COVID-19 Safety Plan for
Certified Day Program Reopening

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<thead>
<tr>
<th>Agency Legal Name</th>
<th>Brooklyn Bureau of Community Service d/b/a Brooklyn Community Services</th>
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<tbody>
<tr>
<td>Agency Address</td>
<td>691 Fulton Street Brooklyn, Brooklyn, NY 11217 2nd floor</td>
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<tr>
<td>Day Program Type</td>
<td>☐ Certified Site ☐ Community, without Walls ☐ Day Habilitation ☐ Prevocational</td>
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<td></td>
<td>☐ Day Treatment ☐ Respite ☐ Sheltered Workshop</td>
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<td>Anticipated Reopening Date</td>
<td>9/14/20</td>
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<tr>
<td>Operating Certificate Number</td>
<td>80980652</td>
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<tr>
<td>Site Address</td>
<td>691 Fulton Street 2nd. Floor Brooklyn, NY 11217</td>
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<tr>
<td>Certified Capacity</td>
<td>48</td>
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<tr>
<td>Primary Contact Name</td>
<td>Rose Sauls</td>
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<tr>
<td>Primary Contact Email and phone #</td>
<td><a href="mailto:rsauls@wearebcs.org">rsauls@wearebcs.org</a> 718-943-4243</td>
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The program’s Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at quality@opwdd.ny.gov. In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.
must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

SAFETY PLAN COMPONENTS

NOTE: Guidance bullets below are not a substitute for provider review and adherence to content of Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities

Signage – applies to certified sites and other locations controlled by the provider

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities.

Identify how you will ensure the above and any related strategies:

1. Prior to reopening, management staff will utilize DOH signage to place on the front door entrance to alert that non-essential visitors are not allowed.
2. There will be signage on wearing mask, social distancing, safety measures related to COVID-19 transmission.
3. Management staff will review with program participants what the signage means for full comprehension.

Pre-Entry/Pre-Participation Screening:
- Screen all individuals, staff, and essential visitors prior to entry into the day program site and/or participation in services/service delivery:
  - per infection control standards for protection of screener and screened person,
  - to include temperature check and required questions on exposure and COVID-19 Symptoms, per NYS DOH and OPWDD guidance documents.
- Maintain daily documentation of all screening of individuals, staff and visitors in compliance with OPWDD and NYS guidance and policy.
Response to Signs and Symptoms and Departure:
- Safe management of any individual, staff or visitor who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include
- Facilitating departure as soon as possible, and Safely manage separation from people not exhibiting symptoms, until they depart.
- Ensure instruction is provided to any individual or staff sent home due to symptoms to contact their health care provider and written information on healthcare and testing resources.

Participation and Return to Program/Service:
Ensure staff members know how to report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.
Ensure individuals do not participate in day services while they or a member of their household or certified residence is being quarantined or isolated.
- Ensure any return of an individual or staff to programs/services occurs only in adherence to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.

Identify how you will ensure the above and any related strategies:

Pre-Entry/Pre-Participation Screening
1. Several staff have been trained on arrival procedures that include screening questions, temperature checks and staff log. This is conducted in the lobby area and the log is kept only with management staff.
2. The program has designated a supervisor as a screener and the Director as a back up screener. The screener will take temperatures, provide hand sanitizer and masks to individuals entering the building. In addition to asking COVID-19 screening questions, such as feeling any symptoms, being around anyone who has been exposed to COVID-19 and traveling to the identified hotspots.

Response to Signs and Symptoms and Departure

1. All staff entering this location are documented for contact tracing in the event that an employee tests positive. Anyone who may have been exposed will be contacted by Human Resources. In the event, a Day Hab. participant fails the initial screening, Day Hab. Management staff will notify their residence/caregivers and will contact the local DOH and OPWDD. In the event, someone begins experiencing symptoms, they will be isolated to the designated area (conference room) and monitored by staff member until they are picked up by their family.
Participation and Return to Program/Service:

1. Prior to participants returning to Day Hab. program, all DSPs received training through OPWDD/SLMS website on Infection Control related to Day programs.
2. As part of the re-opening plan, management staff will distribute a letter to participants explaining how the program will follow COVID-19 safety guidelines related to NYC DOH and CDC guidelines. In addition to additional safeguards for staff and participants such informing staff at the program if anyone in their household or certified residence are quarantining.

B. Social Distancing Requirements:

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:

- Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing;
- Plans to maintain no more than 50% occupancy in small/confined spaces within a program, such as a staff break room;
- Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual’s needs may require individual to staff distance to be less than six feet);
- Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel;
- Support and education of individuals to learn physical distancing/use of markers, patterns of movement, and other program strategies;
- Maintain a staffing plan to prevent employees who should need to “float” between different rooms or different groups of individuals, unless such rotation is necessary to safely support individuals due to unforeseen circumstances (e.g. staff absence).
Provide adequate space and operational practices (e.g. staggered break times) for staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (i.e. eating or smoking).

Identify how you will ensure the above and any related strategies:

Social Distancing Requirements
1. There will be 11 Day Hab. participants served at one time per day. One individual is allowed to leave the training room space at a given time to avoid congestion and to allow for social distancing.
2. There will be 3-4 staff for a group of 11 to ensure adequate supervision for COVID safety measures.
3. There will be staggered lunch breaks for staff and signage in the kitchen to only allow a maximum of 2 staff. Staff are encouraged to eat lunch at their desk.

C. Gatherings in Enclosed Spaces
• Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
• Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff. • Ensure the group (≤15) of individuals receiving services and staff working with them are as static as possible.
• Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
• Stagger staff and/or individual meal and break times to maintain social distancing.
• Adhere to social/physical distancing practices identified in the safety plan.
• Prohibit shared food and beverages and buffet style dining.
• Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
• Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.
hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical, and where the need for frequent hand sanitizing is expected;
• Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
• Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
• Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.
• Address any individualized needs affecting the unsupervised availability of hand sanitizer.

Cleaning and Disinfection of Environment, Equipment and Supplies:
• Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
• Implement the following minimum standards regarding cleaning and sanitizing:
  o Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
  o Use of only EPA registered products for disinfecting non-porous surfaces;
  o Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
    o Ensure adequate ventilation to prevent inhaling toxic fumes.
    o Maintain site cleaning logs indicating the date, time, and scope of cleaning.
    o Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
    o Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
    o Clean and disinfect all areas and equipment used by a person exhibiting symptoms upon their departure from the area and prior to use of the area or equipment by other individuals or staff.
    o PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
      Provide ventilation with outside air safely and when possible.
• Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible.
• Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
• Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.
Hygiene and Cleaning

1. There is signage located in restrooms and kitchen areas to demonstrate the proper way to wash and dry hands based on NYC DOH guidelines.
2. There are hands free sanitization stations in the entrance of the program area and in the training room.
3. Program staff will remind participants to sanitize their hands throughout the day and especially if they have stepped away from the training areas.
4. A cleaning log has been implemented for the maintenance staff to follow, which includes clean and sanitize high touch areas with EPA registered disinfecting products, discard used gloves, paper towels etc. in a garbage bag.
5. The HVAC system has been inspected and is in working condition to allow adequate ventilation throughout the facility.
6. Participants will not be allowed to bring any personal items from home to avoid other participants from using the items and to prevent any spread of COVID-19.
Identify how you will ensure the above and any related strategies:

G. Transportation

Ensure that the following measures are implemented for the transport of individuals to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

- **Ensure only individuals and staff traveling to and from the same day program be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation at this time; individuals transported together are encouraged to be cohorted for purposes for day programming also, in order to reduce further intermingling;**

- Reduce capacity on buses, vans, and other vehicles **transporting individuals from multiple residences to 50% of total capacity;**

- **Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction;**

- As possible, stagger arrival and departure times to reduce entry and exit density.

- To the extent possible, restrict close contact of individuals and staff **from different households** by not sitting near each other or the driver.

- If there are multiple doors in a bus or van, utilize one-way entering and exiting. Provide instruction for individuals to exit the vehicle one at a time and wait for driver or staff instruction before doing so.

- **Ensure staff and the driver always wear face coverings in the vehicle. Social distancing must be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals should be transported alone or with members of the same household.** Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.

- **After each trip is completed, clean and disinfect the interior of the vehicle before additional individuals are transported; and**
• Where appropriate and safe, roll windows down to permit air flow.

Transportation

1. There will be 50% capacity amount allowed on to the van, which is 11 participants.
2. All participants traveling on the van will be from different household and residences but attending the same day program. There will not be any intermingling with another agency’s day program.
3. The following is the transportations guidelines on safety measures:

The buses will be at 50% capacity as per OPWDD guidelines. Being that BCS' buses are 24 passengers; we can put 11 participants on the vehicle (matron is the 12th).

All participants must have face masks in order for the capacity to be 50%. If they cannot wear a facemask, OPWDD requirements is for them to be 6 ft away from other passengers, meaning that we can only transport a very limited number of people without masks. Also, the matrons will be taking temperatures of every individual before boarding the bus. Each vehicle is equipped with a non-contact thermometer that matrons are trained to use. We cannot accept any passengers on the vehicle who have a temperature over 100.4 degrees.

The bus company also provide all staff with gloves, face masks, and hand sanitizer. The buses are cleaned inside and outside every single day. Also, BCS' buses will only be used to transport the day hab. individuals. No individuals from other facilities will be allowed to enter the vehicle as per OPWDD guidelines.

Identify how you will ensure the above and any related strategies:

H. Tracing and Tracking
• Notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at their site.
• If a staff or visitor test positive, procedures for day service cooperation with the local health department to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.

Tracing and Tracking
1. All staff entering will be documented for contact tracing in the event they will be tested positive. Management staff will inform Human Resource Department and OPWDD.

Identify how you will ensure the above and any related strategies:

ADDITIONAL SAFETY PLAN MEASURES:
Please use this space to provide additional details about your program’s Safety Plan, if appropriate.

N/A