

AHRCNYC COVID-19 SAFETY PLAN

DEPARTMENT: Adult Day Services

NAME OF FACILITY/PROGRAM: Betty Pender New York League "B"

ADDRESS: 200 Varick Street, 7th floor, NY, NY, 10014

DATE THIS PLAN WAS WRITTEN: 10/22/2021

STAFF MEMBER RESPONSIBLE FOR PLAN DEVELOPMENT

Name, title: Yelena Batkhina, 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: Yelena Batkhina, Program Director

Secondary Covid Site Safety Monitor

Name, title: Carleen Smith, CSS

CONTENTS

1. DISTANCING – aka “Social” or “Physical” distancing
2. HYGIENE REQUIREMENTS
3. ENTRANCE REQUIREMENTS
4. ELEVATOR/STAIRS
5. COMMON AREAS
6. BATHROOMS
7. SIGNAGE
8. DELIVERIES
9. VISITORS
10. ENVIRONMENTAL CLEANING PROCEDURES

11. PROVIDING DIRECT SUPPORTS

12. ISOLATION ROOM

13. SITE SPECIFIC PLAN TRAINING FOR STAFF

14. ADDITIONAL INFORMATION (AS NEEDED)

I. DISTANCING – social/physical distancing

- a. Safe physical distance must be 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.

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 – surgical masks and gloves as needed
- c. PPE (gloves and surgical masks) and hand sanitizer will be provided if necessary.
- 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.
- 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. A designated staff will complete the entrance checks
- e. Documentation will consist of completion of the *most current building entrance form* which surveys the person for Covid-19 symptoms.
- f. A copy of staff and people supported contact information (name, address and phone number) will be available for the purpose of accessible contact tracing.
- g. Staff and visitors 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.
- h. 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.)
- i. **Anyone with symptoms of COVID-19 cannot enter the building.**

IV. ELEVATOR/STAIRS

- a. Elevator capacity will be determined by size of elevator and social distancing guidelines.

V. COMMON AREAS

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

VI. BATHROOMS

- a. Use of bathroom stalls will be encouraged.
- b. Everyone will be encouraged to use toilet paper/paper towels/gloves when touching bathroom surfaces.
- c. Vigorous handwashing/sanitizer will be used after using the bathroom.
- d. All shared assistive equipment (e.g. changing tables, mechanical lifts) will be cleaned prior to use and after use.

VII. SIGNAGE

Signage that must be POSTED

- a. Use of mask requirements (*front door, post next to glove/mask stations*)
- b. Proper storage, usage and disposal of PPE (*post next to glove/mask stations*)
- c. Symptom monitoring and COVID-19 exposure reporting requirements (*front door, time clock*)
- d. Proper hand washing and appropriate use of hand sanitizer (*front door, around site and next to sinks where people wash their hands*)
- e. No entry for non-essential visitors (*front door only*)

VIII. 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. Large deliveries (furniture, etc.) – Will be coordinated with facilities management ensuring that all packaging is discarded safely at the time of delivery.

IX. 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.

X. 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 (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

XI. PROVIDING DIRECT SUPPORTS

- a. People will be asked not to bring unnecessary personal items to the facility.
- b. People supported will be asked to wear PPE (masks, face shields, etc.) throughout the day if they are able to do so and when they cannot maintain social distance.
- c. People supported should practice good hygiene, including hand washing, hand sanitizing, and surface cleaning.
- d. If a person becomes symptomatic after arrival, they will be brought to a designated isolation room.
- e. If people or staff comes in contact with bodily fluids, follow OSHA safety guidelines for protection and disposal.
- f. Community-based activities will be evaluated on a case-by-case basis in consultation with a supervisor.
- g. Staff will follow all DOH & CDC safety guidelines.

XII. ISOLATION ROOM

- 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: AHRC Clinical office

XIII. 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

XIV. ADDITIONAL INFORMATION (AS NEEDED)

Location of training materials: AHRCNYC portal

Location of training records: Program Director's office, ADS COVID-19 Safety Binder