

South East
Consortium



South East Consortium for Special Services, Inc

COVID-19 Safety Plan for Site-Based Respite Programs

Revised Fall 2021 Guidelines

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Providers of OPWDD certified, operated, and/or funded programs should resume all pre-pandemic activities in compliance with all applicable rules and regulations, which still may include any applicable COVID-19 rules, regulations, or guidance issued by OPWDD. Effective June 25, 2021, providers may operate programs at full capacity to extent possible, to resume unrestricted visitation at and community outings from residential facilities, and to remove capacity limitations during transportation if all individuals are vaccinated.

Ongoing COVID-19 Precautions:

- Consistent with CDC guidance, fully vaccinated people are no longer required to wear masks or maintain social distance in most places within NYS, including within OPWDD certified, operated and/or funded facilities and programs. Due to the nature of South East Consortium programs taking place in a variety of facilities/locations, individuals regardless of vaccine status may be required to wear mask while taking part in programs.
- Individuals and staff will be required to wear masks, to the extent they can medically tolerate one, regardless of vaccination status, while being transported between OPWDD certified locations or transported as part of an OPWDD certified service (e.g., from a residence to a day program).
- Per CDC guidance, individuals and staff who are unvaccinated are expected to continue to wear masks, if they can medically tolerate one, and maintain social distance to the extent possible at certified locations and/or when delivering or receiving certified services.
- If an individual is unvaccinated and wishes to attend SEC programs, they must provide a negative COVID-19 test each week from a doctor or urgent care facility 48 hours prior to attending a SEC program.
- Unvaccinated visitors to such locations must continue to wear masks and maintain social distance to the extent possible for the duration of the visit.
- All high touch surfaces should continue to be cleaned and disinfected consistent with CDC guidelines.

Ongoing COVID-19 Precautions:

OPWDD will continue to track positive cases of COVID-19 within its programs to monitor for trends and inform the need for any additional precautionary restrictions. As such, providers must continue to report positive COVID-19 cases to OPWDD, consistent with COVID-19 Notification and IRMA Reporting Requirements for OPWDD Providers, last issued on November 2, 2020. All providers must continue to report vaccination status of individuals and staff via the Multi -Agency Vaccination Data Collection System.

Entrance/Attendance to Site Based Programs:

- Parents/Guardians will arrive at the site location and drop-off the individual in the designated location at each facility. Parents/Guardians/Individuals should remain in their vehicles.
- A staff health safety monitor will approach the vehicle for COVID-19 prescreening questions regardless of vaccine status.
- Any individual or staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to exit their vehicle. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g. Advil, Tylenol). If their temperature is over 100 degrees, they will not be accepted and will be unable to attend program.
- Health screening assessments will be reviewed daily and documented. All information is kept confidential according to HIPPA regulations.

Staff Screening and Program Procedures:

- Health Safety Monitor will conduct and record a health assessment complete daily prescreening questions for all staff.
- Any staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building or program site. Additionally, staff with a temperature greater or equal to 100.0F will be sent home, and staff who develop new symptoms or fever while at program will

be sent home. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).

- Health screening assessments will be reviewed daily and documented as Pass or Fail. All information is kept confidential according to HIPPA regulations.
- All South East Consortium Staff will be provided with disposable PPE at the start of programs and will have access to additional PPE equipment, as necessary including but not limited to face masks, hand sanitizer, latex free gloves, germicidal disinfectant.
- Program capacity limitations have been lifted at this time by OPWDD. However, facilities may restrict capacity per their own COVID-19 guidelines. South East Consortium will follow all capacity restrictions if imposed by the facility.
- Prior to the program start, staff will be assigned roles that they will maintain throughout the season. One Staff member at each program will be trained as a Health Safety Monitor in charge of prescreening questions at drop-off. Another staff member will receive the Individuals at drop off and escort them to the program site while maintaining social distancing requirements.
- Staff will be assigned to maintain sections of the program location.
- All equipment used during program will be sanitized and clean before each program.
- Staff will have hand sanitizer available to use whenever their hands are soiled.
- Staff will be required to help sanitize the program location space utilized as necessary before and after each program, including restroom facilities.
- Staff will receive training on all new procedures.

Individual Screening and Program Procedures:

- Prior to attending site-based programs, a COVID-19 Wavier must be on file in the South East Consortium Office.
- Parents/Guardians will arrive at the site location and drop-off the individual in the designated location at each facility. Parents/Guardians/Individuals should remain in their vehicle if possible. If you walk your individual to the program location Parents/Guardians/Individuals must follow all facility guidelines regardless of vaccine status. (Wear a mask if required)
- The staff health safety monitor will approach the vehicle for prescreening questions.
- Any individual exhibiting signs or symptoms of COVID-19 upon arrival will have their temperature taken. If their temperature is over 100 degrees they will be required to return

home until they are fever free for 72 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).

- Health screening assessments will be reviewed daily and documented as Pass or Fail. All information is kept confidential according to HIPPA regulations.
- If someone becomes ill during program, staff will follow all emergency procedures including calling 911 as needed and contacting a Program Supervisor immediately. The health safety monitor will document if the screening was passed or if the individual was sent home. Any individual sent home will also require supervisor notification. Staff that have been in contact with this individual will consult with their supervisor and/or health care professional.
- Once the Health Screening is complete and the individual has passed, a staff member will escort the individual to the program site.
- All equipment will be sanitized prior to each program following all CDC guidelines for equipment sanitization. Individuals are welcome to bring in their own equipment for personal use (yoga mats, TheraBand's, etc.)
- Program will run in accordance with OPWDD & facility guidelines for mask and social distancing guidelines. Individuals will refrain from engaging in any physical contact (high fives, fist bumps, hugs) with staff or any other Individual at any time. Any Individual that fails to follow these policies will not be allowed to attend program.

Hygiene Standards:

- The Program Supervisor, with oversight from the Executive Director, will ensure that there is an appropriate amount of hand sanitizer, paper towels and PPE (masks, gloves) available.
- Staff and individuals will disinfect their hands upon entering the program and throughout the program, as deemed necessary.
- The Program Supervisor will maintain an adequate stock of EPA approved disinfecting agents, which shall be safeguarded from individuals but accessible to staff as needed. Inventory will be secured and tracked on a log. Supplies must be ordered in a timely fashion.
- All program equipment will be disinfected between each program.
- Hand sanitizing stations will be set-up at all programs.

- Program Supervisors and program health safety monitor will ensure that all employees comply with all personal protective equipment requirements set forth by OPWDD and NYS Department of Health.
- Staff will receive training on the practices above.

Tracing and Tracking of COVID-19:

- The Executive Director or Risk Management designee will notify the local health department and OPWDD IRMA unit immediately upon being informed of any positive COVID-19 test result by an individual or staff.
- In the case of a staff or visitor testing positive, we will cooperate with the local health department to trace all contacts in the workplace. We will notify the health department of all staff and individuals who entered the office or program facility site dating back to 48 hours before the staff/individual began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.
- Staff who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their Programs Supervisor at the time of alert and shall follow all required protocols as if they had been exposed at work.