

Liberty ARC Day Habilitation Re-Opening Plan

Liberty ARC will begin an incremental reopening procedure for people who attend our day programs. It will be a phased in opening and a specific date has not been assigned at this time. This guide is designed to assist people supported, teams and families to understand expectations and to assess the needs of each person involved. We need to identify support needs, services, and risk mitigation strategies in our transition planning. This reopening will not involve all sites immediately. Individuals that we support will be returning to day program sites as outlined. We have taken into consideration square footage, social distancing protocol, individual health needs, individual preferences and limiting exposure to people as much as possible in this plan.

We will all expect significant changes to the day program spaces, along with work environment while we work to comply with federal, state, and local government regulations / guidelines. These guidelines are in place to promote workplace health and safety during this pandemic crisis. Outlined below are considerations for return to day program utilizing a phased in approach to reentry to daily work and program schedules. In order to move from phase 1 to phase 2, we will need to be free from any new positive COVID-19 cases in our day and residential programs. Homes that serve people with significant medical risks will continue to provide day programming at their residential site and are not expected to return to a day program site in 2020.

Entrance to Liberty's Site Based Programs

All staff and individuals, as well as any essential visitors shall be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter.

Each day program has a designated a supervisory level staff or health care professional to conduct daily screenings. Designated screeners are to be provided and use PPE, including at a minimum, a face mask and gloves and may include a gown, and/or a face shield. The screener shall document health screenings of all individuals and staff using **Liberty's Temperature/Health Screening Log**. Staff screenings will document if the screening was passed or the staff was sent home, no health information will be recorded. All staff screenings will be secured in a locked area with the Corporate Compliance Officer.

Designated Screeners must require individuals and staff to self-report, to the extent they are able, any changes in symptom status throughout the day and identify a contact person who staff and/or individuals should inform if they later are experiencing COVID-19-related symptoms.

The health screening assessment should ask about:

1. 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/or
4. Travel from within one of the designated states with significant community spread.

The Assistant Director of Medical Services/designee is responsible to review Liberty's Temperature/Health Screening Log every day and such review shall be documented.

Any individual or staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g. Advil, Tylenol).

If symptoms begin while at the day program, the individual or staff must be sent home as soon as possible. The program must keep sick individuals and staff separate from well individuals and staff. Any individual or staff sent home will be instructed to contact their healthcare provider for assessment and testing. The Director of Medical and Clinical Services will immediately notify the local health department. The Corporate Compliance Officer, or designee will notify OPWDD about the suspected case. The Day Habilitation Assistant Director will provide the individual or staff with written information on healthcare and testing resources, refer to DOH testing guidance.

- Individuals sent home from program shall consult with their healthcare practitioner prior to returning to the program;
- Staff sent home shall comply with appropriate return to work guidance and shall consult with their supervisor prior to returning to work.

Individuals may not return to or attend the day program while a member of their household or certified residence are being quarantined or isolated. If an individual or staff member is identified with COVID-19, the day program must seek guidance from State or local health officials to determine when the individual/staff can return to the program and what additional steps are needed.

All staff and individuals must perform hand hygiene immediately upon entering the program and throughout the day.

Liberty's Safety Manager is designated as the site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.

Day programs will maintain **Liberty's Staff/Visitor Log** of every person, including staff and essential visitors, who may have close contact with other individuals at the facility; excluding deliveries that are performed with appropriate PPE or through contactless means. **Liberty's Staff/Visitor Log** contains contact information, such that all contacts may be identified, traced and notified in the event someone is diagnosed with COVID-19.

Staff should take the following actions related to COVID-19 symptoms and contact:

- If a staff has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the staff may only return to work after completing a 14-day self-quarantine.
- If a staff does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the staff may only return to work after completing a 14-day self-quarantine.
- If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the staff should notify the day program and follow the above protocol for a positive case.
- If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the staff should notify the day program and adhere to the following practices prior to and during their work shift, which should be documented by the day program:
 1. Regular monitoring: As long as the staff does not have a temperature or symptoms, they should self-monitor consistent with the day program's health policies.
 2. Wear a mask: The staff should wear a surgical face mask at all times while in the day program.

3. Social distance: staff should continue social distancing practices, including maintaining, at least, six feet distance from others.
4. Disinfect and clean facility spaces: Continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.

A building entrance will be established through one main primary entrance at each site. All other entrances, beside the designated staff entrance to the building will remain locked. Arrival and departure times will be organized and alternated to limit unnecessary exposure as people enter the building. All exits may be used when exiting the building and for evacuation purposes.

Signage is posted on the outside of all program doors alerting nonessential visitors are not allowed.

In the event an individual, staff or anyone they reside with are placed on quarantine or isolation, the responsible party (i.e. self, guardian, residence manager etc.) must notify the day program immediately and must suspend attending day program until they are medically cleared to return to work/program.

Liberty's Social Distancing Requirements

Programming that occurs indoors, capacity is limited to the number of participants and required staff which ensures the following mitigation strategies are adhered to:

- At least six feet of physical distance is maintained among individuals and staff, unless safety of the core activity requires a shorter distance or an individual's treatment plan requires that closer contact be maintained with a staff member.
- All staff must wear an appropriate face mask or covering at all times at work, consistent with all current Executive Orders and OPWDD guidelines, unless medically contraindicated.
 - Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose.
 - Cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment due to the nature of the work. For those activities, N95 respirators or other personal protective equipment (PPE) used under existing industry standards should continue to be used, as is defined in accordance with OSHA guidelines.

Individuals receiving services must wear face coverings, if they can medically tolerate one whenever social distancing cannot be achieved.

Programs will ensure that groupings of staff/individuals receiving services are as static as possible by having the same group of individuals work with the same staff whenever and wherever possible. Group size must be limited to no more than fifteen (15) individuals receiving services. This does not include employees/staff.

Programs must ensure that different stable groups of up to 15 individuals have no or minimal contact with one another nor utilize common spaces at the same time, to the greatest extent possible.

Programs will maintain a staffing plan that does not require employees to "float" between different rooms or groups of individuals, unless such rotation is critical to safely staff individuals due to unforeseen circumstances (e.g. staff absence).

Distancing through arrangement of furnishings and staggering days of attendance and dates of people's return to day program. Where physical distancing is not possible, alternating A/B schedules and delayed returns will be implemented to lower the total people in attendance in certain program areas.

Liberty will modify the use and/or restrict the number of program rooms and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet). When distancing is not feasible between workspaces, the program will provide and require the use of face coverings or enact physical barriers, such as plastic shielding walls where they would not affect air flow, heating, cooling, or ventilation.

- Physical barriers should be put in place in when possible.
- Shared workspaces or equipment must be cleaned and disinfected between use.
- The use of tightly confined spaces (e.g. supply closets, equipment storage areas, kitchens, vehicles, or restrooms) are prohibited for use by more than one person at a time, unless both individuals and staff sharing such space are wearing acceptable face coverings. Occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant.
- Smoking shelters and bathrooms will be marked with maximum occupancy. Everyone will need to comply with room maximums. Occupied signs will be utilized on all rest rooms doors to indicate when the area is free for use.
- Personal belongings of people we support, as well as staff, should be left at home or in a personal vehicle. Backpacks and purses should not be brought into the building. Personal items such as lunch boxes that are brought in by people we support, and staff, should be disinfected upon arrival to the program site. These items are transit methods for viruses.

Program sites will increase ventilation with outdoor air to the greatest extent possible (e.g. open program room and vehicle windows and prop open doors and/or open as frequently as possible), unless such air circulation poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to individuals using the facility.

Programs should take additional measures to prevent congregation in lobbies, hallways, and stairs.

Programs will post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. entrance/exit into the facility, meal areas, etc.).

Social distancing may not always be possible when caring for individuals with higher medical, behavioral or adaptive support needs. Their specific treatment plans may necessitate physical contact to ensure health and safety during activities of daily living (e.g. toileting, eating etc.), behavior intervention techniques (e.g. physical restraint) or medical treatments (e.g. administration of daily medication or first aid etc.). All appropriate personal protective equipment and hygiene must be utilized.

Gatherings in Enclosed Spaces

Gatherings of more than 15 people are prohibited (excluding staff) in a shared space, at any given time. Rooms should be reconfigured or repurposed to limit density and expand usable space.

Program rooms should include the same grouping of individuals with the same staff each day to the extent possible and avoid crossing programs with other rooms.

Seating in program areas will be spaced out (6 feet apart) and use floor markers will designate six-foot distances. Additional seating will be removed in designated room capacity.

Adequate space will be provided for required staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (e.g. eating). Break times will be staggered to maintain social distancing.

Shared food and beverages are prohibited. Individuals will be encouraged to bring food brought from home and should require limited preparation at the day program site (i.e. heating in microwave) and be packed appropriately. All reusable food utensils and storage containers should be washed in the dishwasher on the hottest wash and dry setting.

Buffet-style dining is prohibited. Discontinue use of large cafeterias for meals, unless social distancing can be maintained, and stagger mealtimes to allow for social distancing and disinfection in-between use.

Day Program Schedules and Activities

Initially, day program capacity will be prioritized for individuals who are best served onsite due their specific clinical needs. The Agency will allow high risk individuals, who prefer to remain at home, to participate in less intensive in-home supports of a shorter duration and encourage continued use of telehealth to supplement service delivery.

For those individuals resuming site-based day services, programs must implement measures to foster social distancing and disinfection in-between use via the following considerations:

- Limiting staff on site to those essential to direct service provision.
- Prioritizing tasks and activities that most easily adhere to social distancing.
- Art and music will be brought to individuals. Socially distant classes in the large cafeteria will be allowed, up to the designated occupancy and spacing requirements. People will be encouraged to walk on outdoor paths and walking areas whenever possible. Walking for exercise within the large buildings is prohibited at this time, due to lack of ability to maintain social distancing.
- “Zoom” meetings will be utilized whenever possible, for group recreational activities and for people to socialize and learn together.
- All activities should adhere to the low, moderate and high risk criteria that will be assigned by administration, based on current symptomology.

For food services, programs should:

- Serve individual portions;
- Avoid use of communal dining areas and substitute eating outdoors or in a classroom, whenever possible;
- Keep stable groups of individuals separated from one another;
- Mealtimes will be staggered to reduce occupancy within an indoor space or congregation within an outdoor area; and
- Tables will be separated with seating at least six feet apart from other tables, as feasible.

Personal Protective Equipment

Programs will have an adequate supply of required PPE on site. All required staff and essential visitors are required to wear a face covering or mask and will be provided one for use onsite at no cost.

All day programs and staff will comply with OSHA standards applicable to each specific work environment. Cloth, disposable or homemade masks are not appropriate for workplace activities that require a higher degree of protection for personal protective equipment due to the nature of the work.

- Face coverings must be cleaned or replaced after use and may not be shared.
- All staff will be trained on proper use of PPE including when to use and donning, doffing, disposing and/or reusing and sanitizing when appropriate. Documentation of such trainings will be retained in the employee's personnel file.

Hygiene and Cleaning

All site based day programs, and non-site-based will follow Liberty's policy for Environmental Hygiene (COVID08):

- Maintain an adequate stock of cleaning and EPA approved disinfecting agents.
- Conduct frequent cleaning and rigorous disinfection of high-risk areas (i.e. bathrooms, nursing stations) and high touch surfaces (i.e. shared equipment or supplies).
 - 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. Use only EPA registered products for disinfecting non-porous surfaces.
- Maintain at each site cleaning logs indicating the date, time, and scope of cleaning.
- Cleaning products, sanitizers and disinfectants must be kept secure and out of reach of individuals who may misuse (i.e. consume, dump out etc.). Products will be locked in a separate supply closet or cabinet, with only staff having key access. After sanitizing or disinfecting any gloves, paper towels or other disposable items used will be immediately discarded. These will be tied in a trash bag and removed from the environment to prevent individuals from accessing potentially contaminated or hazardous materials.
- Limit use of shared objects/equipment and clean then sanitize after each use. Items that cannot be cleaned and sanitized should not be used (i.e. soft toys, cloth placemats, etc.) Individuals should not be permitted to bring such personal items from home.
- Put in place reasonable measures to limit the sharing of objects, such as electronic equipment, arts and craft materials, touchscreens, as well as the touching of shared surfaces; or, require employees to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces; or, require workers and individuals to practice hand hygiene before and after contact.
- If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards, staff must use PPE as needed followed by hand hygiene. Use cleaning/disinfecting wipes for electronics (do not use sprays). Limit the number of people using the equipment when proper cleaning/disinfecting of such items are not possible.

- Disinfectant fogging will occur Monday thru Friday after hours in shared common areas including cafeterias, bathrooms and shared office spaces.) Staff using the fogger must wear a N95 ventilator mask and nitrile gloves at all times while using the fogger. All people must stay out of the area after fogging.
- Provide and maintain hand hygiene stations throughout each location where possible 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.
 - Hand sanitizer should be available and utilized frequently throughout community based services.
 - All staff and individuals should wash their hands frequently with soap and water, for at least 20 seconds upon arriving to any site-based programming, before handling food, before and after eating and drinking, smoking/vaping, using the bathroom, after touching shared objects or surfaces, after touching their eyes, nose or mouth, or after cleaning, sanitizing or disinfecting surfaces or when hands are visibly dirty. Use of alcohol-based handsanitizers with at least 60% alcohol are also acceptable. Use of hand sanitizer by individuals should be supervised as needed by staff.

Cleaning and Disinfecting Procedures should be followed if someone is suspected or confirmed to have COVID-19 infection:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick such as offices, classrooms, bathrooms, common areas, and shared equipment.
- Once the area has been appropriately disinfected, it can be opened for use. Employees and individuals without close contact with the person who is sick can return to the area immediately after disinfection.
- Follow Agency policies and procedures related to reporting and contact tracing in the case of a positive or presumed positive COVID-19 individual or staff.

Transportation

All certified day programs will ensure that the following measures are in place in order to transport Individuals to/from day programming:

- Only individuals and staff from the same facility should be transported together; individuals or staff from other residences should not be intermingled for purposes of transportation at this time;
- Capacity on buses, vans, and other vehicles will be reduced to 50% of total capacity to maximize social distancing and reduce COVID-19 transmission risks;
- Stagger arrival and departure times to reduce density during these times;
- To the extent possible, individuals and staff should restrict close contact by not sitting near each other or the driver. The use of directional tape and signage can assist in accomplishing this. Additionally, if there are multiple doors in a bus or van, one-way entering and exiting will be utilized. Individuals should be directed to not exit the vehicle at once, instead following driver or staff instruction on exiting one person at a time;

- To the extent they can medically tolerate one, individuals, staff, and the driver must wear face coverings at all times in the vehicle. Staff who cannot medically tolerate the use of a face covering will not be assigned to transport individuals at this time;
- After each trip is completed, the interior of the vehicle should be thoroughly cleaned before additional individuals are transported; and
- Where appropriate and safe, windows should be rolled down to permit air flow.

Tracing and Tracking

The Agency will follow Liberty's COVID-19 Contact Tracing (COVID13) Policy and Procedure for tracking COVID-19 exposures and confirmed cases.

Preparation / Education:

- All people supported should be educated on what to expect with new day program expectations prior to their arrival, as well as reminded when they arrive at DH.
- All DH sites will show every person supported the video on hygiene, mask wearing and social distancing. Staff should explain and demonstrate each concept.
- Staff action plans should be developed for each person to educate and support them in these areas.
- Anxiety should be anticipated as we re-introduce people to the DH site, especially with the use of masks, if people are not used to this. Support resources will be made available to them.
- Questions to ask people supported throughout the day to assist them with understanding the new expectations of sanitizing, at work and at home:
 - ⊖ Have you washed your hands?
 - ⊖ Do you need help washing your hands? Sing happy birthday 2x with them until they understand the expectation
 - ⊖ Have you practiced social distancing today? How close can you be to your friends? (Instruct the person to hold both arms out straight and turn around. That is approximately six feet, from one fingertip to the other)
 - ⊖ Do you wear a mask when you go out to the store or for a walk? Let's show you how to put on and take off your mask. Where do you put the mask when you take it off?
 - Show me how to cough and sneeze into your elbow
 - Do you know how to take your temperature?
 - Do you know how to wipe high touch surfaces off? What is a high touch surface?
 - What do you use to disinfect your home?
 - What things will you do to remain safe when you go out into the community?

Family Visits:

- No nonessential visitors, volunteers - or activities involving external groups shall be permitted at this time. Virtual activities, conversations and learning activities shall be encouraged and supported.

Phasing in plan:

Our plan is to ensure that all individuals and staff groupings are as static as possible. We will limit staff assignments by having staff work at no more than 2 assignments in Day and Residential programs,

whenever possible. Emergencies and unexpected call outs may create additional assignments. This will be monitored by the Program Directors and Assistant Directors and minimized. We will also limit day programming between groups of people who live together to 2-3 homes.

Person-Centered Planning:

Opinions from people we support and family members are important. We obtained feedback in the following ways:

- Survey distributed to all family members
- Discussed at Town Hall meetings
- QA Coordinator called people in Phase 1 and 2 to complete a brief survey
- All community based family members were contacted to determine their wishes for day program and transportation

Accommodations and individualized planning will be accommodated as much as possible. Budgetary constraints and required staff ratios must be considered.

We plan to review a variety of other options for the future, when our community can be more easily accessed and there is not as much risk of exposure with blending of multiple people from multiple homes.

Phase 1: Initially, day program capacity will be prioritized for people who are best served on site. This includes people in Family Care and those who live in the community. People who are determined to be at high risk medically will participate in at-home day services, virtual services and tele health services, as needed.

Phase 2: During phase 2, all people we support who live in the community and people with no prior medical conditions who live in Supervised IRA's may attend day programming.

Phase 3: Additional people who live in the community will return. People in supervised IRAs who live with one person who is medically compromised will have an opportunity to return.

Phase 4: People who are medically frail will have an opportunity to return to Day Program when their team recommends they do so.

**We will continue to review other Community Habilitation options for people as health conditions allow.

Instruction:

Virtual education is the lowest risk and activities and events will be planned to allow for virtual education classes whenever possible.

Small, In-person classes, activities and events will be organized throughout the day. Each person must remain at least 6 feet apart from any other individual at all times. Groups will not rotate instructors, but will have the same instructors assigned on a daily basis, with the addition of relief instructors as needed due to illness or vacation.