



AHRCNYC COVID SAFETY PLAN

DEPARTMENT: **Adult Day Services**

NAME OF FACILITY/PROGRAM: **Rockaway Parkway Center**

ADDRESS: **1329 Rockaway Parkway, Brooklyn, NY 11236**

DATE THIS PLAN WAS WRITTEN: **12/29/2021**

STAFF MEMBER RESPONSIBLE FOR PLAN DEVELOPMENT

Name, title: **Maguy Cassagnol, Operations Director**

- 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: **Urekah Bridgeman, Community Support Supervisor**

Secondary Covid Site Safety Monitor

Name, title: **Jose Diaz, Community Support Supervisor**

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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.

- 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.

Date of form: 12-29-2021

- 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: *Room adjacent to the Conference 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)

Location of training materials: *In the **COVID-SAFETY Binder** located near the Operations Director's desk*

Location of training records: *In the **COVID-SAFETY Binder** located near the Operations Director's desk*