

September 15, 2020

### **COVID-19: Interim Guidance for Non-Emergency Site Visits of Certified Facilities**

After the successful efforts of New Yorkers to flatten the curve and reduce transmission of COVID-19, and as the State begins to resume many normal business operations, OPWDD recognizes the need for OPWDD employees and employees of outside vendors and agencies (hereinafter collectively referred to as “outside employees”) to access certified facilities to perform maintenance and repair work, conduct routine surveys, and other non-emergent inspections. This guidance aims to continue to ensure as safe an environment as possible, while permitting increased access to residences and program sites.

#### **In order to be provided access to certified facilities and programs to conduct routine business activities, the following guidelines must be met:**

- With the exception of the need for an unannounced or emergency visit, outside employees with business to conduct at a certified site must contact the facility to schedule the visit with enough notice (at least 24 hours notice whenever possible) to allow for any necessary staggered scheduling and cleaning of any high touch surfaces;
- Facility staff must advise all outside employees of any positive or suspected cases of COVID-19 on the premises and schedule non-emergent visits accordingly to ensure minimal unnecessary exposures. If the visit must occur as scheduled, the outside employee must wear PPE and implement appropriate infection control precautions;
- Outside employees must undergo symptom and temperature checks by facility staff and shall be denied access if they report any of the following: COVID-19 exposure or COVID-related symptoms during the prior 14 days; travel to a state or country on NYS’s Travel Advisory list within the previous 14 days; or have a temperature over 100.0 degrees Fahrenheit;
- The minimum number of outside employees necessary to complete the field visit should participate, in order to reduce the amount of people in a location at one time;
- Individuals receiving services at a location should be notified ahead of time that outside employees will be present and advised how to remain socially distant from them;
- Face coverings must be worn by outside employees throughout the entirety of the visit to the facility. Outside employees are expected to furnish their own face coverings;

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- Outside employees must sanitize their hands upon arrival and throughout the visit as appropriate. Facilities should have sufficient hand sanitizer available;
- Outside employees must maintain a minimum 6-foot separation from residents and facility staff unless visit purpose requires closer contact;
- Facility staff must clean/sanitize any areas of the facility utilized by the outside employees immediately following the visit; and
- Facilities shall maintain a daily log of all visitors and staff, which shall include names and contact information of any outside employees conducting business at the location, as well as the location within the facility/property that work occurred.