



The Arc Wayne Reopening & Workplace Safety Plan

Revised 7/16/2020

Governor Andrew Cuomo and the State of New York have implemented a phased reopening plan to minimize the spread of COVID-19. All businesses and nonprofits, including The Arc Wayne, must adhere to the mandates and guidelines issued by the NYS government. This template lays out the general plan for The Arc Wayne as a whole. Each program and department may need to adjust or alter this plan to fit the unique needs of that program. Please consult the director or supervisor of each department for further information.

Reopening plans during the COVID-19 pandemic may continue to change as government officials monitor regional data. This document will continue to be updated as needed and will be posted on the homepage of the ArcNet for staff to access. The Arc Wayne's reopening task force, composed of staff members from various programs, will continue to update The Arc Wayne's leadership of any changes that need to be made. More information about state and national guidelines can be found at <https://forward.ny.gov> and <https://www.cdc.gov>, respectively.

Density/Social Distancing

Health officials have concluded that densely populated areas are high-risk situations that contribute to the spread of COVID-19. Staff and individuals at The Arc Wayne should continue to limit large gatherings of people in one place where social distancing is not feasible.

- Limit in-person gatherings to only essential meetings, such as emergency meetings regarding an individual's immediate medical needs.
 - The Arc Wayne will ensure social distancing and face mask donning during events of high concentration such as fire drills, transportation, meeting areas, etc.
 - Virtual meetings are encouraged. Please contact Jim Keyes for help accessing virtual tools such as GoTo Meeting, Microsoft Teams, or Skype.
 - When in-person meetings are necessary, all parties should wear masks and stay 6 feet apart if they are able.
- Staff must reserve conference rooms in Microsoft Outlook for any essential, in-person meetings. Staff and receptionists need to communicate so that people coming in for in-person meetings do not congregate in waiting rooms. Please seat meeting attendees immediately upon arrival.
- The Arc Wayne will limit shared office space to the extent possible. Supervisors need to assess office space and make appropriate adjustments (stagger shifts with employees in shared office spaces, post working schedule for other staff to see, etc.)
- We will continue to limit the number of staff working inside Arc Wayne facilities based on NYS guidelines.
 - The Arc Wayne continues to support remote work assignments and supervisors will continue to assess remote status based on program need.

- The Arc Wayne will continue to assess visitor status according to applicable guidelines including NYS and OPWDD.
- Tape or other markings will be placed 6 feet apart, as necessary, in commonly used areas of Arc Wayne to remind people of social distancing.
 - Programs/departments with specific needs will create their own plan to accomplish this. Maintenance Staff will be available to assist with placing markers/tape.
- All employees need to maintain 6 feet of distance whenever possible. Do not congregate in high-traffic or frequently visited areas (copier, bathrooms, kitchen areas, etc.). Please wait 6 feet apart or in another room until the area is open.
 - When using shared bathrooms, staff should be prepared to don a mask if more than one person is using that bathroom. Staff shall not congregate in the bathroom while waiting to use the facilities.
- Use of all building elevators should be limited to 1 employee at a time.
- Agency vehicles when used for essential business travel should not be occupied by more than 2 employees at a time, and both must wear acceptable face coverings. All non-essential business travel has been canceled until further notice.
 - The Arc Wayne will meet all federal and state guidelines related to transportation as more programs and services reopen.
- In areas where social distancing cannot be maintained, such as RCC classrooms, clinic spaces, IRA's, etc., sanitation efforts and wearing face masks are of utmost importance.
- Staff will work with businesses to determine safe delivery practices by setting up designated delivery areas and utilizing contactless payment/signing whenever possible.

Sanitation

Properly sanitizing surfaces and gathering areas is going to be a major component of reopening The Arc Wayne safely. All staff are encouraged to take sanitation very seriously and help in the efforts of keeping surfaces, objects, and spaces clean.

- The Arc Wayne's janitorial team has developed cleaning schedules/checklists that follow applicable guidelines and regulations in specified buildings. There will be documentation of cleaning completed including what was cleaned and when it was cleaned.
 - The Arc Wayne's janitorial team will sanitize all common areas and bathrooms, excluding technology.
- Staff need to sanitize their own work space at the end of each day, as well as any time another person uses that space (for example, in between meetings with individuals or families).
 - For shared work spaces, staff should sanitize the space they used before and after they utilize that area.
- Common areas and communal objects such as kitchens, coffee makers, copiers, staplers, waiting rooms, conference rooms, etc. will have hand sanitizer near them. Staff must sanitize their hands before using these objects or entering these rooms.

Staff must sanitize tables or other objects used by outside visitors during meetings after the meeting has ended.

- Disinfectant will be available to sanitize objects as needed.
- Hand sanitizer stations will be set up around all of the buildings. Please use hand sanitizer when hand washing is not accessible.
- Staff and individuals are encouraged to wash their hands frequently and after using frequently-touched items.
 - Follow CDC hand-washing recommendations by using warm water and soap for at least 20 seconds.
- The Arc Wayne installed plastic shields in required areas throughout the agency, including food service sites.

Masks and PPE

COVID-19 spreads mainly through airborne water droplets that carry the virus from one person to another. To minimize the spread of germs and stay compliant with government mandates, The Arc Wayne is requiring masks to be worn in all Arc Wayne buildings.

- Staff are required to wear a mask at all times when proper social distancing cannot be maintained.
 - For example, an employee will not need to wear a mask if he or she is in a personal, non-shared office space, but a mask is required if that staff member is walking the hallway to another location where he or she could potentially pass another person.
 - Anyone providing direct care services should always wear a mask.
- The Arc Wayne will provide masks to all staff and individuals at no cost. Please contact Kim Hansen, Nursing Administrator, if you need a mask.
- Cloth masks are acceptable for most scenarios. If cloth masks are worn, they should be properly washed after each shift or if they are soiled.
- If an individual contracts COVID-19, staff members providing direct care may need to use higher quality surgical and N-95 masks, as well as proper face shields and gowns as directed by Public Health.
 - Kim Hansen will supply any medical-grade equipment that is needed if someone becomes COVID-19 positive. The Arc Wayne has the necessary supplies to protect staff and other individuals.
- If a visitor or employee refuses to wear a mask, he or she will be asked to leave the building.

Health Screenings

- The Arc Wayne requires Wellness Screenings of all Staff and Visitors reporting to Arc facilities. Screenings are monitored by Supervisors and the Arc Wayne Nursing Supervisor/Designee. Reviews of screening responses are documented accordingly.
- Visitors or customers whose intent is to simply make a delivery, purchase food, or drop off/pick up of person served, etc. will not require a health screening. However, they must wear a face mask if social distancing cannot be maintained.

- Any visitor who responds positively to any of the assessment questions must immediately leave the Arc Wayne Facility. Any employee who responds positively, must contact Arc Nursing Administrator/designee for further instruction before reporting to work.

Tracing, Tracking & Reporting Cases

The Arc Wayne is willing and able to assist all public health officials in tracing, tracking and reporting cases of COVID-19 within The Arc Wayne while still protecting private health information.

- The Arc Wayne's HR department is tracking which staff members are working remotely, coming into an office, or working at another site. Please continue to communicate with your supervisor and HR if your workplace situation changes.
- If an individual supported by The Arc Wayne shows symptoms or tests positive for COVID-19, please contact Kim Hansen immediately to discuss next steps.
- The Arc Wayne encourages employees to fully cooperate with contact tracers working to stop the spread of COVID-19.
- If an employee is placed under mandatory quarantine or isolation by NYS or the department of public health, specific COVID-19 benefit time is available. Contact HR for more details.

Designated Cluster Mitigation

New York State and the Office for People with Developmental Disabilities (OPWDD) released guidance regarding hot spot areas. This is a summary of the information given by OPWDD:

The Governor and the NYS Department of Health (DOH) have begun to identify geographic areas with higher than average rates of COVID-19 transmission, referred to as “hot spots,” “clusters,” and “micro clusters.” The risk of transmission is characterized by three colors (red, orange and yellow) and the higher the number of cases, the more restrictions will be imposed in that area by NYS.

Programs and facilities certified or operated by OPWDD, located within a cluster area, will immediately be subject to the following restrictions. These restrictions are required in addition to all other applicable OPWDD COVID-19 guidance.

1. **Provider Notification** - Upon designation by the Governor of a geographic COVID-19 cluster, or upon the change of any such designation, OPWDD will notify providers (including The Arc Wayne) operating programs within the designated area to ensure that the provider is aware of the high rate designation and is taking all appropriate precautions.
2. **Enhanced Testing** - All providers offering services within a designated area of concern will be required to refer staff and individuals served for COVID-19 testing on a weekly basis and to strongly encourage/facilitate such testing. All positive testing results are required to be reported to OPWDD using the Incident Report and Management Application (IRMA).
3. **Program Suspension/Reduction** - In those geographic areas with the highest rate of transmission (designated as a “red” or “orange” geographic cluster), site-based day services will be temporarily suspended. Community-based group services in those same geographic regions will be temporarily reduced in capacity. Capacity reductions include individuals receiving services and staff needed to operate such programs. Restrictions will continue, consistent with the NYS DOH closure restrictions for businesses, until the red or orange designation from the geographic area is modified. Programs contained within the yellow designated areas may continue to operate but weekly testing is highly encouraged. In cases where an individual resides in a certified residential program and attends certified day services, the residential provider should be responsible for referring the individual for testing in order to avoid duplicative testing. The scope of enhanced testing and program suspensions/reduction is summarized in the following tables:

Type of Activity	RED	ORANGE	YELLOW
<u>Certified Site-Based Day Services</u> (day habilitation, site-based prevocational services, site-based respite, pathway to employment)	SUSPENDED	SUSPENDED	OPEN -In compliance with OPWDD's Interim Guidance for Day Services Reopening and the Day Program Reopening Safety Plans -Weekly Testing Recommended
<u>Group Non-Site-Based Services</u> (day habilitation without walls, community based prevocational services, non-site-based respite, community habilitation-group, supported employment-group)	SUSPENDED	OPEN -10 Person capacity (inclusive of individuals and staff) -Weekly Testing Recommended	OPEN -In compliance with OPWDD's Interim Guidance for Day Services Reopening and the Day Program Reopening Safety Plans -Weekly Testing Recommended

<u>Non-Group Non-Site-Based Services</u> (services provided to 1-3 individuals: community habilitation, respite, employment training, SEMP, community based prevocational services)	OPEN -2 Person capacity (inclusive of individuals and staff) -Weekly Testing Recommended	OPEN -4 Person capacity (inclusive of individuals and staff) -Weekly Testing Recommended	OPEN Weekly Testing Recommended
<u>Residential</u> (certified residences, free standing respite, day services and community habilitation being temporarily delivered in a certified residence)	OPEN -visitation suspended -Weekly Testing Recommended	OPEN -visitation based on COVID status of home -Weekly Testing Recommended	OPEN Weekly Testing Recommended

4. **Visitation Suspension** - Visitation to OPWDD certified residential facilities within the designated geographic clusters will be suspended in accordance with the DOH health advisory, [All Residential Congregate Facilities](#), issued on October 23, 2020.

New York State has also issued guidance related to schools. The full document can be found [here](#). The protocols outlined for schools in yellow, orange and red zones will be followed for Roosevelt Children's Center in the event that the preschool falls in one of those zones.

Under the authority of Executive Order 202.68, schools in red and orange zones must close in-person instruction for at least two weeks. On October 30, 2020, Governor Cuomo announced strict health guidelines for schools to reopen in red and orange cluster zones during this time in order to help keep schools in focus areas safely open to in-person instruction. The guidelines require mass testing in schools before they reopen followed by intensive symptom and exposure screening conducted daily, as well as surveillance testing of 25% of the in-person student and faculty/staff weekly.

For a School Seeking to Re-Open In-Person Classes in a Geographic Area Designated as a Red or Orange Zone

The school must remain closed for at least 4 calendar days after the zone designation is announced. The school may re-open as early as the fifth day after the zone is designated as long as protocols are met. Importantly, the affected school must ensure that no staff, faculty, or student is permitted to attend in-person instruction on campus without first receiving a negative COVID-19 test result taken after the closure of the school. Testing must be completed in accordance with lab requirements.

In order to reopen, schools in red and orange zones must also complete an attestation on the school survey, in addition to required dashboard reporting, that the in-person school population has been tested for COVID-19 and only individuals with a negative result are being permitted to return to school. A line list, that must include names, addresses, date of birth, result of lab test, lab performing test, ordering physician, and test date of all students, faculty, and staff returning to campus for in-person learning must be submitted with the attestation via the school survey.

If, after these above steps, and students and faculty/staff who have tested positive for COVID-19 or close contacts of positive cases are appropriately excluded from school grounds, or those who have not been tested, the school may reopen for in-person instruction. At all times while in a geographic area designated as a red or

orange zone schools must provide students not yet authorized to return to school with remote instruction options.

After Reopening In-Person Classes in a School in Geographic Area Still Designated as a Red or Orange Zone

All students, faculty, and staff must have a negative COVID-19 test result at attend schools in-person. Test results must be no more than 7 days after the date of specimen collection on the day in-person learning reopens; and the date of specimen collection must be after the date the zone was established.

Once the school reopens, intensive symptom and exposure screening must be conducted daily and 25% of the in-person learning school community (inclusive of both students and faculty/staff) must be tested for COVID-19 weekly, starting 7 calendar days after reopening. Once each week, any school in the red and orange zone that have reopened must attest that they have tested 25% of the in-person school population and provide required information.

Each week the 25% of the school population tested must be composed of unique individuals who have not previously been tested for the surveillance screening, as part of the weekly 25% testing. If the school continues to be inside a red or orange zone for more than 5 weeks, upon the fifth week of weekly testing the individuals who composed the 25% the first week of testing should be tested again. If the 25% random sampling generates 9 or more positive cases, or if for a sample size of more than 300 weekly tests, achieves a positivity rate of 3% of one such discrete sample, then the school will be required to close. All reopened schools are also required to continue to adhere to all existing requirements including completion of the daily school survey.

Mask wearing, in accordance with either Department of Health Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools, or any local department of health order regarding face coverings, must be adhered to.

If at any point the zone in which the school is located in becomes a yellow zone, then the yellow zone weekly testing requirement of 20% of the in-person population applies immediately, and such school shall only be required to do 20% for that week.

Members of the school community who test positive for COVID-19 must isolate, according to established guidance. Contact tracing must be performed to ensure that contacts to newly identified positive individuals are quarantined, according to established guidance.

The testing requirement will apply to pre-k classes taking place on a school site. If there is an OCFS-licensed/registered group child care program operating at such site it may continue to operate while the school is closed, and upon reopening of the school it is not subject to testing solely due to its location, however, school-aged children in the program may otherwise subject such program to testing. In accordance with Executive Order 202.68 and OCFS guidance, legally exempt group programs operating in a school must remain closed until the school has reopened pursuant to this guidance.

Students who are participating in hybrid learning or in all virtual learning, and who are attending an OCFS-licensed/registered or enrolled legally exempt group child program during school hours, are subject to the testing requirements and must be included in the school's random testing protocols.

Training

The Arc Wayne will provide ongoing COVID-related training and guidance to employees, Individuals, and families.

- Training of employees, especially supervisors and managers, will be critical to ensure consistent compliance with and enforcement of infectious disease control and related policies/guidelines/safety plans.
- Employees returning to work must receive training prior to or when first reporting to their designated work site. Training will include information on new or revised policies/guidelines/safety plans, including employee leave policies, sanitization and hygiene protocols, screening/temperature checks, PPE requirements, and traveling.
 - Participation in required trainings will be documented accordingly.

Communication

The Arc Wayne will communicate regularly with employees, visitors, customers, Individuals, and families, providing up-to-date education and information related to COVID-19.

- The Arc Wayne will utilize various methods of communication depending on the urgency and intended audience. Communication may include weekly email updates, letters, phone calls, website/ArcNet posts, and signage.
 - Anyone can sign up for updates at www.arcwayne.org/coronavirus.
- Signs will be placed throughout Arc Wayne buildings reminding people to stay 6 feet apart and how to help stop the spread of germs. All flyers and posters are developed using CDC and NYS guidelines. Staff are not permitted to remove these signs from any location.
 - Visual and plain-language signs will also be developed for individuals supported by The Arc Wayne, as well as children at RCC.

Staff Notes

While we rebuild and reimagine how we support individuals in our community, certain practices that were once considered “normal,” may be altered to keep everyone as safe as possible.

- Staff who have concerns regarding child care, health, returning from furlough, benefits, or other work-related circumstances, are encouraged to contact HR.
- Everyone is going to have a different comfort level as NYS begins to reopen. Please show coworkers, individuals, families and visitors the utmost respect. We will get through this when we stand together.
- If you or someone we support would like to sign up for weekly emails regarding The Arc Wayne’s reopening process, please visit www.arcwayne.org/coronavirus. This is completely optional, but we hope it helps to communicate what’s going on around the agency more effectively.
- Employees may be required to complete additional training as state mandates change.
- If you are concerned about something you see (groups of people not wearing masks, staff members not sanitizing work stations properly, etc.), please contact your supervisor.