



## **HELP ON THE WAY, INC.**

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### **DAY PROGRAM REOPENING PLAN AUGUST 2020**

This plan is based on information available from OPWDD, DOH, CDC, OSHA, and other public officials. HOTW may also amend this plan at any time based on operational needs.

#### **I. PLAN AT-A-GLANCE**

- HOTW will resume daily face-to-face services to program participants in the Day Hab program, while also providing a remote (Telehealth) service option for those who choose to.
- Staff and program participants will be screened for COVID-19 symptoms and possible exposure.
- Staff and program participants will be expected to wear a mask or face coverings and wear it at all time unless medically contraindicated/ not tolerated.
- Groups size has been reduced and permanent assignments have been made to minimized exposure.
- Activities will be promoted in small groups and to the extent possible in open space where social distancing could be maintained.
- Bus/ Vehicle capacity has been reduced to 50%.
- Vehicles occupants must wear a mask and seat on designated seat where social distancing could be maintained.
- Vehicle will be disinfected after each route/ used.
- Staff and program participants will be provided with mask/ PPEs.
- Program/ Hub and vehicle will be thoroughly disinfected on a daily basis.
- A contact tracing plan has been developed to inform anyone exposed to COVID-19.

#### **II. GUIDELINES FOR STAFF**

- Staff will be screened for COVID-19 symptoms and possible exposure on a daily basis.
- Wash your hands frequently and avoid touching your face. Provide opportunities for program participants to wash their hands as frequent as possible.
- Wear a mask or face covering at all time.



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- Be mindful of your own, participants' and co-workers' health and safety concerns.
- Communicate with your immediate supervisor if you are unable to perform your essential functions in person. To determine if your particular condition warrants special accommodation.
- Communicate with your supervisor if an individual is exhibiting COVID-19 related symptoms.
- Assist drivers with the cleaning/ disinfecting of the vehicles.

### **III. GUIDELINES FOR PROGRAM PARTICIPANTS**

- Program participants will be screened for COVID-19 symptoms and possible exposure on a daily basis.
- Wash your hands frequently and avoid touching your face.
- Wear a mask or face covering while on the van, program and in public unless medically contraindicated/ not tolerated.
- Sit in assigned seats in the program and on the bus to promote social distancing and contact tracing.
- Plan on activities as scheduled, adhering to approved social distancing and safety measures.
- Bring a cold lunch or food that do not need preparation.

### **IV. GUIDELINES FOR PARENTS/ FAMILIES**

- Monitor your child each morning for symptoms and do not send them to program if they exhibit any of the following:
  - Fever greater than 100.4 degrees
  - Cough, shortness of breath, or difficulty breathing
  - Chills or muscle aches
  - Sore throat
  - Can't smell/loss of sense of taste
  - If exposed to someone who has tested positive for COVID-19 in the last two weeks
- Reinforce the expectation for frequent hand washing, mask wearing, and social distancing.
- A daily COVID-19 screening will be conducted in the morning or during pick up on a daily basis.



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### V. OPERATIONAL GUIDELINES

- **Signage/ Posters** – Help On The Way has posted signs and posters throughout the program/ hub indicating that non-essential visitors are not allowed in the program. In addition, posters and signs have been posted throughout the program with information related to COVID-19 prevention and containment.
- **Program/ Hub Capacity** – No more than 15 program participants will be allowed in the program/ hub at any given time. Seating arrangements have been created to maintain social distancing.
- **Face Covering** – Face coverings will be required at all time unless medically contraindicated/ not tolerated.
- **Social Distancing** – Social distancing will be enforced unless is not feasible due to medical/ behavioral issues.
- **Transition times and areas** – The program identified high traffic areas and utilize signage and/or floor markings to minimize congestion. No non-essential visitors are allowed in the premise and COVID-19 screening, temperature checking and the wearing of masks or face coverings are required.
- **Activities** – All activities will be Person-Centered in small groups. Program participants and their families will have the option to choose the activities/ places their son/ daughter attend. To the extent possible, activities will be scheduled in open spaces where social distancing can be maintained.
- **Telehealth** – Individuals and families have the option to receive services remotely. If you choose to continue receiving services virtually, please contact the program at (718) 484-7810.
- **Transportation** – Drivers and matrons will wear masks or face coverings at all time. Temperature checking and the wearing of masks or face coverings are required in the vehicle unless medically contraindicated/ not tolerated. Vehicle capacity has been reduced to no more than 50% and seating arrangement to maintain social distancing. Alternative transportation will be provided base on needs. The Drivers will sanitize their vehicle multiple times each day.



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- **Program/ Hubcleaning**– Daily thorough cleaning and sanitizing will occur at the facility by the custodial staff following health and safety guidelines. Hand sanitizer spray bottles and disinfecting wipes have been procured throughout the program.
- **Training** – Staff will be trained on a regular basis on infectious control, safety guidelines and protocols.
- **Personal Protective Equipment (PPE)** – HOTW will provide PPEs (i.e. gloves, masks, face shield, gowns) to staff and program participants as needed.
- **Testing** – Although testing for COVID-19 and/ or Antibodies are not mandatory. HOTW strongly recommend staff and program participants to get tested.

### VI. MONITORING GUIDELINES

- Thermometers have been provided to utilize as part of the program plan.
- Monitor staff and participants symptoms and absenteeism.
- Encourage staff and participants to stay home if they feel sick. Parents should check their son/ daughter for symptoms each day before program. If staff or participants display symptoms of illness at program, they will be sent home.
- If symptoms of COVID-19 are present, follow the protocol and contact the NYS Department of Health, (888) 364-3065 or your primary care physician.
- Participants and employees showing COVID symptoms should not return to program until they have followed all of the criteria established by the local health department and OPWDD.

### VII. EXPOSURE SITUATIONS

- **Program Participant and Employee Exhibiting COVID-19 Symptoms** – If a program participant and/ or employee exhibits COVID-19 symptom, the participant and/ or employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). To the extent practical, participants and employees are required to obtain a doctor's note clearing them to return to program/ work.



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- **Program Participant and Employee who Test Positive for COVID-19 –**  
An employee and/ or program participant who tests positive for COVID-19 will be directed to self-quarantine away from program/ work. Participant/ Employees that test positive and are symptom free may return to work when at least seven (14) days have passed since the date of his or her first positive test, and have not had a subsequent illness. Participant/ Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. HOTW will require participant/ employee to provide documentation clearing his or her return to program/ work.
- **Program Participant and Employee Who Has Close Contact with an Individual Who Has Tested Positive for COVID-19 –** Program Participants and/ or Employees who have come into close contact with an individual who has tested positive for COVID-19 will be directed to self-quarantine for 14 days. Close contact is defined as six (6) feet for a prolonged period of time.

If HOTW learns that a program participant/ employee has tested positive, HOTW will conduct an investigation to determine who may have had close contact with the confirmed positive person in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive person to self-quarantine for 14.

### **VIII. CONFIDENTIALITY/ PRIVACY**

- HOTW is required to report all COVID-19 cases, the confidentiality of all medical conditions will be maintained in accordance with applicable HIPAA law. HOTW will inform any participant/ staff in contact with a person who has tested positive. HOTW will not disclose the name of the person who test positive unless otherwise required.

### **IX. TRAINING GUIDELINE**

- HOTW will continue to communicate safety guidelines and protocols, and provide training and support for employees and participants. Staff will be supported through their supervisor and administration. Program personnel will be available for questions or specific concerns.



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### **X. COMMUNICATION**

- This plan will be distributed and reviewed with all HOTW staff and program participants and necessary training will be provided.
- HOTW will be in ongoing communication with families and program participants to keep them informed about infection control guidance, changes in safety laws and recommendations.
- Administration and supervisors are expected to monitor the implementation of this plan.
- Any updates to this plan will be distributed to families, program participants and staff.

### **XI. GENERAL QUESTIONS**

- Given the fast-developing nature of the COVID-19 outbreak, HOTW may modify this Plan at any time on a case by case basis. If you have any questions concerning this Plan, please contact us at (718) 484-7810 or email us at [teamleaders@hotwny.org](mailto:teamleaders@hotwny.org).