

Day Habilitation Reopening Plan

DRAFT

Liberty ARC will begin an incremental reopening procedure for people who attend our day programs. It will be a phased in opening and a specific date has not been assigned at this time. This guide is designed to assist people supported, teams and families to understand expectations and to assess the needs of each person involved. We need to identify support needs, services, and risk mitigation strategies in our transition planning. This reopening will not involve all sites immediately. Individuals that we support will be returning to day program sites as outlined. We have taken into consideration square footage, social distancing protocol, individual health needs, individual preferences and limiting exposure to people as much as possible in this plan.

We will all expect significant changes to the day program spaces, along with work environment while we work to comply with federal, state, and local government regulations / guidelines. These guidelines are in place to promote workplace health and safety during this pandemic crisis. Outlined below are considerations for return to day program utilizing a phased in approach to reentry to daily work and program schedules. In order to move from phase 1 to phase 2, we will need to be free from any new positive covid cases in our day and residential programs. Homes that serve people with significant medical risks will continue to provide day programming at their residential site and are not expected to return to a day program site in 2020.

Distancing:

- Liberty's Safety Manager, along with Program team members, will be responsible for determining the physical space and capacity of each day program building and area. Square footage and re arranging all worksites to achieve a safe 6 foot or greater distancing were taken into consideration. Attached you will find the established capacity for each program area and building.
- Tape will be placed on floors or sidewalks, to ensure that everyone remains at least 6 feet apart.
- We were able to ensure distancing through arrangement of furnishings and staggering days of attendance and dates of people's return to day program. Where physical distancing is not possible, alternating A/B schedules and delayed returns will be

implemented to lower the total people in attendance in certain program areas. In certain areas, additional tables will be required to maintain the required social distancing.

- We also limited attendance at the same day program area to 2-3 homes, wherever possible.
- A building entrance will be established through one main primary entrance at each site. All other entrances, beside the designated staff entrance to the building will remain locked. Arrival and departure times will be organized and alternated to limit unnecessary exposure as people enter the building. All exits may be used when exiting the building and for evacuation purposes.

Food Service:

Have everyone bring their own meals when feasible. When serving a meal, ensure it is individually plated and served in their assigned room, rather than a communal dining ~~room~~ or cafeteria. Avoid buffet or family style meals and sharing of serving utensils.

Use disposable food service items, if not a safety concern. Ensure that gloves are worn at all times while serving food. Dishes must be sanitized or washed in a sanitizing cycle in the dishwasher.

Temperature checks:

- For people living in the community, temperatures will be taken and symptoms checked prior to people getting into the vehicles for transport, or prior to a family member dropping them off for day program.
- Prior to people from IRAs leaving their homes, temperature checks and screening questions will be completed and documented. No one with any symptoms will get on the vehicle. They will stay at home.
- When people are unable to respond to the screening question, temperatures will be taken and recorded.
- If anyone arrives and has not had a temperature or screening completed (anyone who a family member is dropping off), temperature checks and screening questions will be completed prior to building entry. This process will be accomplished through staggered drop off times.
- Appropriate distancing will be maintained by staff waiting to assist people in exiting the vehicle until the previous group was admitted into the building.
- Staff and people supported, unless unable to comply, are required to wear a mask while waiting in line for their temperature and symptom check.

Physical Plant protections:

- People supported in large buildings with classrooms will remain in their designated classroom, rather than rotating classes. Art and music will be brought to them. Socially distant classes in the large cafeteria will be allowed, up to the designated occupancy and spacing requirements. People will be encouraged to walk on outdoor paths and walking areas whenever possible. Walking for exercise within the large buildings is prohibited at this time, due to lack of ability to maintain social distancing.
- Break schedules will be adjusted so there are not an excess of people in the building common areas at any given time. A capacity for each cafeteria or lunch area will be posted on the doors. People will need to maintain a minimum of a 6 foot space between seats, and across the tables when utilizing these areas/rooms.
- People will be required to continue to observe physical distancing of six feet or greater while walking, taking a meal break, smoking break or any other break.
- Activities that congregate people will be evaluated on an individual basis by program leadership. Activities that can't accommodate social distancing will be cancelled or modified. Any congregation of ten or more individuals must be reviewed and approved by a Program Director.
- Smoking shelters and bathrooms will be marked with maximum occupancy. Everyone will need to comply with room maximums. Occupied signs will be utilized on all rest rooms doors to indicate when the area is free for use.
- "Zoom" meetings will be utilized whenever possible, for group recreational activities and for people to socialize and learn together.
- All activities should adhere to the low, moderate and high risk criteria that will be assigned by administration, based on current symptomology.

Hygiene / Cleaning in the day program space:

- Use of a face mask will continue to be required for all employees while at work. People we support, who live in community homes, will be encouraged to wear a mask at all times. Everyone should enter the building wearing a face mask prior to check in. People that are not capable of wearing a face mask, due to a medical or other condition, will be offered a full face shield instead.
- All mask hygiene protocols will continue to be observed.
- Temperature and question screening will continue PRIOR to people leaving their homes, or if transported by family, they will be completed upon arrival to work.
- Hand washing, after restroom use and prior to food handling, is required by everyone.
- Hygiene breaks every two hours are required. This break will include hand washing or hand sanitizer use, as well as wiping down any shared table space and high touch areas.
- Enhanced and regimented cleaning schedules will be implemented in all program areas and off site buildings. High touch frequency surfaces (door handles, light switches,

wheel chairs, faucet, etc.) should be cleaned several times a day by DH staff. Playground equipment will be disinfected daily, or between uses, as much as possible. Facilities will complete a thorough cleaning and disinfecting of all program areas in the main buildings. Staff will be responsible for this disinfecting in all off site locations.

- Shared work stations, shared computers, shared phones, shared tablets, copiers, etc. will be disinfected and wiped down with an approved disinfectant after each use. Protective, disposable overlays may be used on keyboards and copier controls and disposed of after use by each person if the surface can't be safely disinfected.
- Non shared workstations should be wiped down with approved disinfectant at the beginning of shift, mid shift, and at the end of the shift.
- Disinfectant fogging will occur Monday thru Friday after hours in shared common areas including cafeterias, bathrooms and shared office spaces. All agency vehicles will be disinfected on a regular basis. (see vehicle disinfection procedures)
- Ensure that all cleaning and disinfecting products are stored securely, per policy and that all products meet EPA disinfection criteria. Read each product to ensure disinfecting protocol is followed exactly as written.
- Staff should ensure that there is adequate ventilation when using these products to prevent anyone from inhaling toxic fumes.
- Cleaning and disinfection of surfaces and equipment is required of all staff and is "not" just the responsibility of Facilities.
- All desks, work stations, tables and equipment will have spray disinfectant cleaner and paper towels at designated location for frequent use throughout day. Additional supplies should be requested through a Program Director
- Personal belongings of people we support, as well as staff, should be left at home or in a personal vehicle. Backpacks and purses should not be brought into the building. Personal items such as lunch boxes that are brought in by people we support, and staff, should be disinfected upon arrival to the program site. These items are transit methods for viruses.
- Food prep and consumption surfaces should be disinfected with appropriate food grade disinfectant.

Shared Objects:

- Discourage sharing of items that are difficult to clean or disinfect.
- Keep each person's belongings in individual labeled containers or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible. Assign each person their own art supplies or equipment or limit use of supplies and equipment to one group at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, books or games. If sharing anything, ensure proper disinfectant procedures are utilized prior to sharing items.

Ventilation:

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Open windows and doors whenever you are able to safely do so. Do not open windows and doors if doing so poses a safety or health risk to anyone.

Preparation / Education:

- All people supported should be educated on what to expect with new day program expectations prior to their arrival, as well as reminded when they arrive at DH.
- All DH sites will show every person supported the video on hygiene, mask wearing and social distancing. Staff should explain and demonstrate each concept.
- Staff action plans should be developed for each person to educate and support them in these areas.
- Anxiety should be anticipated as we re-introduce people to the DH site, especially with the use of masks, if people are not used to this. Support resources will be made available to them.
- Questions to ask people supported throughout the day to assist them with understanding the new expectations of sanitizing, at work and at home:
 - ⊖ Have you washed your hands?
 - ⊖ Do you need help washing your hands? Sing happy birthday 2x with them until they understand the expectation
 - ⊖ Have you practiced social distancing today? How close can you be to your friends? (Instruct the person to hold both arms out straight and turn around. That is approximately six feet, from one fingertip to the other)
 - ⊖ Do you wear a mask when you go out to the store or for a walk? Let's show you how to put on and take off your mask. Where do you put the mask when you take it off?
 - Show me how to cough and sneeze into your elbow
 - Do you know how to take your temperature?
 - Do you know how to wipe high touch surfaces off? What is a high touch surface?
 - What do you use to disinfect your home?
 - What things will you do to remain safe when you go out into the community?

Family Visits:

- No nonessential visitors, volunteers - or activities involving external groups shall be permitted at this time. Virtual activities, conversations and learning activities shall be encouraged and supported.

Community Activities

Currently, community activities are required to be minimized to only those that are medically necessary and limited in number and duration as much as possible. Currently low risk activities are allowed and defined below. These are the only activities permitted at this time.

Moderate and High risk activities are also defined below. A move to moderate or high activities will occur in conjunction with OPWDD guidance and administrative review of active covid cases and exposures that occur following our phased in DH attendance. Any permitted move to moderate or high risk activities must be approved by the CEO and a written memo will be needed to authorize such a move.

Low risk activities:

- Car rides to view scenery
- Walks in the community, with masks and social distancing in place
- Trips to drive thru or pick up for take-out food 1x per shift, or 2x per week. Masks must be worn by everyone in the vehicle.
- Sitting in the yard, porches or deck at their homes or day program site

Moderate risk activities: Activities involving fewer than ten people where social distancing may not be possible and face masks are required to be worn or activities that may involve 10 or more people where social distancing is possible. Masks are required for all individuals during these activities if social distancing cannot be maintained throughout the activity.

- Trips to get a haircut, with a mask at a salon where everyone wears masks
- Curbside pickup at stores is allowed after ordering and paying on line, with masks worn
- Picnic in a park where social distancing guidelines are able to be followed.
- Go to a local vegetable or fruit stand, or outdoor garden center, to make purchases, with masks worn.
- Attend a fireworks display and remain in the vehicle
- Attend a drive-in movie
- Go to the beach, maintaining all social distancing guidelines
- Walk on bike trails and in parks, maintaining social distancing guidelines

High risk activities: Activities involving ten (10) or more people where social distancing is likely not possible. Masks are required for all individuals during these activities.

- Dining outside at a local restaurant, without a mask , during dining
- Attend a movie
- Attend a concert
- Visit a museum
- Go on vacation
- Parades
- Attend sporting events
- Attend in-person worship service
- Shopping in a store

Phasing in plan:

Our plan is to ensure that all individuals and staff groupings are as static as possible. We will limit staff assignments by having staff work at no more than 2 assignments in Day and Residential programs, whenever possible. Emergencies and unexpected call outs may create additional assignments. This will be monitored by the Program Directors and Assistant Directors and minimized. We will also limit day programming between groups of people who live together to 2-3 homes.

Person-Centered Planning:

Opinions from people we support and family members are important. We obtained feedback in the following ways:

- Survey distributed to all family members
- Discussed at Town Hall meetings
- QA Coordinator called people in Phase 1 and 2 to complete a brief survey
- All community based family members were contacted to determine their wishes for day program and transportation

Accommodations and individualized planning will be accommodated as much as possible. Budgetary constraints and required staff ratios must be considered.

We plan to review a variety of other options for the future, when our community can be more easily accessed and there is not as much risk of exposure with blending of multiple people from multiple homes.

Phase 1

People in family care, and in those who live in the community will return to DH in Phase 1 as follows:

- Upcounty: 14 of the total of 16 people supported will return to the DH program. They will attend program in two sites, rather than one, to allow for social distancing. These sites will be on Canal Street and 7 Main Street initially.
- Each group will be limited to groups of 7 people per building for the first phase. This is approximately 1/3 of the building's original capacity.
 - Amsterdam: 6 of the total of 23 people will attend DH in the Riverfront building.
 - Community Connections: 11 of the total of 18 people supported will attend DH without walls, in the Community Connections program. They will be in groups of 5- 7 people, per classroom, for the first phase.
 - All staffing schedules are attached.

Phase 2

- Upcounty: During phase 2, all people we support who live in the community will attend day programming at 7 Main Street, while maintaining social distancing as previously described.
- People with no prior medical conditions, in the Supervised IRA programs, will return to day program in Phase 2. They will be transported to day program together, with people who live together. (similar to a family who have been living together for the past several months)
- People will be assigned to small groups to limit exposure to other cohorts. This structure will permit 2 homes to be assigned to one classroom. An exception may be permitted to extend attendance to a 3rd home, providing the groups are smaller than 15 people and the Program Director provides permission.
- 20 homes will return in Phase 2. (Schedule is attached)

Phase 3

- People who reside in 9 additional homes, with 1 medically frail person identified in these homes, will return to day program in Phase 3. They will be transported to day program by their residential staff along with people they live with.
- People will be assigned to small groups to limit exposure to other cohorts. This structure will permit 2 homes to be assigned to one classroom. An exception may be permitted to extend this attendance to a 3rd home, providing the groups are smaller than 15 and the Program Director provides permission.
- 9 homes will return in Phase 3

Phase 4

- People in the remaining 15 homes have complex medical needs. Return to the traditional day programming could prove challenging to their medical status. Discussion of their return, or the application of an alternative program or activities will be delayed until phase 4.

**We will continue to review other Community Habilitation options for people, as health conditions allow.

Instruction:

Virtual education is the lowest risk and activities and events will be planned to allow for virtual education classes whenever possible.

Small, In-person classes, activities and events will be organized throughout the day. Each person must remain at least 6 feet apart from any other individual at all times. Groups will not rotate instructors, but will have the same instructors assigned on a daily basis, with the addition of relief instructors as needed due to illness or vacation.

No one will share equipment or supplies, unless it is properly disinfected prior to providing the equipment.

Concepts to assist each person in navigating their world safely will be reviewed and instructed on a regular basis. New Staff Action plans will be written for each person that reflects this need. The concepts are:

- Hand hygiene and respiratory etiquette
 - 20 second hand washing
 - Use of hand sanitizer
 - Use and discarding of tissues
- Face Coverings
 - The importance of the use of face coverings (surgical or cloth) shall be modeled and stressed. Face coverings should be worn by staff at all times and by individuals in program as much as is feasible. When social distancing is a challenge, it is extremely important to wear these masks. Individuals should be frequently reminded not to touch their face or masks and to wash their hands frequently.
 - Information regarding handwashing and face coverings and removal and storage will be sent to each family member.

Note: Face coverings or masks should NOT be placed upon anyone who:

- Has trouble breathing or is unconscious
- Is incapacitated or otherwise unable to remove the face covering without assistance
- Is under the age of two

Supplies shall be provided for each classroom area as follows:

Soap, hand sanitizer with 60% alcohol (for people who can safely use this), paper towels, tissues, disinfectant wipes and face coverings, as well as No touch foot-pedal trash cans.

Signs and Messages:

Signs will be posted in each building entrance and restroom that promote everyday protective measures and describe how to properly wash hands and wear a face covering.

Videos shall be shown in the classroom areas to support the understanding of safety concepts

Transportation:

Create distance between people on buses and vehicles. Seat people with one person per row, and all persons are required to wear a mask. Maximum capacity for vehicles will be determined by the Liberty safety manager and posted in every vehicle.

We have requested that families provide socially distant transportation whenever possible

Drivers should practice all safety actions and protocols such as hand hygiene and wearing a face covering at all times.

Bus Drivers and staff will clean and disinfect all vehicles daily as directed.

Residential homes will transport each group of people who live together to day program.

Drivers will continue to take temperatures and symptom checks of people who live in the community, prior to them getting onto our vehicles.

6/22/2020