

AHRCNYC COVID-19 SAFETY PLAN

DEPARTMENT: Adult Day Services

NAME OF FACILITY/PROGRAM: STYLER- PRE-VOC

ADDRESS: 1440 FERRIS PLACE, BRONX, NY 10461

DATE THIS PLAN WAS WRITTEN: 04/14/2021

STAFF MEMBER RESPONSIBLE FOR PLAN DEVELOPMENT

Name, title: ANA SOSTRE, 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: ANA SOSTRE, PROGRAM DIRECTOR

Secondary Covid Site Safety Monitor

Name, title: GAIL RIVERA, COMMUNITY SUPPORT SUPERVISOR/ACTING DIRECTOR (DH)

CONTENTS

1. DISTANCING – aka “Social” or “Physical” distancing = 6 feet apart
2. HYGIENE REQUIREMENTS
3. ENTRANCE REQUIREMENTS
4. FRONT DESK
5. ELEVATOR/STAIRS
6. COMMON AREAS
7. BATHROOMS
8. SIGNAGE
9. FOOD SERVICE

10.DELIVERIES

11.OUTSIDE THE FACILITY

12.VISITORS

13.DAILY CLOSING PROCEDURES

14.ENVIRONMENTAL CLEANING PROCEDURES

15.PROVIDING DIRECT SUPPORTS

16.ISOLATION ROOM

17.SITE SPECIFIC PLAN TRAINING FOR STAFF

18.ADDITIONAL INFORMATION (AS NEEDED)

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: **Seniors Lounge (DH side)**

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: **Director's office (Ana Sostre)**

Location of training records: **Director's office (Ana Sostre)**