**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 signs posted to show six-feet social distancing.

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. Tables will have 3 pieces of tape (2 will be on the ends and 1 will be in the middle on both sides) to denote where people can sit. If 2 people are working at a table, they will sit on the ends. If 1 person is working at a table, they can sit wherever they want. Any table will not exceed 2 people.

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 program.

Designated screeners will 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 screenings if it becomes 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 persons supported health screenings will be submitted to nursing daily.

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:

• Pre-Vocational staff – 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 own temperature, ensure the health screening assessment tool is completed correctly and reviewed upon arrival to the site. Each staff member must utilize all safety precautions as outlined above. 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, given to the Sr. Director, and submitted to nursing.

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.

All staff have been 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.

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.

All people supported through Pre-Vocational Services must wear a mask/facial covering which completely covers from their nose to their chin for the entire length of their service unless:

* Fully vaccinated (two weeks after final shot) AND socially distanced.
* Outdoors AND socially distanced.
* While eating/drinking AND socially distanced.
* **Everyone** in the room has been fully vaccinated.
1. **Social Distancing Requirements**

The Pre-Vocational Services will bring back all people we support in a safe manner by adding small groups of people per week. If necessary, we will continue to provide Com Hab and/or Site Based Pre Voc remotely.

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

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.

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).

Whenever possible, ventilation will be increased with outdoor air by opening windows, utilizing large floor fans and propping open interior doors (weather permitting). 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/Dining in Enclosed Spaces**

All Site Based Pre-Voc group sizes will be determined by the contract work, ensuring everyone is socially distanced to the best of our ability. Vehicles will not exceed 50% capacity (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.

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.

Lunch times will be staggered (when needed) to minimize the number of people in the cafeteria. 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.

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

1. **Personal Protective Equipment**

Face masks will be provided by WWAARC for all people that attend and/or work at the Pre-Vocational Program if they arrive without one. 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.

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.

1. **Hygiene and Cleaner**

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

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

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.

Sanitizing equipment and frequently touched surfaces will occur before, between, and after 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.

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.

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.

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). A person supported may sit in the passenger seat of the vehicle if there are physical limitations preventing them from sitting on the rear seats. The person sitting in the passenger seat must wear a mask.

For those not transported by WWAARC to program - 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.