

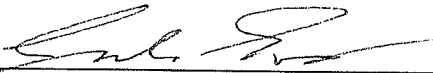
Attestation of Certified Day Program Operations in Accordance with OPWDD Interim Reopening of Day Services Guidance

Agency Legal Name	Rise Life Services/Aid to the Developmentally Disabled, Inc.		
Agency Address	901 E. Main Street , Suite 500, Riverhead, N.Y. 11901		
Day Program Type	<input type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Day Treatment <input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> Prevocational <input type="checkbox"/> Respite
Operating Certificate Number	75690940--ADD-Day Hab W/O Walls-0227		
Site Address (certified sites only)			
Certified Capacity (certified sites only)			
Primary Contact Name	Jo-Ann Vitale, Director Of Day & Community Services		
Primary Contact Email and phone	jvitale@riseliveservices.org 631 727-6220 ext. 224		

The submission of this signed attestation and safety plan for the above program to quality@opwdd.ny.gov advises OPWDD of the agency's plan to resume operations at the day program in accordance with requirements as outlined in the guidance document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

The agency must attest to its ability to adhere to all requirements in the guidance as appropriate to the program, and to ensure ongoing compliance with the requirements upon opening.

Any attestation is a filing of a written document with a government agency and is enforceable against the signatory.

	07/16/2020
Signature of Agency CEO	Date
Charles Evdos, Executive Director	
Printed Name of Agency CEO	

COVID-19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	Rise Life Services/Aid To The Developmentally Disabled, Inc.	
Agency Address	901 E. Main Street, Suite 500, Riverhead, New York 11901	
Day Program Type	<input type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Prevocational <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop
Operating Certificate Number	75690940--ADD-Day Hab W/O Walls-0227	
Site Address (certified sites only)		
Certified Capacity (certified sites only)		
Primary Contact Name	Jo-Ann Vitale, Director of Day & Community Services	
Primary Contact Email and phone	jvitale@riseliveservices.org (631) 727-6220 ext. 224	

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.

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:

Signs has been posted at the entrance& throughout the building with instruction on COVID-19 safety and precautions.
Signs informing non-essential visitors not to enter.
Temperature, mask, gloves and hand sanitizer stations are at each entrance.
PWW staff will monitor carefully to ensure that all remains in place.

A. Entrance to Site Based Programs

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.
- Ensure the day program immediately notifies the local health department and OPWDD about the suspected case.

Participation and Return to Program/Service:

- Ensure staff members know to report and 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.
- Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
- 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:

All Rise Life Services Staff have been inserviced on Infection Control & Safety Protocols on COVID-19. To the extent possible all individuals will also receive ongoing infection control learning and reminders. All individuals, their families and/or residential sites will be notified that any exposure to/possible exposure, and signs or symptoms be reported immediately to Director Of Day & Community Services who will then notify HR and QI as per agency protocol and asked to quarantine. OPWDD and DOH guidance will be followed before return to program.

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;
- Potential use of physical barriers within site-based spaces;
- 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;
- Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows;
- Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces;
- 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:

There will be at least a 50% reduction in occupancy in indoor spaces. Furniture has been arranged to ensure at least 6 feet of distance is between each persons workspace. Marker have been placed throughout the space for social distancing visual markers. Markers have been placed to facilitate one direction foot traffic using arrows and foot prints. In addition all common areas, entrances and exits will be marked with social distancing markers and will be regularly monitored.
 PWW staff will not be floated, they will be assigned a small group and will remain with the group throughout the day.

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.

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

Day Program services will be provided to individuals with hours modified if needed to meet the needs of the participants. Group sizes will be below 15 at all times and groups will be created to establish stable groups with minimal/no contact with other groups.
 Meals will be staggered for individuals and staff and social distancing will always be maintained.
 There will be no sharing of food or beverages and no buffet style dining.
 Individuals and staff will be asked to bring food from home that require little or no preparation. All utensils, cups, glasses, and plates will be disposable and have already been secured at the PWW sites.

D. Day Program Schedules and Activities

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.

- Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
- Schedule individual's activities to reduce density and allow for social distancing.

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

Planned service delivery activities and hours have been put in place to allow for maintaining reduced capacity of group size.

Supplies have been purchased so that individuals will not share equipment.

Activities in outdoor spaces utilizing social distancing will take place as weather permits and individuals engaged in activities that do not require the sharing of equipment.

Virtual program services will be offered for those who are not able to or choose that method of services be provided in half and full day programming via Zoom, facetime or phone.

E. Personal Protective Equipment:

- Ensure all staff wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, at all times while providing services, consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated).
- Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at no cost, if visitors do not have their own which meets requirements.
- Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
- Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- Retain documentation of trainings in the employees' personnel files and per agency procedures.

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

All PWW staff have received training on the proper use of PPE wearing, use and disposal. PPE's will not be reused. Adequate supply of PPE's including masks, gloves, gowns and face shields have been secured and is on site and in each vehicle.

All individuals and staff will wear appropriate OPWDD approved face covering at all times (unless medically contraindicated/not tolerated).

F. Hygiene and Cleaning

Personal Hygiene to Reduce Transmission:

- Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
- Provide and maintain hand hygiene stations at each location to include:
 - Handwashing: soap, running warm water, and disposable paper towels.
 - Hand sanitizing: alcohol-based 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:
 - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
 - Use of only EPA registered products for disinfecting non-porous surfaces;
 - Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
 - Ensure adequate ventilation to prevent inhaling toxic fumes.
 - Maintain site cleaning logs indicating the date, time, and scope of cleaning.
 - Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
 - 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.
 - 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.
 - 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.

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

Day Program has secured and will maintain an adequate supply of EPA authorized cleaning supplies which are kept locked unless in use. Cleaning logs will be maintained indicating the date, times, and scope of cleaning. Work areas and all PWW spaces will be regularly sanitized throughout the day. Hygiene stations are in place and will be maintained by PWW staff.

All staff and Individuals upon arrival will have their temperature taken and a health screening conducted by administrative staff. Staff will be required to and all individuals will be supported to wash hands upon arrival at program and encouraged throughout the day including before and after meals using soap, warm running water, for

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 from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;
- Reduce capacity on buses, vans, and other vehicles to 50% of total capacity;
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff 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. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.
- To the extent they can medically tolerate one, support individuals to wear masks in vehicles.
- 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.

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

Transportation routes have been modified to ensure that individuals are safely transported to and from program and whenever possible not intermingled. Capacity will be greatly reduced, below 50%. Hand sanitizer and face coverings will be placed in vehicles. Markers on seats and floors indicating social distancing will be installed in all agency vehicles. All vehicles will be cleaned and sanitized before and after each use. All occupants will be required to wear approved face coverings. Arrivals and departures will be staged as needed and all van will be below 50% capacity. Seating will be set so that individuals do not cross over when entering and exiting. When appropriate and safe The Director of Day & Community services, Supervisor of windows will be

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.

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

Director of Day & Community Services, Coordinator of Day & Community Services and Supervisor of Day Services will be designated the health care professionals to conduct daily screenings at each site. All staff and individuals will be provided with PPE, including face mask, gloves and if needed a gown and/or face shield. The screeners will conduct health care screenings of all staff and individuals which will be documented and kept in a locked space. Screeners will require that all staff and individuals (or representatives) self-report. Staff and individuals will be monitored throughout the day and any changes in status addressed immediately. Staff will be sent home, individuals separated from others and safely transported to their residence with notification to care.

ADDITIONAL SAFETY PLAN MEASURES:

Please use this space to provide additional details about your program's Safety Plan, if appropriate.

Rise Life Services The Main Street Connection - PWW is dedicated to ensure the safety and well being of all individuals and staff.

The Main Street Connection - PWW will begin offering services as indicated on July 27, 2020.

All Day Program Staff and Individuals will be trained on Infection control & Safety COVID-19 training in whatever manner they can understand.

The Main Street Connection PWW will utilize 2 spaces one with extensive outdoor space that will only be utilized only by the day program.

The Main Street Connection will continue to offer supports to all individuals to meet their needs throughout the COVID-19 Pandemic.