

## **Safety Plan- Head Injury Association, Inc. Day programs**

### **Operating certificates:**

**8519431**

**8519650**

**8519440**

### **Entrance to Program:**

All program building entrances have signs alerting non-essential visitors that they are not allowed to enter the building. An essential visitor is anyone necessary to the care and treatment of the individuals within the program or anyone necessary to the functioning of the site. Front desk staff will monitor all entrances into the building and ensure compliance with all essential visitors.

All individuals, staff, and essential visitors prior to entry into the day program site will be screened and will be monitored for signs and symptoms of COVID-19 by a supervisory level staff or health care professional. Masks, gown, gloves and face shields will be provided. The screener will document health care screenings of all individuals and staff. Staff screenings will be secured in a locked area. Screeners will require individuals and staff to self-report, to the extent they are able, any changes in symptom status throughout the day. A staff person will be identified as a contact person who staff and/or individuals should inform if they later are experiencing COVID-19 related symptoms.

The health screening assessment will ask about:

- (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 as identified on an on-going basis by NYS.

Assessment responses will be reviewed every day and such review will be documented.

Any individual or 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 they are fever free for 72 hours without the use of fever-reducing medications.

If symptoms begin while at the day program, the individual or staff will be sent home as soon as possible. The program will keep sick individuals and staff separate from well individuals and staff.

Any individual or staff sent home will be instructed to contact their healthcare provider for assessment and testing. Head Injury Association will immediately notify the local health department and OPWDD about the suspected case. Head Injury Association, Inc. will provide the individual or staff with written information on healthcare and testing resources.

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

Head Injury Association will designate a safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.

Head Injury Association will maintain a log of every person, including staff and essential visitors, who may have close contact with other individuals at the facility. The log will contain contact information in order to identify, trace and notify in the event someone is diagnosed with COVID-19. Head Injury Association will cooperate with local health department contact tracing efforts.

Head Injury Association staff will take the following actions related to COVID-19 symptoms and contact:

If 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 a 14-day self-quarantine

If a staff is critical to the operation or safety of a facility, Head Injury Association will consult with the 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 a 14-day self-quarantine.

If a staff has had close contact with a person with COVID-19 for a prolonged period of time and is symptomatic, the staff person is required to 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, the staff person is required to notify the day program and adhere to the following practices prior to and during their work shift, which will be documented by the day program:

Regular monitoring: As long as the staff does not have a temperature or symptoms, the staff will be required to self-monitor consistent with Head Injury Association policies.

Wear a mask: The staff will wear a surgical face mask at all times while in the day program.

Social distance: The staff will continue social distancing practices, including maintaining at least six feet distance from others.

Disinfect and clean facility spaces: Facility will continue to be cleaned and disinfected in all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment.

**Social Distancing Requirements:**

Head Injury Association to the extent possible, will ensure that 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.

Head Injury Association will require all staff to wear an appropriate face mask or covering at all times at work, consistent with all current Executive Orders and OPWDD guidelines, unless medically contraindicated. In addition, individuals receiving services must wear face coverings, if they can medically tolerate one, whenever social distancing cannot be achieved.

Head Injury Association 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 will be limited to no more than fifteen (15) individuals receiving services.

All Day Habilitation facility space will be modified by reducing, if necessary, the number of program room seating areas to allow for social distancing of at least six feet apart in all directions. When distancing is not feasible between workspaces, Head Injury Association will provide and require the use of face coverings or erect physical barriers, such as shielding walls where they would not affect air flow, heating, cooling, or ventilation.

Physical barriers will be put in place, when appropriate, to create a barrier between two individuals working together, as well as when staff are working in close proximity with individuals.

Shared workspaces or equipment will be cleaned and disinfected between uses.

Tightly confined spaces by more than one person at a time will be prohibited unless both individuals and staff sharing such space are wearing acceptable face coverings. However, even with face coverings in use, occupancy will not exceed 50% of the maximum capacity of the space.

Head Injury Association will increase ventilation to the greatest extent possible unless such air circulation poses a safety or health risk.

Head Injury Association will take measures to prevent congregation in lobbies, hallways, and in waiting areas.

Head Injury Association will 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.

Head Injury Association will make every effort to include the same grouping of individuals with the same staff each day to the extent possible and avoid having staff work with different groups of individuals.

**Gatherings in Enclosed Spaces:**

Head Injury Association will prohibit gatherings of more than 15 people (excluding staff) in a shared space, at any given time. Rooms will be reconfigured to limit density and expand usable space.

Head Injury Association will make every effort possible to include the same grouping of individuals with the same staff each day to the extent possible and avoid having staff work with different groups of individuals.

Head Injury Association will space out seating and use floor marks to designate six foot distances and will remove additional seating above designated room capacity.

Head Injury Association will prohibit the sharing of food and beverages. Food brought from home will require limited preparation and be packed appropriately.

**Day Program Schedules and Activities:**

Head Injury Association will modify day program/service hours as needed while maintaining reduced capacity and group size.

Head Injury Association will focus on activities with little or no contact and which do not rely on shared equipment to the extent possible. Head Injury Association will limit the sharing of objects, such as electronic equipment, arts and craft materials as well as the touching of shared surfaces to the fullest extent possible.

Head Injury Association will schedule activities to reduce density and allow for social distancing.

**Personal Protective Equipment:**

Head Injury Association will have an adequate amount of PPE on site. Head Injury Association will maintain an adequate supply of required PPE on site to minimally include masks, gloves, gowns and face shields as needed.

Program management will monitor program areas to ensure that all staff wear masks consistent with all current Executive Orders and OPWDD guidelines.

Head Injury Association will ensure all essential visitors wear a face mask or covering and provide one if the visitor does not have their own or it does not meet the requirements.

Head Injury Association will support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.

Head Injury Association will train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate. Documentation of these trainings will be retained in the employee's personnel file.

**Hygiene and Cleaning:**

Head Injury Association will ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.

Head Injury Association will maintain an adequate stock of cleaning and EPA approved disinfecting agents.

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.

Head Injury Association will 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.

Head Injury Association will support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.

Head Injury Association will 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.

Head Injury Association will address any individualized needs affecting the unsupervised availability of hand sanitizer.

**Cleaning and Disinfection of Environment, Equipment and Supplies:**

Head Injury Association will strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.

**Transportation:**

Head Injury Association will ensure that only individuals from our facility will be transported together.

Head Injury Association will ensure that capacity of vehicles is reduced to 50% of total capacity to maximize social distancing and reduce COVID-19 transmission risks.

Head Injury Association will ensure that individuals are directed to not exit the vehicle at once so that each person exits one at a time.

All staff transporting individuals will be required to wear a face mask at all times.

Individuals receiving services, to the extent they can tolerate one, must also wear a face mask at all times in the vehicle.

Head Injury Association will ensure that after each trip is completed, the interior of the vehicle should be thoroughly cleaned before additional individuals are transported.

When appropriate and safe, windows will be rolled down to permit air flow.

**Tracing and Tracking:**

Head Injury Association, 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 that a staff or visitor test positive, 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 positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.