

## AHRCNYC COVID-19 SAFETY PLAN

DEPARTMENT: **Adult Day Services**

NAME OF FACILITY/PROGRAM: Brooklyn Day Habilitation/Hudson @ Livingston

ADDRESS: **340 Livingston Street, Brooklyn NY 11217**

DATE THIS PLAN WAS WRITTEN: **04/05/2021**

STAFF MEMBER RESPONSIBLE FOR PLAN DEVELOPMENT

Name, title: **Racquel Pinnock, Program Director**

- Each site must designate a site-safety monitor, whose responsibilities include continuous compliance with all aspects of this site safety plan

**Primary** Covid Site Safety Monitor

Name, title: **Benjamin Fredrickson, Community Support Supervisor**

**Secondary** Covid Site Safety Monitor

Name, title: **Racquel Pinnock, Program Director**

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**I. DISTANCING – social/physical distancing = 6 feet apart**

- a. Everyone must physically distance from other people unless the person has a specific level of supervision indicated on his/her SAP or requires additional support for specific tasks.
- b. Furnishings should be arranged to ensure distancing and safe flow of high foot traffic.
- c. Floor markers will be placed to assist with physical distancing and flow of foot traffic as needed.
- d. Confined areas of the facility (i.e. classrooms, offices etc.) will be marked with maximum occupancy. Everyone will need to comply with room occupancy limits.
- e. Groups will not gather & people will stay in personal work areas.
- f. Attempts should be made to use only those spaces in the building that are marked and set for distancing.

**II. HYGIENE REQUIREMENTS**

- a. Staff on site should utilize vigorous and frequent handwashing and hand sanitizing during their time in the building.
- b. Proper use of Personal Protective Equipment (PPE) should be practiced at all times – masks and gloves as needed.
- c. PPE (gloves and masks) and hand sanitizer will be provided.
- d. Gloves will be kept in a secure location that is inaccessible to people with pica or other dangerous behaviors.

**III. ENTRANCE REQUIREMENTS**

- a. For buildings with multiple entrances, we will establish **one main primary entrance** at each site. All other entrances, beside the designated entrance to the building will remain locked for entry.
- b. Space at the primary entrance of the facility will be designated for arrival procedures.

- c. Physical indicators will be utilized to identify and designate the space for arrival safety check.
- d. The first staff to arrive should be a supervisor; who will self-assess their health and will document the Building Entrance Checklist for themselves
- e. Subsequent staff or essential visitors who arrive must not self-assess; the supervisor on duty will do the health checks until another staff is assigned to conduct health checks
- f. Documentation will consist of completion of the *most current building entrance form* which surveys the person for Covid-19 symptoms.
- g. A copy of staff and people supported contact information (name, address and phone number) will be available for the purpose of accessible contact tracing.
- h. People must have their temperature taken and documented prior to entering and must be **BELOW 100.0 F** (38.0 C). Temperature will be taken via infrared thermometer at forehead or wrist.
- i. Social distancing will be maintained for people waiting to enter the building.
- j. Only staff and essential visitors wearing a mask will be allowed to enter the building. (Site will have PPE be available for entry if necessary.)
- k. **Anyone with symptoms of COVID-19 cannot enter the building.**

#### IV. FRONT DESK

- a. Front desk staff must wear a mask at all times.
- b. Plexiglas dividers will be installed if needed.

#### V. ELEVATOR/STAIRS

- a. Where possible, always use stairs rather than elevator following social distancing guidelines.
- b. Elevator capacity will be determined by size of elevator and social distancing guidelines.
- c. Floor markers will be placed to orient people to social distancing.

#### VI. COMMON AREAS

- a. All unnecessary furniture (chairs, tables) will be removed.
- b. Any shared surfaces (e.g. computers, copiers, countertops, tables) should be sanitized utilizing disinfectant wipes (not sprays) after use.
- c. Whenever possible, meetings will be held virtually.

## VII. BATHROOMS

- a. All people supported will be accompanied to the bathrooms as needed to ensure social distancing in bathrooms as well as thorough handwashing. Bathrooms will be marked with maximum occupancy.
- b. Every other sink/urinal will be closed if necessary to adhere to social distancing.
- c. Use of bathroom stalls will be encouraged.
- d. All staff and people supported will be asked to wait for the bathroom to be empty prior to entering except in an emergency.
- e. Everyone will be encouraged to use toilet paper/paper towels/gloves when touching bathroom surfaces.
- f. Vigorous handwashing/sanitizer will be used after using the bathroom.
- g. Bathroom will be disinfected regularly.
- h. All shared assistive equipment (e.g. changing tables, mechanical lifts) will be cleaned prior to use and after use.

## VIII. SIGNAGE

### Signage that must be POSTED

- a. Use professionally made signage.
- b. Social distancing requirements (*front door, post around site*)
- c. Use of mask or. cloth face-covering requirements (*front door, post next to glove/mask stations*)
- d. Proper storage, usage and disposal of PPE (*post next to glove/mask stations*)
- e. Symptom monitoring and COVID-19 exposure reporting requirements (*front door, time clock*)
- f. Proper hand washing and appropriate use of hand sanitizer (*front door, around site and next to sinks where people wash their hands*)
- g. No entry for non-essential visitors (*front door only*)
- h. Room occupancy limits will be posted on room doors

## IX. FOOD SERVICE

- a. Each person supported should bring their own meal from their home
- b. Coffee makers, shared food and drink will not be allowed until further notice
- c. Everyone is encouraged to bring their own beverages or snacks, the program will not be providing these
- d. Refrigerators and microwaves will be allowed
- e. Ensure that gloves are worn at all times while assisting people eating.

## **X. DELIVERIES**

- a. Individual Lunches – Food deliveries will be collected outside the facility. Staff will be responsible for collecting and paying for their own food deliveries.
- b. Supply Deliveries— will set up contactless drop zones for all deliveries, including mail and packages. An assigned contact will disinfect and process mail and packages as needed, utilizing gloves.
- c. Large deliveries (furniture, etc.) – Will be coordinated with facilities management ensuring that all packaging is discarded safely at the time of delivery.

## **XI. OUTSIDE THE FACILITY**

- a. Breaks or smoking areas must also maintain at least 6 ft distance and masks should be worn whenever possible. Smoking is still only permitted at designated areas, 30 feet away from building in the designated area.

## **XII. VISITORS**

- a. All visitors must follow same protocols as staff for monitoring and PPE. Visitors should be kept to a minimum.
- b. Building Entrance Checklist form must be completed and temperature taken
- c. Visitors will be provided with a mask if they do not already have one
- d. Visitors will be asked to utilize hand sanitizer upon entry
- e. Person supported being dropped off or picked up should be greeted/escorted outside the program.
- f. Unnecessary visits should be prohibited; virtual meetings should be encouraged.
- g. A visitor's log must be maintained to capture the name, contact information, and address of all essential visitors to the building.

## **XIII. ENVIRONMENTAL CLEANING PROCEDURES**

- a. Staff will have access to EPA-approved disinfectant cleaner and paper towels at designated locations throughout the facility. Additional supplies should be requested through a Program Director
- b. Staff working within the building should disinfect hard surfaces, doorknobs, and keyboards in their work area with Clorox wipes or other approved disinfectant wipes/alcohol wipes.
- c. Regular cleaning by vendors will be done per OSHA schedule if staff is using the building. (Including elevators/stairwells/bathrooms.)
- d. Deep cleaning will be provided as needed by department protocol.
- e. PPE disposal receptacles will be set up throughout the facility for PPE disposal.

- f. All cleaning protocols must be documented in a cleaning protocol log

#### **XIV. PROVIDING DIRECT SUPPORTS**

- a. Upon arrival to the program, people supported will place personal belongings in a designated bin or area.
- b. People will be asked not to bring unnecessary personal items to the facility.
- c. To avoid cross-contamination, each person supported will maintain individualized program supplies that are not to be used by other participants.
- d. People supported will be assigned a designated program area; they will remain in their designated area to the extent possible.
- e. People supported will be asked to wear PPE (masks, face shields, etc.) throughout the day.
- f. People supported adhere to a hygiene schedule, including hand washing, hand sanitizing, and surface cleaning.
- g. If a person becomes symptomatic after arrival, they will be brought to a designated isolation room.
- h. If people or staff comes in contact with bodily fluids, follow OSHA safety guidelines for protection and disposal.
- i. Community-based activities will be evaluated on a case-by-case basis in consultation with a supervisor.
- j. Staff will follow all DOH & CDC safety guidelines.

#### **XV. SITE CLOSING PROCEDURES**

- a. If one confirmed case in the program: (1) close affected program room/area; (3) people and staff in close contact with positive case to self-quarantine as per CDC/DOH guidance; (4) deep clean of affected area(s).
- b. If two confirmed cases in the program, same area: (1) close affected program room(s)/area(s); (3) people and staff in close contact with positive case to self-quarantine as per CDC/DOH guidance; (4) deep clean of affected area(s)
- c. If two confirmed cases in program, different areas: (1) close service location pending further investigation; (d) transition to remote services; (3) affected rooms/areas remain closed for 7 days; (4) people and staff in close contact with positive case to self-quarantine as per CDC/DOH guidance; (5) deep clean of affected area(s).
- d. Contact information for people supported, staff, and essential visitors will be kept for contact tracing.

#### **XVI. ISOLATION ROOM**

Date of form: 03-29-2021

- a. Any individuals that develop Covid-19 symptoms after arrival in the program should be assigned to the Isolation Room until they can be dismissed from the site.
- b. The Isolation Room should contain the following items, so that they can be readily accessible: N95 mask, face shield, gown, gloves, hand sanitizer, surface disinfectant, biohazard bags.
- c. The following signage should be posted in the Isolation Room: PPE=sequence, Mask use fit, Isolation Room checklist.

Location of Isolation Room: **3<sup>rd</sup> floor, shower room.**

## **XVII. SITE SPECIFIC PLAN TRAINING FOR STAFF**

- a. First day walk-through will be conducted with staff to review building retrofitting to ensure safety. (E.g. floor markings, locations of PPE, hand sanitizer, closed sections of facility, individualized program supplies, waste disposal.)
- b. Review this **site Covid safety plan**, highlighting the following:
  - i. OSHA Annual required training. (Highlight proper use and disposal of PPE and biohazards.)
  - ii. Entrance procedures and Covid-19 health/safety checks.
  - iii. Clock-in procedures.
  - iv. Cleaning schedule (professional cleaners and staff cleaning).
  - v. Guidelines for common areas.
  - vi. Guidelines for bathroom use & safety.
  - vii. Food delivery guidelines
  - viii. Direct support guidelines
  - ix. Community-based activity safety guidelines

## **XVIII. ADDITIONAL INFORMATION (AS NEEDED)**

Location of training materials: Directors office 2<sup>nd</sup> floor

Location of training records: Directors office 2<sup>nd</sup> floor