

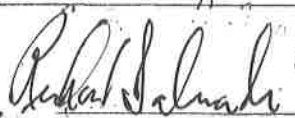
Attestation of Certified Day Program Operations in Accordance with OPWDD Interim Reopening of Day Services Guidance

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 Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <i>Supplemental</i> <input type="checkbox"/> Day Treatment <input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> Prevocational <input type="checkbox"/> Respite
Operating Certificate Number	88710		
Site Address (certified sites only)			
Certified Capacity (certified sites only)			
Primary Contact Name	Richard Salinardi, CEO		
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.

 Signature of Agency CEO	11/13/20 Date
Richard Salinardi Printed Name of Agency CEO	

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 Rd.	
Day Program Type	<input type="checkbox"/> Certified Site <input type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <i>Supplemental</i> <input type="checkbox"/> Day Treatment <input type="checkbox"/> Sheltered Workshop <input type="checkbox"/> Prevocational <input type="checkbox"/> Respite
Anticipated Reopening Date	11/14/2020	
Operating Certificate Number		
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 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:

At entrances to the program site have signs posted, alerting non-essential visitors that entry into the facility is not permitted. Face mask, hand hygiene, and social distancing signs are posted throughout the program areas. If an essential visitor must enter the building, they will be temp check, answer a health questionnaire and sign in the visitor log with their contact info.

Only Lifestyles staff providing services to the individuals being supported will be allowed into the building while the program is running.

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:

As will all agency programs staff and individuals will have their temps taken and answer the health questionnaire. If the temp is above 100, or if they answer yes to a health question, they will not be permitted to enter the building. Staff will be referred to HR, and the individuals will return home with the person dropping them off. In addition, they will be requested to complete a COVID test, and will not be allowed to return without clearance from their HCP. Staff will contact the nurse for all individual health issues, and the program supervisor collect the health questionnaires and deliver them to the RN each Monday. If someone becomes ill during the day, they will go into the isolation room until picked up. Anyone with a fever will remain out for a minimum of 3 days and must have HCP.

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:

As with every program social distancing is always maintained, at a distance of 6 feet per person. Supplemental day hab is a small cohort, and transportation is not provided. Each group will have a max of 5 individuals, and 2 staff in a program areas. Staff will not float between groups. The only time staff will change is if there is a coverage need, but that will cover the whole day. The day is only 4 hours, so no formal breaks will occur, but staff can go outside if a quick break is needed, and this will be done one person at a time. Floor markers are in place to signal 6 feet of spacing. Bathroom are single use only.

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:

Supplemental day hab works in small groups, with only 5 individuals, and 2 staff in any one program space at a time. Brown bag lunches will be brought from home, with those lunches being cold. No microwaves will be available for use. There are only 2 groups in the program and will occupy separate space to limit transmission and co-mingling, the groups will not share any common space. Staff will stay with their group for the duration of the program. The program will run from 11-3 each Sat and Sun. Staff will break only 1 person at a time.

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:

Supplemental day hab is recreational in scope. The program will provide 4 hours of services each Sat and Sun. The program is geared towards arts and crafts, which will be individually supplies, and stored in discreet boxes for each individual. Bingo cards will individually stored, and have been laminated for easy clean up. Physical activities such as dancing, and exercise, will only be done outside with a minimum of 6 feet between each person. Movies will be shown, and everyone will sit 6 feet apart. Masks are to be worn at all times. Community based activities will be done with all social distancing and mask requirements being maintained at all times. No shared equipment will be used, and all activity supplies will be cleaned each day.

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 staff and individuals, and an essential visitors, must wear masks at all times when indoors. Mask breaks will occur outdoors, or if weather prohibits outdoor breaks, people will be moved to area where they are more than 6 feet away from others. PPE is readily available for both individuals and staff, and supplies can be replenished by contacting the RN assigned to the group. If an individual has difficulty wearing a mask, staff will work with them to increase their tolerance, but will strictly enforce the minimum of 6 feet of spacing for those who are struggling with compliance. Hand sanitizer is readily available, as is access to soap and water. Gloves, shields, and gowns are also available should respiratory risks be present. Vans have PPE kits and cleaning for when out in the community.

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:

Hand sanitizer is always available, as is soap and water. Everyone will wash upon entry, before eating, after toileting, after touching the face, or if they cough or sneeze. Staff will disinfect surfaces regularly, and will document that in the cleaning log. All PPE will be disposed of in trash cans. Staff have received training in how to properly dispose of PPE. Heavily touched surfaces will be cleaned regularly, and if an item is shared it will be

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 traveling to and from the same day program be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation at this time; individuals transported together are encouraged to be cohorted for purposes for day programming also, in order to reduce further intermingling;**
- **Reduce capacity on buses, vans, and other vehicles transporting individuals from multiple residences to 50% of total capacity;**
- **Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction;**
- As possible, stagger arrival and departure times to reduce entry and exit density.
- **To the extent possible, restrict close contact of individuals and staff from different households 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. Social distancing must be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals should be transported alone or with members of the same household. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.**
- 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:

Individuals will be dropped and picked up by their families. If the group uses a van to access the community, the van will be sanitized prior to and after use. and no more than 5 individuals and 2 staff are permitted on any van at one time. All staff and individuals must wear masks for the entire duration of the trip, and those who cannot comply will not be transported with other individuals. Van windows must remain open to allow for air to circulate, and allow for as much ventilation as possible. Only those in the same program group, will be allowed to ride on the van together.

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:

The agency follows all contact tracing requirements as established by OPWDD, DOH, and the LHD. All positive cases are entered into IRMA, and anyone who had contact is notified and a COVID test is requested. RN's notify individuals and families, and HR notifies staff. Direct contact with a positive requires a 14 day quarantine, or in the case of staff, a negative test and clearance from HR. The IM Director tracks and reports all positives to OPWDD and the LHD.

ADDITIONAL SAFETY PLAN MEASURES:

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

To ensure proper ventilation in the program area, windows will be kept open to allow air circulation.