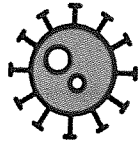


Date of form: 12-29-2021



## AHRCNYC COVID SAFETY PLAN

DEPARTMENT: Adult Day Services

NAME OF FACILITY/PROGRAM: Bronx-Mayflower Ave ADC

ADDRESS: 1952 Mayflower Ave Bronx, NY 10461-4007

DATE THIS PLAN WAS WRITTEN:  
12/30/2021

STAFF MEMBER RESPONSIBLE FOR PLAN DEVELOPMENT

Name, title: Anthony Salimbene, CSS

- Each site must designate Covid Site Safety Monitors, whose responsibilities include ensuring compliance with all aspects of this Covid safety plan

**Primary Covid Site Safety Monitor**

Name, title: Patricia Bradshaw, Ops Director

**Secondary Covid Site Safety Monitor**

Name, title: Anthony Salimbene, 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.
- b. Groups will not gather in close proximity for an extended period of time.

**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.
- c. Surgical masks are required to be fully worn, covering both the nose and mouth, indoors at all times
- d. Other PPE (gloves, face shields, etc.) as needed
- e. PPE (gloves and surgical masks) and hand sanitizer will be provided if necessary.
- f. 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. A designated staff will complete the Wellness checks and anyone with symptoms of Covid cannot enter the building.
- d. Documentation will consist of completion of the *most current wellness check* which surveys the person for Covid symptoms.
- e. A copy of staff and people supported **contact tracing information** (name, address and phone number) will be available for the purpose of accessible contact tracing.
- f. 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.

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- g. Only staff and essential visitors wearing a surgical mask will be allowed to enter the building. (Site will have PPE be available for entry if necessary and surgical masks must be worn inside at all times)
- h. **Only vaccinated people may enter the building.** The first time a new person (staff, person supported, or otherwise) arrives at the building, proof of vaccination must be provided prior to entry.
- i. **Proof of vaccination** must be your CDC Covid vaccination card or an electronic pass with an ID.
- j. Staff and visitors must immediately report any health concerns that arise during their time in the building (that were not present at the entrance check)

#### 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 (and location to post)

- a. Masks must be always worn in the building (*front door, next to glove/mask stations*)
- b. Proof of Covid vaccination required to enter building (*front door*)
- c. Proper storage, usage and disposal of PPE (*next to glove/mask stations*)
- d. Symptom monitoring and COVID exposure reporting requirements (*front door, time clock*)
- e. Timeclock attestation (*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*)

## VIII. DELIVERIES

- a. Individual Lunches – Food deliveries must be picked up 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 (and vendors)

- 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 surgical mask if they do not already have one
- d. Visitors will be asked to utilize hand sanitizer upon entry
- e. Unnecessary visits should be prohibited; virtual meetings should be encouraged.
- f. A visitor's log must be maintained to capture the name, contact information, and address of all essential visitors to the building.
- g. **Only vaccinated people may enter the building.** The first time a new person (staff, person supported, or otherwise) arrives at the building, proof of vaccination must be provided prior to entry.
- h. **Proof of vaccination** must be your CDC Covid vaccination card or an electronic pass with an ID.
- i. Staff and visitors must immediately report any health concerns that arise during their time in the building (that were not present at the entrance check)

## 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 will be supervised and documented by the vendor

## 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 (surgical masks, face shields, etc.) throughout the day if they are able to do so and when they cannot maintain social distance.
- c. For people supported who cannot wear surgical masks a **COVID POP ADDENDUM** should be completed and used for alternate safety precautions
- d. People supported should practice good hygiene, including hand washing, hand sanitizing, and surface cleaning.
- e. If a person becomes symptomatic after arrival, they will be brought to a designated isolation room.
- f. If people or staff encounter bodily fluids, follow OSHA safety guidelines for protection and disposal.
- g. Community-based activities will be evaluated on a case-by-case basis in consultation with a supervisor.
- h. Staff will follow all DOH & CDC safety guidelines.

## XII. ISOLATION ROOM

- a. Any individuals that develop Covid 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.

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- d. The isolation room may be used for other purposes when isolation is not needed, however the room must be thoroughly disinfected following any use for Covid isolation and vacated if necessary, for patient isolation.

Location of Isolation Room: **Lobby, small activity room**

**XIII. SITE SPECIFIC PLAN TRAINING FOR STAFF**

- a. Train staff on site based building Covid safety: locations of PPE, hand sanitizer, closed sections of facility (if any), individualized program supplies, waste disposal.
- b. Review this **site Covid safety plan**, highlighting the following:
  - 1. OSHA Annual required training. (Highlight proper use and disposal of PPE and biohazards)
  - 2. Entrance procedures and Covid Wellness checks
  - 3. Clock-in procedures
  - 4. Cleaning schedule (professional cleaners and staff cleaning)
  - 5. Guidelines for common areas
  - 6. Guidelines for bathroom use & safety
  - 7. Food delivery guidelines
  - 8. Direct support guidelines
  - 9. Community-based activity safety guidelines (volunteering and travel training)

**XIV. ADDITIONAL INFORMATION (AS NEEDED)**

\_\_PPE supplies located in Program Supervisor's office and/ or RN office \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

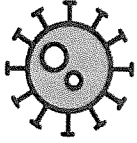
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Location of training materials: COVID 19 Binder - Front Office

Location of training records: COVID 19 Binder – Front Office



## ADS Covid Omicron Response Plan

We know all of you are aware by now of the rising concerns regarding the potential spread of the Coronavirus, and the exponential challenges being addressed with both Delta and Omicron virus variants.

We want to assure you that our goal is to actively protect the overall health and safety of people supported and of all our employees.

We are therefore communicating to you some basic information on possible approaches to handling the virus going forward.

### Current Approach

- Each ADS site strictly follows a Covid Safety Plan that was originally mandated by OPWDD
- Building **Wellness Checks** are conducted on all staff and visitors entering the building
- All people inside the building must wear a face mask at all times (for people supported who have difficulty with this, alternate strategy will be employed)
- People are not allowed to attend onsite programming or work if they have any symptoms or have had any Covid exposure
- Measures are being taken to ensure all programs and facilities/residences are clean and hygienic by proactively using preventive cleaning protocols.
- We continue to closely monitor and follow recommendations made by the NYC and NYS Departments of Health, as well as the Centers for Disease Control (CDC).

### Partial Shut Down

In the event that public health or regulatory agencies scale back public participation due to rising Covid rates that affect NYC, or “hot zone” areas of NYC

- Only Covid vaccinated people will be allowed to attend or work on site
- Additional Covid testing strategies will be offered or promoted that follow medical guidance
- People unable to attend onsite will be offered remote day hab or in home day hab during this period
- Some locations may need to resume full shut down based on local infection or hospitalization rates

### Full Shut Down

In the unlikely event that staffing becomes an issue to operate safely or a public health/regulatory agency reinstate mandatory lock down measures similar to March/April 2020, we will pivot to full remote day hab to get us all through as safely and quickly as possible.

*Harriet Golden, Matthew Weiler and Heather Gazzaley - 12/28/2021*

## Volunteering and Travel Training with Omicron surge

12/28/2021

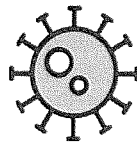
### The following criteria must be met to volunteer:

- Everyone must have full vaccinations (per CDC definition) and be able to follow all current safety protocols, *i.e.*, wear masks indoors, distancing rules, etc.
- No one should have additional health risks that place them at higher risk of Covid infection and complications
- Everyone must carry and use hand sanitizer.
- Staff should test and make sure everyone has these skills (1) and (2) above

### Travel Training:

- No travel training will be completed until environmental conditions in NYC change
- In lieu of travel training, we should provide transportation until there is comfort level declared by a governmental agency

*\*All volunteer site safety precautions must also be adhered to*





Please Print Clearly

Course Title: Covid 19 Variant update / policy / OSHA  
 Instructor(s): Anthony Salimbene, CSS  
 Location: Bronx-Mayflower Ave ADC

## Training Attendance Sheet

Training Date: 12/29/2021  
 Start/End Time: 1:55pm - 2:10  
 Department: ADS

| #  | First and Last Name (use legal name) | Employee ID # | Department / Facility | Job Title | Signature             |
|----|--------------------------------------|---------------|-----------------------|-----------|-----------------------|
| 1  | Antionette McClinton                 |               | Mayflower             | DS P      | Antionette McClinton  |
| 2  | Artaya Williamson                    | 519248        | Mayflower             | CSP-sub   | Artaya Williamson     |
| 3  | Victor Troche                        | 518009        | Mayflower             | cleaner   | Victor Troche         |
| 4  | Angelica Ramirez                     | 601117        | Mayflower             | AA        | Angelica Ramirez      |
| 5  | Ma Adalina De La Cruz                | 509012        | ADS Mayflower         | CSS       | Ma Adalina De La Cruz |
| 6  | Antonio Rosales                      | 514763        | EBS Bronx             | Sup.      | Antonio Rosales       |
| 7  | Elyzabet Varea                       | 15107         | Mayflower             | CSP       | Elyzabet Varea        |
| 8  |                                      |               |                       |           |                       |
| 9  |                                      |               |                       |           |                       |
| 10 |                                      |               |                       |           |                       |
| 11 |                                      |               |                       |           |                       |
| 12 |                                      |               |                       |           |                       |
| 13 |                                      |               |                       |           |                       |
| 14 |                                      |               |                       |           |                       |