**WWAARC’s Safety Plan for Day Habs (updated 4/30/21)**

**Day Hab groups/staffing/visitors:**

* People supported may not attend day 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.
* Due to social distancing requirements/maximum room capacities:
  + Krumkill Day Hab’s maximum daily attendance for people supported is 207.
  + Delmar Day Hab’s maximum daily attendance for people supported is 18.
  + LaCrosse Day Hab’s maximum daily attendance for people supported is 12.
  + Maple Day Hab’s maximum daily attendance for people supported is 15 (which is what it’s certified for).
  + If attendance at these locations exceeds the daily capacity, staggered schedules will be necessary.
* No Day Hab group size will exceed 15 people supported – Unless approved in advance by the Senior Day Hab team, groups will be developed based on residential location and/or transportation routes and will be kept as stable as possible.
* WWAARC will make every effort to maintain a staffing plan that does not require employees to “float” between different rooms or groups of individuals. Certain situations (i.e. staff absences that put a room below minimum staffing levels) may prevent this.
* People supported at Krumkill Day Hab must remain in their designated classroom; the remainder of the building will be off limits with the exception of a bathroom – Each classroom at Krumkill Day Hab will be assigned a bathroom to utilize (unless medically necessary to complete at an alternate location).
* Start/stop times for Day Hab participants will be staggered when necessary to prevent large groups of people from arriving/leaving at the same time.
* Per WWAARC Policy 4.5, attendance will be verified at the beginning of each day when the people we support arrive at Day Hab. If someone has not attended on a *regularly scheduled day with no prior notification of the absence*, Day Hab staff will attempt to contact the residence or family to confirm the absence. During the COVID pandemic, the Nursing Department must also be notified of the absence.
* 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 the day program locations – Non-essential visitors (including residential providers/families of those supported) will NOT be allowed inside the day program facility.
* The visitor poster issued by the Department of Health is posted at the entrances of all Day Hab sites.
* Except during arrival times, only one external door is unlocked at each Day Hab facility in order to restrict access by visitors; all others remain locked at all times. At Maple Day Hab, when the thrift store is open, multiple exterior doors may be unlocked; at these times, Maple Day Hab must keep their interior door locked.
* A visitor’s log will be maintained at each site/in each classroom of essential visitors that have close contact with the people supported – Please refer to WWAARC’s Policy 7.14 for additional details regarding on-site visitation.
* Completed health screening assessments will be utilized for contact tracing of employees at Maple, LaCrosse and Delmar (when applicable) DH. For Krumkill DH, a log will be maintained in each classroom noting the name, date, time and location the employee was in the room.

**Health screenings for staff and people supported:**

* A health screening assessment (utilizing a tool that’s provided in advance by WWAARC) must be completed DAILY for each person supported by either the person or their residential responsible party **prior to arrival**.
  + For those that are transported by WWAARC: The health screening assessment must be provided to the driver PRIOR TO THE PERSON’S ENTRY ONTO THE VEHICLE for review. The driver must check to ensure the assessment is completed in full and no concerns are identified. The driver must also complete and document a temperature check.
    - If concerns are identified on the assessment, the person will not be allowed to attend day 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. The screener will document this review on the assessment tool. (Please refer to the “Transportation” section regarding how/when to initiate these screenings.)
  + For those that are not transported by WWAARC: The health screening assessment must be provided to the designated screener for review prior to entry at the site. The screener will document this review on the assessment tool.

Designated screeners will also complete a temperature check on all people supported. The screener must use PPE, including at minimum a face mask. The screener must thoroughly disinfect the thermometer with alcohol wipes in between each use. 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.

* Each Day Hab site will have at least one designated screener per day and the person responsible for this screening will be documented on the health screening tool.
* All staff will also be screened daily prior to entry into the site. Staff will complete the health screening assessment tool and provide it to the designated screener for review. Designated screeners will also complete a temperature check on all staff. 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/or any other reported or witnessed signs/symptoms of COVID-19. Documentation of all health screenings will be maintained and held securely 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 may also contact the necessary Department of Health.
* 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, the person displaying them should be isolated to the extent possible and the Nursing Department immediately notified. Each Day Hab site will have an assigned area that will be used for any needed isolation.
* Any areas (throughout the Day Hab 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).

**Changes to physical plant:**

* When applicable, hallways and flooring will be marked to denote traffic direction; that direction should be maintained at all times except in emergency situations (i.e. fire evacuation).
* Seating will be removed from each classroom/site that does not allow a six-foot distance to be maintained. Only furniture styles that allow for individual seating should be utilized.
* Furniture that’s unable to be easily cleaned/disinfected (i.e. cloth fabric) will not be utilized.
* Each room (including rest rooms) will have signs posted that note the maximum occupancy in order to maintain social distancing.
* Each room (including rest rooms) will have at least one sign/tape marking to show six-feet of space – Where possible, six feet distance circles will be marked around workstations and sinks.
* Whenever possible, each room/site will increase ventilation with outdoor air by opening a window and/or propping open interior doors. Merv-11 air filters will be utilized at the Krumkill site.
* Unless used as classrooms, all non-essential areas will be closed (i.e. gym, music room, art room).
* Only hands-free garbage receptacles will be utilized at each site.

**Face masks, hand hygiene and other safety measures:**

* Face masks will be provided by WWAARC for all people that attend and/or work at the Day Hab site. **All** staff (regardless of vaccination status) and those people we support that have not been vaccinated must wear their masks at all times while inside; people we support that have been vaccinated are encouraged but not required to wear masks inside unless they’re unable to maintain social distancing (i.e. during personal care). If outside, masks are only required for staff and those we support that are unvaccinated if they’re unable to maintain social distancing. An inability or unwillingness for a person supported to wear a mask when unable to socially distance must be immediately reported to a supervisor and nursing to determination if an accommodation is possible (i.e. the staff can wear a mask and face shield when providing personal care to someone that can’t wear a mask).
* Handshakes, hugs, and other forms of physical contact will be discouraged.
* Each room/site utilized for Day Hab will have at least one hand hygiene station, which must include soap/water/paper towels and/or hand sanitizer containing 60% or more alcohol – Hand washing for at least 20 seconds will be completed immediately upon arrival, before eating, after toileting and/or when soiled by people supported and staff.
* Each site will have signs posted reminding people to adhere to proper hygiene, social distancing, use of PPE, symptom monitoring for COVID-19 and cleaning/disinfecting protocols.
* Disinfection of high touch areas within each Day Hab room/site will be completed at least three times a day by the staff on duty – Bathrooms will also be cleaned and disinfected regularly throughout the day by the Janitorial Department (at Krumkill and Delmar) and the staff on duty (at Maple and LaCrosse) – A cleaning log will be kept in each room/at each site to document the date, time and scope of cleaning – Designated site safety monitors will review this log regularly to ensure implementation.
* Each Day Hab site has designated a 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 Delmar, Krumkill, Lacrosse and Maple.

**Additional safety guidelines at each Day Hab site:**

* Those supported should not bring in any unnecessary items to Day Hab; any lunch boxes or other essential items (i.e. change of clothing) should be disinfected upon entrance.
* At Krumkill Day Hab, lunch will be delivered to each room at varying times by staff from the Krumkill Café. Until further notice, people supported will not utilize the cafeteria.
* Individual lunches will be provided; buffet style dining and sharing of food and beverages is prohibited.
* Any Agency-provided reusable food utensils and storage containers will be washed in the dishwasher on the hottest wash and dry settings.
* Any food brought from home must require limited preparation (i.e. heating in microwave) and must be packed appropriately.
* Items (i.e. tablets, markers/crayons, workstations) will not be shared unless there’s a plan in place for disinfection between use. Documentation of this disinfection must be maintained. Items that cannot be cleaned/sanitized (i.e. soft toys, cloth placemats) are not allowed.
* Only group activities involving little to no physical contact will be participated in.
* Meetings should be held virtually – In-person meetings of 5 of more people will require prior approval from a member of administration – Maximum capacity of meeting rooms to ensure social distancing must be complied with.
* Training regarding the dangers of COVID-19 and the established safety rules should be regularly reviewed with the people that attend WWAARC’s Day Habs.

**Safety guidelines for Transportation:**

* Unless approved in advance by the Senior Day Hab team, those within the same Day Hab group will be transported to/from Day Hab together; the staff that’s assigned to the group will be responsible for that transportation whenever possible.
* Aides will no longer be utilized during transportation unless specifically required by safeguards.
* Vehicles must 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.
* 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.
* Staff and people supported on the vehicles must wear a face mask. Those that are not fully vaccinated must also socially distance on the vehicle. Those unwilling or unable to do so will not be transported by WWAARC.
* 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.
* People supported will be instructed to not enter/exit the vehicle at once but instead follow the driver’s instruction to do so one person at a time.
* For Krumkill Day Hab: Upon arrival at the Day Hab site, people supported will remain on the vehicle. A Day Hab staff (the “runner”) will obtain the health screening assessments from the drive and bring them to the designated screener for review. Once the screener gives the okay to proceed, the “runner” will notify the driver who will dismiss people supported from the vehicle ONE AT A TIME. The first person supported off the vehicle will proceed to the screener for an assessment. Once the first person’s assessment is completed and the person is inside the building, the driver will dismiss the next person from the vehicle. The driver will continue this process until everyone has exited the vehicle.

**Community Activities:**

* Community outings ARE allowed as long as the conditions outlined in WWAARC Policy 7.14 are met.

**\*\*Please refer to WWAARC’s Policy 7.14 “Prevention of the Spread of the Novel Coronavirus of 2019 Disease (COVID-19) for additional procedures.\*\***