



COVID-19 Safety Plan  
For Certified Day Program Reopening

Agency Legal Name	ANDERSON CENTER SERVICES, INC.
Agency Address	4889 ROUTE 9 PO BOX 367 STAATSBURG, NY 12580
Day Program Type	Certified Site, Group Day Habilitation
Anticipated Reopening Date	April 1, 2021
Operating Certificate Numbers	Horton Way LifeLong Learning Center: 89320651 Saugerties LifeLong Learning Center: 89320650 Violet Avenue LifeLong Learning Center: 89320446 West Road LifeLong Learning Center: 89320454
Site Addresses	Horton Way LifeLong Learning Center 22 Bill Horton Way Wappingers Falls, NY 12590  Saugerties LifeLong Learning Center 3038 Route 9W Saugerties, NY 12477  Violet Avenue LifeLong Learning Center 378 Violet Avenue Poughkeepsie, NY 12601  West Road LifeLong Learning Center 199 West Road Pleasant Valley, NY 12569
Certified Capacity	Horton Way LifeLong Learning Center: 20 Saugerties LifeLong Learning Center: 35 Violet Avenue LifeLong Learning Center: 35 West Road LifeLong Learning Center: 25
Primary Contact Name	Sean Mackey, Director of Adult Services
Primary Contact Email and Phone Number	<a href="mailto:SMackey@andersoncares.org">SMackey@andersoncares.org</a> (845) 889-9152



## Day Habilitation Reopening Safety Plan

### Signage

- All program building entrances will have signs that alert that non-essential visitors are not allowed.
- All program buildings will 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*.
- The Site Supervisors of each Day Habilitation program are responsible for the continuous compliance with all aspects of this site safety plan.

### A. Entrance to Site Based Programs

- a. All staff and individuals, as well as any essential visitors, will be screened daily prior to entry into the day habilitation site.
  - i. All individuals will be screened prior to entry to the Day Hab site. Health screening information will be recorded into <https://covid.acenterforautism.org/>.
  - ii. All staff will be screened prior to entry to any program site. Health screening information will be recorded into <https://covid.acenterforautism.org/>.
  - iii. Essential staff from other locations must record their health information into <https://covid.acenterforautism.org/>. Staff will be asked prior to entry if this has been completed and if the answer is no they will be required to record information prior to entry.
  - iv. A health screening assessment will be conducted by Day Habilitation Instructors and/or Site Supervisors for any visitors. This assessment will ask (1) any COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, (3) close contact with a confirmed or suspected COVID-19 case in the past 14 days and (4) travel from within one of the designated states with significant community spread.

\*Any individual exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. All individuals residing in the same IRA will be required to return to the IRA and must contact their health care provider. The IRA must remain home until all individuals are fever free for 72 hours without the use of fever-reducing medications or until they receive a negative COVID-19 test result. If an individual tests positive the IRA location must remain home for 14 days.

\*Any staff member exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. The staff will be required to return home and are required to contact their health care provider. They must remain home until they are fever free for 72 hours without the use of fever-reducing medications or receive a negative COVID-19 test result. If a staff member tests positive the staff can only return after 10 days of self-isolation and medical clearance from their PCP.

\*If an individual staff member or individual tests positive for COVID-19 this must be reported to VPCR and/or OPWDD and the local Health Department per NY State protocols.

- b. If symptoms begin while at the day program, the individual and all individuals residing in the same IRA or staff must be sent home as soon as possible. An alternative program room will be utilized for symptomatic individuals until they are able to return to the IRAs.
  - c. Entrance into sites will be restricted to essential staff. Signage will be posted on entrances alerting non-essential visitors are not allowed.
  - d. The Site Supervisors of each Day Habilitation program are responsible for the continuous compliance with all aspects of this site safety plan.
- B. Social Distancing Measures
- a. All staff will wear an appropriate face mask or covering at all times at work.
  - b. Staff on breaks will use an assigned outdoor location that is at least 60 feet from the building. Only one staff will be allowed at the break location at a time.
  - c. Use of signage and floor markers denoting spaces of six feet throughout program areas and hallways is in place to serve as visual reminders.
  - d. Individuals receiving services will be encouraged to wear face masks or coverings throughout the day when social distancing cannot be achieved. Staff will support the usage of the masks throughout the program day to aide in desensitizing the individual to the masks. If an individual in the program will not tolerate wearing face masks they will be encouraged to maintain social distancing.
  - e. Any Day Hab community activity will be evaluated by the Day Hab Instructor and Site Supervisor in relation to mask requirements.
  - f. Staff will not “float” between different team rooms unless it is critical for safety.
- C. Gatherings in Enclosed Spaces
- a. 5-9 individuals and 2-3 staff will be gathered in the same room.
  - b. All shared spaces in each Day Habilitation building will be cleaned prior to and after each group use.
  - c. Lunch will be eaten in the team rooms with food prepared in the IRAs. There will be no shared food or beverages.
  - d. Staff members will remain in the team rooms for lunch.

D. Day Program Schedules and Activities

- a. Program hours are 9am-3pm.
- b. Article 16 services will be provided in person. All sessions will be held in the certified Article 16 rooms in each Day Habilitation site. Groupings will be made with effort to mix as few team rooms as possible. Staff members from the team room will bring the participating individuals to the Article 16 room at their assigned session times to avoid Article 16 staff having unnecessary contact with other staff and participants not receiving the service. Individuals receiving services must wear face coverings, if they can tolerate one.
- c. Outdoor spaces at each Day Habilitation site will be utilized for additional program space when weather permits. Disinfection of surfaces will occur between each use.

E. Personal Protective Equipment

- a. Site Supervisors at each Day Habilitation site will have an adequate supply of required PPE on site, including masks and gloves. The Site Supervisors are responsible for requesting restock of these materials.
- b. All staff will be trained on proper use of PPE. Documentation of trainings will be located in RELIAS.
- c. Individuals will be encouraged to wear masks in the vehicles if tolerated and upon entering the Day Habilitation site if tolerated. Staff will support the individual and model mask usage and assist them with maintaining masks over mouth and nose.

F. Hygiene and Cleaning

- a. All staff and individuals will wash their hands once arriving to any Day Habilitation building, before handling food, before and after eating, after using the bathroom, after touching shared objects or surfaces, after touching their eyes, nose, and mouth, and after cleaning and sanitizing.
- b. Site Supervisors at each Day Habilitation site will maintain an adequate stock of cleaning and EPA approved disinfecting agents.
- c. Site Supervisors will be responsible for ensuring all cleaning products, sanitizers, and disinfectants are kept secure and out of reach of individuals.
- d. Day Hab Instructors and Specialists will routinely wipe down surfaces throughout the day. Site Supervisors ensure there is a thorough cleaning of each team room at the end of the day.
- e. Common areas and bathrooms at each Day Habilitation site are sanitized by Operations staff at the end of each program day.
- f. The cleaning of bathrooms and hallways and trash disposal is the responsibility of the contracted cleaning personnel.
- g. Shared items and materials will be sanitized after each use by program staff.
- h. All electronic equipment will be sanitized after each use by program staff.
- i. Site Supervisors will ensure hand sanitizer is available in all rooms and locations within the Day Habilitation buildings.



- j. If individual or staff member becomes sick:
    - i. The area will be closed off.
    - ii. Windows will be opened if possible.
    - iii. No one will enter the room to disinfect until after 24 hours has passed and room will not utilized until disinfection is complete.
  - k. A cleaning log will be maintained by Site Supervisors, Day Habilitation Instructors, and contracted cleaning personnel at each site indicating the date, time, and scope of cleaning.
- G. Transportation
- a. All staff will wear face masks while transporting; Individuals receiving services will be encouraged to wear a face mask or covering if tolerated.
  - b. Each van will have its surfaces sanitized after each use by assigned DHI and DHS.
- H. Contact Tracing
- a. Agency designees notify the local health department and VPCR and/or OPWDD of positive COVID-19 tests results for individuals or staff within required time frames.
  - b. Agency designees provide staff information to the local health department for contact tracing as directed.