COVID-19 Safety Plan
for Certified Day Program Reopening

<table>
<thead>
<tr>
<th>Agency Legal Name</th>
<th>Cerebral Palsy of Westchester</th>
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<tbody>
<tr>
<td>Agency Address</td>
<td>1186 King Street Rye Brook NY 10573</td>
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| Day Program Type  | • Certified Site
• Day Habilitation |
| Operating Certificate Number | 61650401 |
| Site Address      | 1186 King Street Rye Brook NY 10573 |
| (Certified Sites Only) |                        |
| Certified Capacity | 228 |
| (Certified Sites Only) |                        |
| Primary Contact Name | Linda Kuck, Executive Director |
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Cerebral Palsy of Westchester’s (CPW’s) Day Habilitation Program is certified by the Office for People with Developmental Disabilities (OPWDD) to operate as a Service Provider. OPWDD has mandated all Service Providers to develop a Safety Plan to address COVID-19 relate matters.

The program’s Safety Plan describes procedures to operate the certified day program site and 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*.

The written Safety Plan for our program was submitted to OPWDD prior to the reopening. In addition, a completed Day Program Site Attestation was also submitted. OPWDD will maintain copies of the plan for their records.

As a Certified Site we will also maintain a copy of the program’s Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request.
SAFETY PLAN COMPONENTS

A. OPWDD GUIDELINE: Signage

- Ensure that program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure that 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*.

In accordance with the above guidelines, CPW has established the following procedures:

- Signage is printed, laminated, and posted at the main entrance of the program building. Informing non-essential visitors that they are not permitted into the program building.
- Signage is also printed, laminated and posted at other entrances (that are locked from the outside) directing non-essential visitors to the front entrance of the building where they are met by staff for direction and assistance with any questions/concerns.

B. OPWDD GUIDELINE: 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:

- Ensure 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:
- Facilitate departure as soon as possible, and
- Safely manage separation from people not exhibiting symptoms, until they depart.
- Ensure that 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 that the day program immediately notifies the local health department and OPWDD about the suspected case.

Participation and Return to Program/Service:

- Ensure that 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 that 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 that 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.
In accordance with the above guidelines, CPW has established the following procedures:

- Specific personnel have been designated and trained to carry out pre-entry screening practices in accordance with agency policy and procedure which is based on local DOH and OPWDD guidance.
- All Cerebral Palsy of Westchester essential employees will be trained by the director of nursing on their responsibilities to report and how to report positive covid-19 results.
- Essential staff will also be trained by the director of nursing on ensuring that individuals receiving services are not attending day program and that they or family members are quarantined.
- Medical documentation will be maintained by the day habilitation nurse in a locked and secured location. Any return to program will follow OPWDD and DOH guidance.

C. OPWDD GUIDELINE: 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, 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).

In accordance with the above guidelines, CPW has established the following procedures:

- The classroom occupancy has been reduced to minimize congestion and promote physical and social distancing.
- Lunch times will be staggered to adhere to social distancing with the opportunity to dine outdoors when feasible for the staff and participants.
- Floor markers will be used to designate the 6’ distance.
- In small/narrow spaces, foot signs or other visible markings will be used to ensure that congestion does not take place.
- Staffing will be reviewed and revised as needed daily and all efforts will be made to avoid staff
floating from one location (classroom) to another. If such a need occurs, documentation will be maintained of the change in staff assignment/location.

D. OPWDD GUIDELINE: 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.

In accordance with the above guidelines, CPW has established the following procedures:

- Various service provisions have been modified and remain fluid to reduce capacity and ensure group sizes are no larger than 15 persons in one space. Such provisions include but are not limited to flexing program hours.
- The staff assigned to the group will be the only staff interacting with the individuals throughout the day.
- Participants will be encouraged to eat only what is sent with them from home.
- Bag lunch will be encouraged unless food consistency mandates otherwise.
- Disposable utensils will be used except for therapeutic utensils.
- All reusable containers and therapeutic utensils will be washed in the dishwasher on the hottest wash and dry settings.

E. OPWDD GUIDELINE: 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.

In accordance with the above guidelines, CPW has established the following procedures:

- Unique program schedules were devised for each classroom which offer sensory and habilitation-based activities that can be completed individually and ensure that little to no physical contact occurs.
- Designated space has been established to ensure social distancing.
- Shared equipment (i.e. electronic devices and therapeutic equipment, personal adaptive materials) will be individually bagged with clear markings identifying the intended individual for which it is designated.
F. OPWDD GUIDELINE: 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.

In accordance with the above guidelines, CPW has established the following procedures:

- Ensuring that all essential staff wear appropriate cloth or disposable face masks which cover both their mouth and nose at all times when providing services. This is in accordance with the executive orders and OPWDD guidelines.
- Employees with medical issues which present a challenge for compliance with the practices will be referred to the human resources department for follow-up.
- All essential visitors will be mandated to wear a face covering or they will not be allowed to enter the building.
- Program participants will be given a face covering and encouraged to wear it as tolerated whenever physical/social distancing is not an option.
- The nursing department will maintain a supply of PPE on site for distribution to the person(s) in need.
- All staff will be trained by the director of nursing in the proper usage of PPE (i.e. donning, doffing, disposing and or reusing and sanitizing when appropriate).
- Documentation of training will be maintained by the program, QA and kept in staff's personnel file per agency procedure.

G. OPWDD GUIDELINE: Hygiene and Cleaning

Personal Hygiene Practices 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:
• Strict adherence to sanitation requirements as advised by NYS DOH guidance documents.
• Implementation of 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.
• Limiting 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.
• Prohibiting use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
• Prohibiting bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

In accordance with the above guidelines, CPW has established the following procedures:
• All employees will be trained by the director of nursing to practice universal precautions.
• The program has numerous bathrooms throughout the building which are fully equipped with available to soap and water. However, if/when unable to access a bathroom to cleanse hands, hand sanitizer will be kept in each classroom, nursing station, and other locations throughout the program.
• Program participants will also be encouraged to wash their hands, use sanitizer or sanitizing wipes throughout the day.
• Classroom staff will be encouraged to sanitize their classrooms continuously throughout the day. This includes but is not limited to wiping down surface areas, countertops, tables, doors, all handles, etc.
• Maintenance and housekeeping staff will sanitize bathrooms, lunch areas, doors, handles and other high traffic areas.
• The contracted cleaning company will complete sanitizing of the building at the end of each day.
• Staff will be discouraged from bringing personal items into the workplace, except for items deemed necessary.
• Items that can be disposed of should be to minimize contact.
• Supervisors will monitor to ensure strict adherence to hygiene and cleaning and sanitizing of the workplace and space.
H. OPWDD GUIDELINE: Transportation

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

- Ensure that 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 that staff and the driver always wear face coverings in the vehicle. Ensure that 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.
- Where appropriate and safe, roll windows down to permit air flow; and

In accordance with the above guidelines, CPW has established the following procedures:

- Every effort will be made to ensure that individuals who live at the same facility will travel together.
- Each vehicle has multiple doors on the bus to accommodate ambulatory and non-ambulatory individuals. However, one-way traffic and single file entry/exit will be encouraged.
- All staff must wear face coverings and participants will be encouraged to wear face coverings as tolerated.
- Vehicles must be cleaned and sanitized after each trip using products registered with the EPA.
- Windows will be rolled down as needed to permit natural air flow.
- No more than two individuals in wheelchairs will be allowed on the agency vehicle as this is the maximum occupancy for safe transport using wheelchair securements.
- If a contracted bus company is used, markings will be utilized to identify spacing of 6 feet distance.
- Transportation routes will be devised to decrease the number of individuals transported at one time.

I. OPWDD GUIDELINE: Tracing and Tracking

OPWDD Guidance Regarding Tracing and Tracking is as follows:

- 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 tests positive, procedures for day service cooperation with the local health department to trac 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.
In accordance with the above guidelines, CPW has established the following procedures:

- Notification will be made immediately to the local county health department and OPWDD by the CP/W Director of Nursing and Quality Assurance Department respectively upon being notified of a positive covid-19 result.
- Cerebral Palsy of Westchester will work directly with the local health department to report all staff or visitors who have tested positive and made contact with anyone in the workplace dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive while maintaining confidentially as required by federal and state law regulations.

ADDITIONAL SAFETY PLAN MEASURES:

- In case anyone tests positive for COVID-19, we will disinfect the known or believed contaminated areas in our building by using products identified as effective against COVID-19 from the EPA registered list. The products will be acquired from our vendors.