- Temperatures of the riders will be taken before the individual boards the vans by the QCP staff member. If the individual has a temperature above 100.0 degrees Fahrenheit, then he/she will not be permitted to be transported to program. This information will be reported to a supervisor or administrator immediately.
- To the extent possible, staff will ensure that all riders are wearing face coverings at all times on the vehicles.
- Staff will ensure social distancing is maintained for individuals who cannot tolerate the wearing of masks if possible, these individuals will be transported alone or with members of the same household.
- After each trip is completed, staff will thoroughly clean and disinfect the interior of the vans, seats, door handles, etc. before additional individuals are transported.
- When appropriate and safe, staff will roll down the windows to permit air flow.

IATS

- Contact has been maintained with IATS to review their transportation plan to ensure social distancing is applied. - A request for taking temperatures of the individuals prior to boarding is being discussed but has not been resolved.
- Individuals driver and escort will be required to wear a mask.
- Bus/van attendance will be at a 50% capacity.
- Discussions have been explored regarding two pick up and drop off times which will allow for 4 hours of billing for each block of time.
- Buses will line up in front of the QCP 164th Street building designated staff will go to the bus and take temperatures, complete health screening surveys and attendance before they enter the building. If an individual has a temperature or displays any signs of COVID-19, the bus company should take that person back home. If bus company is unable to transport individual back home, QCP will contact family/residence to pick up the individual. A DH staff member will call the family member/residence of this person and report the temperature and health screening results, indicating that they will not be able to remain at QCP program and must return home.

The individual will be escorted to the medical isolation room to wait until transportation arrangements can be made.

Public Transportation/Access a Ride/Family or Residence transport

- Upon arrival to QCP, Individuals will have their temperatures taken and if they have a temperature or exposure to COVID-19 based on responses to health screening, will not be permitted to enter the QCP building. Individuals may be instructed to go into the medical isolation room, escorted by a DH staff member while wearing PPE, if they are unable to be transported home immediately. A DH staff member will call the family member/residence of this person and report temperature and health screening results, indicating that they will not be able to remain at QCP program and must return home.
- Individuals who are transported by Public Transportation/Access a Ride/Family or Residence transport will remain together to reduce transmission.

H. Tracing and Tracking

- If a staff or an individual is diagnosed with COVID-19, the OPWDD protocols for quarantine will be followed. Cases will be reported to our QA and HR department 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.

I. ADDITIONAL SAFETY PLAN MEASURES:

Communication Plan

- QCP 164th Street 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.