

## AHRCNYC COVID-19 SAFETY PLAN

DEPARTMENT: **Adult Day Services**

NAME OF FACILITY/PROGRAM: **Walter and Evelyn Redfield**

ADDRESS: **450 W 56<sup>th</sup> St, 2<sup>nd</sup> Floor, New York, NY 10019**

DATE THIS PLAN WAS WRITTEN: **10/25/2021**

STAFF MEMBER RESPONSIBLE FOR PLAN DEVELOPMENT

Name, title: **Alicia Archer, Operations 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: **Alicia Archer, Operations Director**

**Secondary** Covid Site Safety Monitor

Name, title: **Diana Kendall, CSS**

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**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: **Shower room/bathroom in the rear of the program**

## **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: Bookshelf by reception area

Location of training records: Bookshelf by reception area