

## Attestation of Certified Day Program Operations in Accordance with OPWDD Interim Reopening of Day Services Guidance

<b>Agency Legal Name</b>	New Horizons Resources, Inc.		
<b>Agency Address</b>	123 West Road, Pleasant Valley NY 12569		
<b>Day Program Type</b>	<input type="checkbox"/> <b>Certified Site</b>  <input checked="" type="checkbox"/> <b>Community, without Walls</b>	<input checked="" type="checkbox"/> <b>Day Habilitation</b>	<input type="checkbox"/> <b>Prevocational</b>  <input type="checkbox"/> <b>Day Treatment</b> <input type="checkbox"/> <b>Respite</b>  <input type="checkbox"/> <b>Sheltered Workshop</b>
<b>Operating Certificate Number</b>	74460961		
<b>Site Address</b> (certified sites only)			
<b>Certified Capacity</b> (certified sites only)			
<b>Primary Contact Name</b>	Mae Smith, Chief Program Officer		
<b>Primary Contact</b> <b>Email and phone</b>	(845) 473-3000, ext. 1370 msmith@nhrny.org		

The submission of this signed attestation and safety plan for the above program to [quality@opwdd.ny.gov](mailto:quality@opwdd.ny.gov) advises OPWDD of the agency's plan to resume operations at the day program in accordance with requirements as outlined in the guidance document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

The agency must attest to its ability to adhere to all requirements in the guidance as appropriate to the program, and to ensure ongoing compliance with the requirements upon opening.

**Any attestation is a filing of a written document with a government agency and is enforceable against the signatory.**

	3/3/2021
Signature of Agency CEO	Date
Samuel Laganaro	

Printed Name of Agency CEO

## COVID-19 Safety Plan for Certified Day Program Reopening

<b>Agency Legal Name</b>	New Horizons Resources, Inc.	
<b>Agency Address</b>	123 West Road, Pleasant Valley, New York 12569	
<b>Day Program Type</b>	<input checked="" type="checkbox"/> Community, without Walls	<input type="checkbox"/> Day Habilitation
<b>Anticipated Reopening Date</b>	March 15, 2021	
<b>Operating Certificate Number</b>	74460961	
<b>Site Address</b> (certified sites only)		
<b>Certified Capacity</b> (certified sites only)	15	
<b>Primary Contact Name</b>	Mae Smith, Chief Program Officer	
<b>Primary Contact Email and phone #</b>	msmith@nhrny.org, (845) 473-3000 ext. 1370	

The program's Safety Plan must describe procedures to operate the certified day program site or 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. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at [quality@opwdd.ny.gov](mailto:quality@opwdd.ny.gov). In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

## **SAFETY PLAN COMPONENTS**

**NOTE:** Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

### **Signage – applies to certified sites and other locations controlled by the provider**

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

Identify how you will ensure the above and any related strategies:

Signs will be posted on all exterior doors stating that non-essential visitors are not permitted.

Signs will be posted throughout the building providing instructions on COVID 19 transmission prevention and containment activities identified in the OPWDD document "Regarding OPWDD Reopening of Day Services".

A designated staff person will check at least once daily to ensure that signage is always posted with up to date instructions and will ensure that staff, participants, and essential visitors adhere to regulatory signage and instructions.

### **A. 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:**

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

#### **Participation and Return to Program/Service:**

- Ensure 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 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 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.

Identify how you will ensure the above and any related strategies:

See attachment.

## **B. 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, in order 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).

Identify how you will ensure the above and any related strategies:

See attachment.

### C. 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 ( $\leq 15$ ) 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.

Identify how you will ensure the above and any related strategies:

See attachment.

### D. 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.

Identify how you will ensure the above and any related strategies:

Group sizes will be limited to no more than 15 individuals. Program activities will be geared toward those that require little or no physical contact and do not rely on shared equipment. Each participant will have their own personal supplies; this will build over time. Shared use of equipment and program supplies will be limited to the extent possible. All program supplies will be cleaned and disinfected before and after each use.

**E. 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.

Identify how you will ensure the above and any related strategies:

NHR will ensure KN95 masks or double masks including a surgical mask are required for all staff and essential visitors.

Participants who will be attending the program have been screened to assess their ability to social distance. Some participants already have COVID- 19 related goals in their Staff Action Plans. Those who do not, will be evaluated at their LifePlan meetings on an ongoing basis to determine if this is necessary. In addition, the Day Program staff will offer activities related to teaching the importance of hand hygiene and social distancing.

The Day Program currently has an adequate supply of PPE and will keep an ongoing inventory supply list. We will re order as needed to ensure that we have appropriate amounts on hand in stock.

All staff will be trained on the proper use/care and disposal of PPE by the RN.

Training records are maintained by the Staff Development Coordinator.

## F. Hygiene and Cleaning

### **Personal Hygiene 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:**

- Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
- Implement 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.
- Limit 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.
- Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

Identify how you will ensure the above and any related strategies:

See attachment.

### G. Transportation

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

- **Ensure only individuals and staff traveling to and from the same day program be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation at this time; individuals transported together are encouraged to be cohorted for purposes for day programming also, in order to reduce further intermingling;**
- **Reduce capacity on buses, vans, and other vehicles transporting individuals from multiple residences to 50% of total capacity;**
- **Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction;**
- As possible, stagger arrival and departure times to reduce entry and exit density.
- **To the extent possible, restrict close contact of individuals and staff from different households 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 staff and the driver always wear face coverings in the vehicle. Social distancing must be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals should be transported alone or with members of the same household. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.**
- After each trip is completed, clean and disinfect the interior of the vehicle before additional individuals are transported; and
- Where appropriate and safe, roll windows down to permit air flow.

Identify how you will ensure the above and any related strategies:

See attachment.

## Tracing and Tracking

- 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 test positive, procedures for day service cooperation 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.

Identify how you will ensure the above and any related strategies:

NHR's Chief Quality and Compliance Officer – Thomas McCluskey or designee will immediately notify and work with the local health department and OPWDD upon being informed of any positive COVID-19 test result by an individual at their site.

Thomas McCluskey can be reached at (845) 473-3000 ext., 310 or [tmcluskey@nhrny.org](mailto:tmcluskey@nhrny.org).

**ADDITIONAL SAFETY PLAN MEASURES:**

Please use this space to provide additional details about your program’s Safety Plan, if appropriate.

Protocols will be revised and updated based on experience and/or updates from OPWDD to ensure the safest environment possible.
The HVAC has been equipped with a filter of Minimum Efficiency Reporting Value (MERV) of 13 and ultraviolet light technology.
The thermostat has been updated to a “circulate” option that allows the fan to run every 20 -25 minutes.



**Addendum to COVID-19 Safety Plan for Certified Day Program (WOW) Reopening  
March 2021**

### **Entrance to Program**

- At typical times of arrival, the supervisor (designee) or health care professional will be stationed at the side door to screen and take the temperature of all staff, participants and essential visitors prior to entry into the secure (FOBBED) program area. This staff member will wear at minimal a KN95 mask or double masks including a surgical mask and gloves and will document on the screening form if the person passed or if the person was sent home, no health information will be recorded.
- The health screening assessment asks 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 communities/states with significant community spread. Assessment responses must be reviewed every day and such review must be documented.
- The current health screening questions will be asked of all participants, staff and essential visitors. Screening questions will be asked and answered by participants or their staff/families prior to boarding a vehicle, and they will not be permitted to travel to Day Program should they not pass the screening. All staff, essential visitors and participants will be instructed to wash/sanitize their hands upon arrival/entry. Anyone leaving the building will be rescreened upon their return.
- Anyone not meeting the requirements of the screening or having a temperature equal to or above 100 degrees Fahrenheit will not be allowed entry. If for some reason a participant who does not meet the requirements to stay at program is not able to leave immediately, they will be quarantined in a designated room equipped with PPE and sanitizers, and will be monitored by a staff either from a window, or in the room with proper PPE, until they can be transported home or to a medical facility. The quarantine room will be thoroughly sanitized prior to and after each use. The program administration and or nurse will facilitate departure as soon as possible. Prior to leaving, the suspected essential visitor/participant/staff will be instructed to contact their health care provider. Staff will follow the Policy and Procedure for Reporting Procedures for COVID-19 to the NHR Quality Improvement Department. The Chief Quality and Compliance Officer - Thomas McCluskey, or designee will report to the local health department and OPWDD.
- Thomas McCluskey can be reached at (845) 473-3000 ext. 1310 or [tmcccluskey@nhrny.org](mailto:tmcccluskey@nhrny.org).
- All health screening logs will be secured in the locked filing cabinet.
- All staff will be trained on how to recognize signs and symptoms and report them to their supervisor. The supervisor (or designee) will check on all participants periodically throughout the day to ensure health and wellbeing.
- All participants and their caregivers will be notified that participants will not be permitted to attend program if anyone in their household has a suspected case of



**Addendum to COVID-19 Safety Plan for Certified Day Program (WOW) Reopening  
March 2021**

COVID-19 or if anyone in their household is being quarantined or isolated for positive COVID-19 exposure. Families and Residences will also be notified that if there is a case or suspected case in the household, they must notify the Day Program immediately. Anyone who tests positive for COVID-19 will not be allowed to return to program until they have medical clearance. Participants, essential visitors, and staff will not be allowed to enter the Day Program if they have not followed the most recent guidance from OPWDD and DOH in regard to quarantine periods, travel restrictions, and fever free durations.

### **Social Distancing Requirements**

- Participants who will be attending the program have been screened to assess their ability to social distance.
- Furniture will be placed strategically to allow for social distancing.
- Signs will be posted throughout the building (walls and floors) that will act as reminders and markers to facilitate social distancing. There will be arrows indicating one directional foot traffic. The supervisor (or designee) will make rounds throughout the day to ensure that all staff, essential visitors and participants adhere to social distancing.
- Some participants already have COVID- 19 related goals in their Staff Action Plans. Those who do not, will be evaluated at their LifePlan meetings on an ongoing basis to determine if this is necessary. In addition, the Day Program staff will offer activities related to teaching the importance of hand hygiene and social distancing.
- Staff will be assigned to the same cohort daily whenever possible.
- Only one participant will be allowed in a bathroom at a time. After leaving the bath room, the supervisor (or designee) will ensure that it is cleaned and disinfected.
- Staff will be trained and expected to adhere to social distance guidelines. We support participants who require one or two staff to be within the six feet distance in order to attend to health and personal care needs. When this occurs, staff will wear all necessary PPE.

### **Gatherings in Enclosed Spaces**

- Modifications to day program /service hours will not be necessary upon opening due to the number of participants. Group sizes will be limited to no more than 15 participants.
- Common areas will be marked with tape indicating 6 feet social distancing.
- Participants will participate in activities within their activity area/room and with no or minimal contact with one another.
- Participants who need assistance in the bathroom will only be taken by the staff



**Addendum to COVID-19 Safety Plan for Certified Day Program (WOW) Reopening  
March 2021**

assigned to them. In the event that the required number of staff needed to take someone to the bathroom would leave the other participants in that cohort without supervision, a supervisory staff will monitor the room while the assigned staff are gone. The staff will provide supervision from outside the door. unless a health or safety concern would require closer contact.

- All staff will be trained on and expected to adhere to this Safety Plan, as well as agency policy that was written based on the OPWDD regulations regarding reopening. The supervisor will make rounds periodically and ensure that all policies and protocols are being followed.
- Participants and staff will eat/drink six feet apart and at separate tables, and meals will be staggered if needed to maintain social distancing. Shared food or beverages will be prohibited. All Residences and Families will be notified that they must provide food that requires limited preparation and that it must be packed appropriately. All plates and utensils will be replaced in the sealed plastic bags and sent back home. Disposable plates and utensils will used whenever possible.
- Staff will be provided specific locations for paperwork, breaks and lunch which will maintain social distancing

### **Hygiene and Cleaning**

- The supervisor or designee along with the administrative team will ensure a strict adherence to hygiene requirements. There will be a daily check list that will include reminders and spot checks to reduce transmission as advised by NYS DOH and the CDC.
- Hand hygiene will occur upon entrance and exit of vehicles and buildings, after bathroom use, before and after meals and after physical movement from their assigned area of the day program.
- All sinks will have soap and disposable towels along with posters indicating proper hand hygiene. Hand sanitizers will be available.
- Staff will be trained on proper handwashing techniques as per NYS, DOH and CDC guidance. Training will instruct staff on what conditions and or situations require handwashing and will also encourage staff to wash their hands frequently. Anyone entering the building will hand wash / use sanitizer upon arrival and throughout the day. Staff will monitor participants when they use sanitizer and wash their hands.
- Staff will be trained in and will adhere to sanitation requirements contained in guidance from NYS DOH. There will be a rigorous disinfection of high risk/high touch areas utilizing only EPA registered products for proper disinfecting nonporous areas. All cleaning will be performed in accordance to the manufacturer's recommendations for proper usage, dwell times, and proper ventilation. Cleaning logs will be maintained. All cleaning products will be secured and out of reach of participants. Gloves and used disposable cleaning materials will be tied in a bag and



**Addendum to COVID-19 Safety Plan for Certified Day Program (WOW) Reopening  
March 2021**

removed from the environment frequently.

- Any shared workspaces or equipment will be cleaned and disinfected between each use.
- All areas contacted by anyone who exhibits symptoms will be disinfected immediately. Staff will ensure that all equipment and areas are cleaned and disinfected.
- Personal objects from home, that are unable to be sanitized will not be allowed in the building unless the object is specific to a participant and deemed necessary by the person's team. If such an object is deemed necessary, staff will ensure that the object is not shared and remains 6 feet away from others. The object must be washed, and sanitized prior to coming back each day.

### **Transportation**

- Staff will take temperatures prior to entrance in the vehicle, they will also answer health screening assessment questions. Anyone with a temperature of 100 degrees Fahrenheit or above, or who does not pass the screening questions, will not be allowed to be transported. The supervisor (or designee) staff from Day Program will communicate with Families and Residences to discuss health status of participants not passing the screening, and follow the same guidance as if they were screened at the program.
- Participants and staff will be required to use hand sanitizer before boarding the vehicle.
- Arrival times will be staggered.
- Participants cannot enter and exit the same entrance to the vehicle at the same time.
- Participants and staff must enter and exit the vehicle one person at a time.
- KN95 masks or double masks including a surgical mask for staff will be required on the vehicle.
- To the extent possible, participants who can tolerate KN95 masks or double masks including a surgical mask will wear them at all times in the vehicle. Social distancing must be maintained for participants who cannot tolerate wearing KN95 masks or double masks including a surgical mask and when possible, such participants will be transported alone or with members of the same household.
- Only participants and staff traveling to and from the same day program will be transported together; participants or staff from other day programs will not be intermingled for purposes of transportation at this time.
- Capacity in vehicles transporting participants from multiple residences will be reduced to 50% of total capacity.
- Participants and staff who reside/work together in the same home may be transported together to day program in the same vehicle without a vehicle capacity reduction;



**Addendum to COVID-19 Safety Plan for Certified Day Program (WOW) Reopening  
March 2021**

- To the extent possible, participants and staff from different households will restrict close contact by not sitting near each other or the driver.
- Vehicles will be cleaned and disinfected before and after each trip. When safe and appropriate, windows will remain open on the vehicles to provide more ventilation.
- Each window will be open one (1) inch.
- The HVAC will have ventilation on with no recirculation.

