**WWAARC Site Based Safety Protocol**

**Signage**

The visitor poster issued by the Department of Health is posted at the entrances of the Krumkill facility.

Hallways and flooring will be marked to denote traffic direction; that direction should always be maintained, except in emergency situations (i.e. fire evacuation).

Signage is posted throughout the site to remind personnel/people supported to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

The work floor will have at least one sign/tape marking to show six-feet of space – where possible, six feet distance squares will be marked around workstations throughout the building.

All exterior entrance door has signage alerting non-essential visitors are not allowed.

Signs have been posted for directional entering/exiting of work floor areas. The work floor will be delineated with tape to mark out workspaces (on the tables), 8’ tables will be used, roller tables will be used when needed, and expanding normal work areas will be implemented.

1. **Entrance to Site Based Programs**

People supported at Krumkill Pre-Vocational Programs may not attend if they test positive for COVID-19 or reside in a household or certified residence that is being quarantined or isolated until cleared to do so by WWAARC's Nursing Department in conjunction with the Department of Health.

For those transported by WWAARC, a health screening assessment (utilizing a tool provided in advance by WWAARC which includes all necessary questions per NYS DOH and OPWDD guidance documents) must be completed for each person supported daily prior to arrival by either the person or their residential responsible party. The health screening assessment will be utilized by the driver PRIOR TO THE PERSON’S ENTRY ONTO THE VEHICLE.

If concerns are identified on the assessment, the person will not be allowed to attend Pre-Vocational services until symptom free for 72 hours.

If no concerns are identified on the assessment, the person will be transported to the facility and the assessment will be reviewed by the on-site designated screener prior to entrance at the site.

For those that are not transported by WWAARC: The health screening assessment will be conducted by the screener and reviewed prior to entry at the site. The screener will document this review via an attendance log.

Designated screeners will also complete a temperature check on all people supported.

The screener must use PPE, including at minimum a face mask and gloves. The screener must thoroughly disinfect the thermometer with alcohol wipes in between each use and must change gloves between screenings if they become contaminated. The screener must document all health screenings and must note if the person passed or was sent home. People supported will be sent home for temperatures over 100 degrees and any other reported or witnessed signs/symptoms of COVID-19. Documentation of all health screenings will be maintained and held securely by the screener.

Designated screeners must be supervisory level staff/ health care professionals or designee. The Pre-Vocational Program site will have at least one designated screener per day. Responsible parties at the Pre-Vocational site are:

• Crossroads Industries (Workshop) – Supervisor/designated program staff

Only essential staff responsible for the direct care of people supported or those employees/visitors required to ensure continued health and safety operations will be on-site at Krumkill Rd.

Health assessments which include temperature checks will be completed by all essential visitors as well prior to entry.

Staff will take their temperature, complete the health screening assessment tool and provide it to the designated screener for review upon arrival to the site. The screener must utilize all safety precautions as outlined above. The screener must document all health screenings and must note if the person passed or was sent home. Staff will be sent home for temperatures over 100 degrees and any other reported or witnessed signs/symptoms of COVID-19.

Documentation of all health screenings will be maintained and secured by the screener.

Anyone (staff or person supported) that is sent home with possible signs/symptoms of COVID-19 will be required to contact WWAARC’s Director of Nursing or designee for a screening and/or COVID testing prior to their return. WWAARC’s Director of Nursing or designee will also contact the necessary Department of Health.

Supervisory level staff/health care professionals have been designated as Krumkill's screeners, but all staff will be trained to be hypercritical of signs and symptoms of COVID-19 in themselves, their co-workers, and the people we support. When any signs/symptoms of COVID-19 are exhibited, a supervisor should be notified, the person displaying these symptoms should be brought to a room designated for people with signs and symptoms of COVID-19 and the Nursing Department immediately notified. The names and phone numbers of three emergency contacts will be obtained for each person supported at Krumkill to expedite their immediate departure from the site once/if that's determined to be necessary. Anyone that is sent home with possible signs/symptoms of COVID-19 will be required to contact WWAARC's Director of Nursing or designee for a screening and/or COVID testing prior to their return. WWAARC's Director of Nursing or designee will also contact the necessary Department of Health and OPWDD. Staff that test positive for COVID-19 or have been in contact with someone that tested positive/is being quarantined may not work until cleared to do so by WWAARC's Nursing Department in conjunction with the Department of Health. Staff must immediately report such positive testing, quarantining or isolation. All staff will be screened daily prior to entry into Krumkill Rd. Staff have been instructed that if they are exhibiting ANY signs of illness, they must not come to work. WWAARC's Director of Nursing or designee must be contacted for all employees with possible signs and symptoms of COVID-19 for screening and/or COVID testing. If any employee begins exhibiting signs of illness while on-site, they will be isolated to the extent possible and WWAARC's Nursing Department will be contacted.

Any areas (throughout the Pre-Vocational site AND on the vehicles) utilized by a person supported or employee that is showing possible signs/symptoms of COVID-19 must be immediately closed off, windows opened to allow for increased air circulation to the area, and disinfected after 24 hours (or sooner if necessary).

Please note: People supported may not attend Pre-Vocational Program if they test positive for COVID-19 or reside in a household or certified residence that is being quarantined or isolated until cleared to do so by WWAARC’s Nursing Department in conjunction with the Department of Health. The person supported and/or their responsible party must immediately report positive testing, quarantining or isolation.

WWAARC Nursing Dept. in conjunction with the NYS DOH will follow up with individual/staff member who tested positive for COVID-19, were quarantined, and have been screened, to obtain proper documentation clearing them to return to work/program. Medical documentation allowing a person supported or staff member who was COVID-19 positive to return to program/work will be securely maintained by WWAARC's Nursing Department.

1. **Social Distancing Requirements**

The Pre-Vocational Services will bring back all people we support in a 3 phased plan. Until all phases are attained, we will continue to provide Com Hab/Site Based Pre Voc/Community Pre-Voc services remotely.

Phase 1 - Will involve no more than a 50% occupancy rate -Those that live with their families/another residential provider, those that will either wear a mask or socially distance, and those that are not medically frail (unless approved by Nursing Department) will be included as part of Phase 1.

Phase 2 – Will transition to Phase 2 after 14 consecutive days with no positive cases of COVID-19 for staff or people being supported in phase 1 – Will involve no more than a 75% occupancy rate – Those that live with their families/another residential provider/our residential homes, those that will either wear a mask or socially distance, and those considered medically frail will be included as part of Phase 2.

Phase 3 – Will transition to Phase 3 after 14 consecutive days with no positive cases of COVID-19 for staff or people being supported in phase 2 - Will return to 100% occupancy rate at each site – Due to social distancing requirements/maximum room capacities:

o Crossroads Industries maximum daily attendance for people supported is 39.

o If attendance at these programs exceeds the daily capacity, staggered schedules will be necessary.

The employee/person supported should maintain 6 feet and practice social distancing as work duties permit in the workplace. Social distancing will occur during work times and at workstations, signs have been posted for directional entering/exiting of work floor areas. The worktables will be delineated with tape to mark out workspaces, an 8’ table layout will be utilized, roller tables and expanding normal work areas will be implemented.

Hallways and flooring will be marked to denote traffic direction to promote social distancing; that direction should always be maintained, except in emergency situations (i.e. fire evacuation).

Furniture that's unable to be easily cleaned/disinfected will not be utilized

Whenever possible, ventilation will be increased with outdoor air by opening windows, utilizing large floor fans and propping open interior doors. Merv-11 air filters will be utilized at the Krumkill Rd. site.

Training regarding the dangers of COVID-19 and established safety rules will be regularly reviewed with the people that are supported at the Pre-Vocational Program.

1. **Gathering in Enclosed Spaces**

No Site Based Pre-Voc group size will exceed 8 people supported and will not exceed 2 people per vehicle (not including driver).

Start/stop times for Pre-Voc participants will be staggered to prevent large groups of people from arriving/leaving at the same time.

Only essential staff responsible for Pre-Vocational Services or those employees/visitors required to ensure continued health and safety operations will be on-site at the program locations.

A log will be maintained by each program of staff and essential visitors that have close contact with the people supported – This log should include contact information of the staff and visitor –– All visitors will be required to complete a health screening assessment and must provide and wear a face mask.

Those supported should not bring in any unnecessary items to Pre-Voc; Any food brought from home must require limited preparation (i.e. heating in microwave) and must be packed appropriately. Plastic zip top bags will be available for anyone that is interested in them to contain their lunch in the cooler provided.

Lunch times will be staggered to minimize the number of people in the cafeteria in phase 2 & 3. Seating in the dining room will be kept at a 6-foot social distance, chairs will be placed as to where seating is allowed. All people eating in the cafeteria will adhere to proper utilization of PPE and social distancing.

All food purchased in our cafeteria will be packaged individually in disposable containers and utensils.

We prohibit buffet style dining and the sharing of food and beverages.

1. **Day Program Schedules and Activities**

Due to social distancing requirements we can utilize current program service hours while maintaining reduced capacity and group size.

No Site Based Pre-Voc group size will exceed 8 people supported and will not exceed 2 people per vehicle (not including driver).

Handshakes, hugs, and other forms of physical contact will be discouraged.

The employee/person supported will maintain 6 feet and practice social distancing as work duties permit in the workplace. Social distancing will occur during work times and at workstations. The worktables will be delineated with tape to mark out workspaces, 8’ tables will be used, roller tables will be used when needed, and expanding normal work areas will be implemented.

Sanitizing equipment and frequently touched surfaces will occur between each shift/job. Phones will be wiped down with sanitizing spray after each use. Sanitizer stations will be set up to ensure that spray is readily available. If tools or machinery are going to be used by more than one person during a shift, they should be disinfected between uses by different workers.

Cleaning logs will be kept, and designated site safety monitors will review this log regularly to ensure implementation.

Lunch times will be staggered to minimize the number of people in the cafeteria in phase 2 & 3. Seating in the dining room will be kept at a 6-foot social distance, chairs will be placed as to where seating is allowed.

1. **Personal Protective Equipment**

Face masks will be provided by WWAARC for all people that attend and/or work at the Pre-Vocational Program. Staff must always wear their mask ; people supported are requested to wear theirs at all times as well but minimally must do so whenever social distancing cannot be achieved.

All visitors will be required to complete a health screening assessment and must provide and wear a face mask.

An adequate supply of PPE will always be available and people we support/staff will be trained as to proper usage, including when necessary to use, donning, doffing, disposing, and/or reusing and sanitizing when appropriate. Documentation of such trainings is maintained by WWAARC's Training and/or Nursing Departments. Visitors must provide and wear their own face mask or will not be allowed entry at the site.

Additional hand-sanitizers units have been placed near workstations. Production Workers will be encouraged to wash their hands throughout the day, before and after meals, and after using the bathroom.

Sanitizing equipment and frequently touched surfaces will occur between each shift/job. Phones will be wiped down with sanitizing spray after each use. Sanitizer stations will be set up to ensure that spray is readily available. If tools or machinery are going to be used by more than one person during a shift, they should be disinfected between uses by different workers.

Cleaning logs will be kept, and designated site safety monitors will review this log regularly to ensure implementation.

The Pre-Vocational Program has a designated site safety monitor whose responsibilities include continuous compliance with all aspects of this reopening plan. Members of WWAARC’s QA Department will serve as the safety monitors at the Pre-Vocational Program.

1. **Hygiene and Cleaner**

Handshakes, hugs, and other forms of physical contact will be discouraged.

Additional hand-sanitizer units have been placed near workstations containing 60% of more alcohol.

People we support and employees will be trained and encouraged to wash their hands for at least 20 seconds throughout the day, before and after meals, and after using the bathroom.

Bathrooms will be cleaned and disinfected regularly throughout the day by the Janitorial Department. The Janitorial Dept uses EPA registered products for disinfection. Employees will adhere to proper dwell times for all cleaners, sanitizers, and disinfectants. Adequate ventilation to prevent inhaling toxic fumes will be ensured, and cleaning products, sanitizers and disinfectants will be kept securely out of reach of anyone who might misuse them.

 Any area (throughout the Krumkill Rd. site and on any applicable vehicles) utilized by a person supported or employee that is showing possible signs/symptoms of COVID-19 will be immediately closed off, windows will be opened to allow for increased air circulation to the area, and the area/vehicle will be disinfected after 24 hours (or sooner if necessary).

Sanitizing equipment and highly touched surfaces will occur between each shift/job. Phones will be wiped down with sanitizing spray after each use. Sanitizer stations will be set up to ensure that spray is readily available. If tools or machinery are going to be used by more than one person during a shift, they will be disinfected between uses by staff.

Cleaning logs will be kept, and designated site safety monitors will review this log regularly to ensure implementation.

Staff are trained in the proper disposal of used gloves, paper towels, or other items that are utilized in the sanitizing and disinfecting of areas used by someone that had shown signs/symptoms of COVID-19.

Those supported should not bring in any unnecessary items to Pre-Voc.

Members of WWAARC's Quality Assurance Department will serve as safety monitors at Krumkill Rd. The designated safety monitors will review the cleaning/disinfection logs regularly to ensure implementation.

1. **Transportation**

Only people we support for our Pre-Voc program will be transported together. This will prevent intermingling.

Staggered arrival and departure occur normally due to the majority of the people supported utilizing public transportation.

WWAARC vehicles will be thoroughly disinfected by the assigned driver before and after each use – High touch areas (i.e. door handles) must be sanitized between each use utilizing appropriate disinfectant – This disinfection must be documented on the mileage log. A bag with sanitizer will be available for all vehicles.

Alcohol based hand sanitizer must be transported daily on each vehicle and must be applied to all people supported prior to their entrance on the vehicle. This hand sanitizer should not be stored on the vehicle due to safety issues.

Drivers must always wear face masks – Those supported will be required to wear a face mask and/or socially distance themselves while on the vehicle – Those unwilling or unable to do so will not be transported by WWAARC.

A six-foot distance must be maintained between all passengers on the vehicle (including the driver) – Floor decals or colored tape will be utilized to clearly denote the six-foot distance. If a 6ft social distance is not able to be kept (someone sitting in the passenger seat), a mask must always be worn.

if there are multiple doors in a bus or van, one-way entering and exiting should be utilized when safe to do so. Individuals should be directed to not exit the vehicle at once, instead following driver or staff instruction on exiting one person at a time.

Prior to entrance onto the vehicle, the driver must ask the person supported and/or their responsible party if the person has presented with any signs/symptoms of COVID-19. The WWAARC Health Screening tool will be utilized and the person supported temperature will be taken. If any of the responses is yes or their temperature is over 100 degrees, the person should not be transported to Pre-Voc and WWAARC’s Nursing Department should be contacted for further instruction.

To provide safe added ventilation, windows will be opened to increase air flow, weather permitting.

The maximum occupancy on each vehicle will be no more than 50% of its total capacity – Notes will be placed on each vehicle indicating the temporary maximum capacity.

1. **Tracing and Tracking**

WWAARC's Director of Nursing or designee has been and will continue to notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test by a person supported by WWAARC or an employee. WWAARC's Director of Nursing or designee will continue to work with the local health department for contact tracing with people supported and/or employees. WWAARC requires completion of logs for community outings, essential visitors, etc., which will assist with this tracing.