

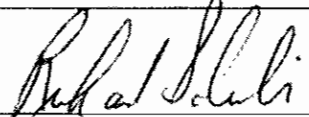
Attestation of Certified Day Program Operations in Accordance with OPWDD Interim Reopening of Day Services Guidance

Agency Legal Name	Lifestyles for the Disabled, Inc.		
Agency Address	930 Willowbrook Road, Bldg. 12G, Staten Island, New York 10314		
Day Program Type	<input type="checkbox"/> Certified Site <input type="checkbox"/> Community, without Walls	<input type="checkbox"/> Day Habilitation <input type="checkbox"/> Day Treatment <input type="checkbox"/> Sheltered Workshop	<input checked="" type="checkbox"/> Prevocational <input type="checkbox"/> Respite
Operating Certificate Number	88710 - 200		
Site Address (certified sites only)			
Certified Capacity (certified sites only)			
Primary Contact Name	Richard Salinardi, Executive Director		
Primary Contact Email and phone	917-921-9240 rsalinardi@lfdsi.org		

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.

	09/14/2020
Signature of Agency CEO	Date
Richard Salinardi	
Printed Name of Agency CEO	

COVID-19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	Lifestyles for the Disabled, Inc.	
Agency Address	930 Willowbrook Road, Bldg. 12G, Staten Island, NY 10314	
Day Program Type	<input type="checkbox"/> Certified Site <input type="checkbox"/> Community, without Walls	<input type="checkbox"/> Day Habilitation <input checked="" type="checkbox"/> Prevocational <input type="checkbox"/> Day Treatment <input type="checkbox"/> Respite <input type="checkbox"/> Sheltered Workshop
Operating Certificate Number	88710 - 200	
Site Address (certified sites only)		
Certified Capacity (certified sites only)		
Primary Contact Name	Sherry L. Salinardi, Chief Operating Officer	
Primary Contact Email and phone	917-664-9776 sherry.salinardi@lfdsi.org	

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:

Each site will have the appropriate signage at the entrance of every site. This will include the DOH No Visitors Allowed sign, as well as the DOH sign on how to stop the spread of COVID-19. These signs will also be strategically placed throughout each program area as a reminder. As staff are scheduled to return, they will be in serviced on the No Visitors' policy. In addition as each group is phased back into in-person services, there will be a family/caregiver Zoom meeting to advise them of the No Visitor policy. The Safety Officer will regularly conduct walk throughs to ensure that the signs remain posted, as will the Director of Facilities, and the Director QI. All essential visitors will comply with the agency's established entrance protocols, as described below utilizing the guidelines set by OPWDD, CDC, and OSHA. At each pre-vocational location throughout our community, staff will be alert to that sites signage and will abide by any and all site based policies.

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:

Upon entry into a site, staff, individuals, and essential visitors, will have to answer a health questionnaire, as well as pass a temperature check. Anyone answering yes to a question on the health check, or if their temperature is above 100° F, will not be allowed entrance into any agency site. For individuals utilizing agency transportation, the health questionnaire and temperature check will be administered prior to entering the agency vehicle. Individuals with a positive response to any question on the health questionnaire or with a temperature above 100° F will be denied entry to the program vehicle. Individuals denied entry under these circumstances, will be required to get medical clearance from their HCP, and will not be allowed to return if a temp over 100 was noted, until they have been fever free, without fever reducing medications for 24 hours. The same standard will apply to staff, and they will work with HR to return. Any staff or individual testing positive for COVID-19, in addition to medical clearance will be required to quarantine at home for 14 days prior to returning. All program staff with relevant symptoms or with a temperature greater than or equal to 100.0 F will immediately be sent home and will be directed to contact their medical care provider and local health department for further direction, which may include quarantine and/or testing. Staff who are directed by their local health department to quarantine, pending test results, must notify their supervisor. All staff who have worked in close proximity with the presumed infected staff member, in addition to all individuals participating in the classroom setting, should contact the LDH to determine if they should also be tested and/or quarantined.

Any individual becoming ill during the course of the day will be escorted to the isolation room, where the RN will complete a health assessment and contact the parent/caregiver to have the individual picked up as soon as possible. If an individual becomes ill while at a community based pre-voc site, staff will contact the nurse immediately, separate them from any other individual that may be around, and ensure that the individual is picked up by their caregiver as soon as possible.

The health questionnaires for staff, and any essential visitors will reviewed by the RN and maintained. The health questionnaires for individuals will also be reviewed by the RN, and then entered into their health log. All positive cases of COVID-19 of either staff or individuals will be reported to IMU as required, and the Local Health Department. Contact tracing procedures will

be followed as directed by the LDH, or if designated back to the agency in accordance with OPWDD requirements.

All staff, and essential visitors will be required to wear face masks at all times while in the facility. Individuals will be required to wear face masks, and if not tolerated, staff will work to increase their tolerance unless medically contraindicated.

Entrances and exits will be designated for each cohort/group of cohorts. This will allow staff to ensure that everyone is appropriately screened upon entry and will also serve to reduce unnecessary social contact. In the event of an emergency, the nearest exits will be used.

Upon entry to the facility, all staff, individuals, and essential visitors, will be required to apply hand sanitizer. They will then be directed to the nearest bathroom to complete hand washing using soap and running water for 20 seconds. They will dry their hands thoroughly, use the paper towel to turn off the water, and dispose of it in the waste basket. Individuals will be supervised to ensure proper hand hygiene.

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).

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:

The agency has set up indoor gathering spaces, like classrooms, and will ensure that at no time will capacity exceed more than 15 individuals. For most classroom spaces, capacity will not exceed 10 individuals as these program areas have had their capacity decreased so that 6 feet of distance is available between seats.

Any shared spaces (i.e. stairwells, entrance areas) will be cleaned between each cohort/group of cohorts. All common surfaces and high traffic surfaces will be cleaned and disinfected before the next group arrives. Access to shared spaces will be staggered to ensure social distancing and cleaning time. The facility has been subdivided so that cohorts/groups of cohorts are restricted to a limited area throughout the day to limited unnecessary social contact with other cohorts. When groups must move within the site, staff will be encouraged at all times to check hallways, and stairwells, to ensure that groups do not pass each other, whenever possible.

Staffing levels will be based upon the needs of the individuals. Whenever it is possible, staffing levels will be reduced to the lowest possible level while still maintaining appropriate supervision. Staff will remain as constant as possible, with allowances being made for staff breaks, lunch and use of paid time off.

All lunches will come to program in single use, disposal bags. Lunches will be requested to be prepared at home to limit food handling and should require the minimal amount of prep possible. Staff are also requested to brown bag lunch to limit the amount of outside food being brought into the facility. There will be no shared food items on site. Only single use items that can be disposed of after use will be allowed. There will be no sharing of food items allowed. The soda machines, and water coolers have been disconnected, and all are encouraged to bring in drinks that are single use and disposable. No reusable items will be allowed, unless the individual requires specialized adaptive eating equipment. Microwaves and refrigerators have been removed from classrooms and will not be available for use at this time. The agency will provide single use water bottles as needed. Lunches will be consumed in the individual classroom spaces. The gymnasium/cafeteria common space will not be utilized.

At each pre-vocational location throughout our community, staff will be alert to that sites signage and will abide by any and all site based policies.

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:

To ensure that the individuals are engaged in meaningful activities while safeguarding their health and safety, the agency will ensure that individuals are spaced with 36 sq. feet of space separating them from other individuals at all times.

Any equipment which must be utilized at community sites (rakes, brooms) will be assigned to individual users and sanitized after each use.

The individuals will engage in developing their personal ADL skills as it relates to masks, hand washing, and social distancing. They will have opportunities to socialize with their peers and practice their communication skills, while maintaining social distancing. Individuals will remain in cohorts throughout the day, which will assist in preventing the spread of COVID-19. Staff will also remain with their group of individuals for the duration of the program day. Changes will only be made in staffing patterns, to accommodate staff absences. Individuals will be given the opportunity to participate in community inclusion with their cohort, using vans that have been sanitized.

At each pre-vocational location throughout our community, staff will be alert to that sites signage and will abide by any and all site based policies. Supplies used at community sites will be single user only

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.

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

The agency will ensure that proper social distancing is maintained. All staff, individuals, and essential visitors, will be required to maintain at least 6 feet of space apart from each other, unless the needs of an individual dictate closer contact. Signage will be visible as a reminder of this throughout the facility. Staff will assist individuals in maintaining social distancing, by providing them with the prompting and skills building they require.

There will be no waiting rooms. Small confined areas such as kitchens and bathrooms, will have reduced capacities, so that social distancing can be maintained. Bathrooms will be single occupancy use only, with staff providing the oversight to ensure compliance, and proper hand hygiene. The kitchen areas have been reduced to 50%.

The agency has no designated break areas at this time. Staff breaks will be encouraged to be outside, weather permitting, with no more than 4 people at any given time in the same area, providing they remain 6 feet apart at all times.

Personal contact with persons in the building will be restricted to only those necessary for the service provision to the individuals. Individuals will be assisted through prompting, skills building, and modeling to limit their personal contact interactions with others while at program.

Common spaces in each facility will have signage indicating the need to maintain social distancing. Program areas have been set up to ensure that proper social distancing is maintained, and the group sizes have been made smaller to make this process easier.

Individuals and staff will remain together from arrival to dismissal, and other staff will only be added to the group as needed to maintain a safe staffing ratio during breaks, lunch time, and in the event that staff must leave for the day due to becoming ill. The facility has been subdivided so that cohorts/groups of cohorts are restricted to a limited area throughout the day to limited unnecessary social contact with other cohorts.

At each pre-vocational location throughout our community, staff will be alert to that sites signage and will abide by any and all site based policies.

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

- 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 staff will be required to wear face masks at all times when working with individuals. The RN has in serviced staff on the appropriate types of face masks, how to don, doff, and secure their face mask. The agency is supplying all staff with both cloth and medical face masks, and they have been trained on how to wear and dispose of them. Individuals will be supplied masks as needed, and will be encouraged to wear them at all times. Any individual having issues with wearing a face mask, will be provided with training to increase their tolerance, unless it is medically contraindicated. Essential visitors will also be required to wear a mask while in the facility, and will also be provided one if they do not have one. The agency has a stock of PPE, including masks, gloves, gowns, and face shields. Staff will be provided with such PPE as required. All have received training on donning and doffing all PPE, as well as how to maintain and/or dispose of when not in use, and how to clean any reusable PPE.

All staff and individuals will be given the opportunity to take face mask breaks, providing that social distancing is maintained. Whenever possible these breaks will be encouraged to be outside with 6 feet of space between themselves and any other person. Face mask signs will be up to help remind folks to keep them on, as will social distance signs. The Safety Officer and the RN will walk through the site on a regular basis to ensure that all staff are following the PPE rules, to ensure on-going compliance.

At each pre-vocational location throughout our community, staff will be alert to that sites signage and will abide by any and all site based policies.

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.

Brown bagging is the key, as this will assist in limiting the transmission of COVID-19, by cutting back on storage. Any item traveling back and forth with an individual that is not a single use, disposable item, will be cleaned prior to it being returned home.

All high traffic surfaces will be cleaned at regular intervals, but especially before and after meals/snacks, after returning from the restroom, and in between the use of shared spaces or items. At each pre-vocational location throughout our community, staff will be alerted to site specific policies and procedures and will abide accordingly.

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:

To ensure the safety of all persons while traveling in an agency vehicle, all of the above procedures have been implemented. Vans will be cleaned each evening, more if needed due to illness or accidents, with a fogger machine and EPA approved cleaners. The vans will never exceed 50% of its normal capacity. For example, 15 passenger vans will have at maximum 5 individuals, and 2 staff at any one time. Whenever possible, the individuals who will also be cohorted throughout the day, will use the same van for arrival and dismissal, as well as any community inclusion activities they may engage in. Van seats, handles, and doors knobs will be wiped down as needed throughout the day, but especially if a different cohort wishes to use the van. The van will travel with the windows open to allow ventilation, as well as AC or heat on high as weather necessitates. All riders in the van MUST wear masks at all times while traveling. Individuals experiencing difficulties with mask compliance, will not be transported with any other individuals. Vans have only one entrance and exit. While seated on the vans those living together will be seated together, while the others on the van will be as far apart as space allows. Individuals will not be seated by the driver. The matron will travel up front, but if the needs of the individuals require closer supervision, they will be seated next to the individual.

- 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:

To ensure proper hand hygiene, the agency will be providing hand sanitizer stations throughout the site, and all will have access to soap and running water. Hand washing signs will be posted as a reminder. Staff at community locations will carry hand sanitizer. Staff have been trained on all of the above requirements, and they will assist the individuals to maintain their hand hygiene, by providing direct oversight and guidance. In addition, each day, the individuals will engage in skills building at their level to increase their hand washing skills. Hand washing will be done at all naturally occurring times, including but not limited to; upon arrival at work/program, before handling meds, before and after assisting individuals any ADLs, before, during, and after any food handling, after using the restroom, after coughing, sneezing, or smoking, before and after using gloves, after touching garbage, handling or feeding animals, before leaving for the day, and any time a shared item may have been used.

The agency will be limiting what personal items can be brought into the facility. Lunches should be brought in, in disposal single use bags, no backpacks will be allowed, clothing changes will be brought in in Ziploc bags, personal reusable water bottles will not be allowed (the agency will supply single use water bottles for drinking.) Lunches will be prepared at home to limit food handling at program, but staff will ensure proper food consistencies. Plastic utensils will be available, so that they can be disposed of after meals, limiting the transportation of items back and forth. Individuals with adaptive dining equipment, will have it washed, and returned in a sealed Ziploc bag for proper sanitization at home.

All individuals traveling in the van will be assigned to the same cohort, and will spend the day together from pick up to drop off as a means of limiting transmission of COVID-19. The vans will have a cleaning log, and the Transportation Department will maintain these. The Safety Officer will review them regularly to ensure proper documentation.

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:

Lifestyles will report all positive cases of COVID-19, both staff and individuals to both IMU and the LDH. The agency will follow the direction of the LHD in contact tracing, and provide them with the visitors log as required. The visitors log will include the names of all visitors and a contact number. Staff logs will be maintained electronically and HR will produce those logs as required. If directed by the LHD to complete the contact tracing, the agency will follow the guidelines set forth by OPWDD, and that will be completed by the Director of Incident Management in conjunction with HR. Individuals will have their attendance taken daily and logs will also be maintained and made available as needed. The agency will ensure that it maintains the privacy of all involved, while making the notifications to all persons who entered the facility in the 48 hour period prior to the positive COVID-19 case. All will notified that they may have been in contact with a person who tested positive for COVID-19, and that they should seek the advice of their medical provider, LHD, and to get tested as appropriate.

ADDITIONAL SAFETY PLAN MEASURES:

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

The Director of Employment Services has been designated as the Safety Officer to ensure compliance with all elements of this safety plan. The individuals and staff in pre-vocational services will comply with all protocols and procedures in place at the community based pre-vocational locations. Where ever Lifestyles' protocols are more stringent than the pre-vocational location, Lifestyles protocols will be enforced.