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PO Box 840, Harris, NY 12742 | 845.794.1400

## **Center for Discovery Reopening of Adult Day Services Day Habilitation Programs**

### **Program Objectives**

The adult program team has worked collaboratively with medical, clinical, staffing, families, education, behavioral and maintenance teams to develop best practices for TCFD Day Habilitation reopening concepts. While taking into consideration location safety plans, person centered planning, workforce and training, infection control and prevention, communication systems, fiscal considerations and Quality Assurance, the Center has developed flexible and circumstantial strategies to provide robust and safe transitions into Day Services.

### **Key Partners in Success**

Taking into account the individuals that live at The Center, their families, and the support staff, The Center is designing a multi-phased strategy to re-commence Day Habilitation programming. Some changes in services are essential to remain safe and healthy. With these in mind, programs are evolving to offer person-centered, vocationally-focused opportunities for each individual. The program team has put in place accessible questionnaires and satisfaction surveys in order to facilitate choice-making and focuses on meeting the needs and goals of the individuals residing at The Center. In addition, discussions with staff and families are contributing to the development and implementation of day services.

### **Phased – In Strategy**

- **Phase I – Day Hab in Residential Settings**
  - All individuals in IRAs are provided full Day Hab services within their residential location (current Day Hab staff.)
  - Individuals in ICFs with Center-Based Day Hab services are provided full Day Hab services within their residential locations (current Day Hab staff.) For individuals who received external Day Hab services, residential staff are providing services.
  
- **Phase II – Hybrid of Day Hab Service in Day Hab/WOW settings, Residential Settings**
  - Individuals return in phases to Day Hab sites and vocational learning opportunities within their residential grouping in order to continue the highest level of infection control protocols.
  - Large ICF/external Day Hab participants remain in-house with services provided.
  
- **Phase III – Most return to in-person Day Hab**
  - Review ARC protocols to determine if external Day Hab participants can return to service sites, or develop internal DayHab service opportunity for all Adults.

## Standards for Reopening:

1. Signage will be posted in all locations including:
  - i. Social Distancing requirements
  - ii. Use of Face-covering requirements
  - iii. Proper storage, usage and disposal of PPE
  - iv. Symptom monitoring and COVID-19 exposure reporting requirements
  - v. Proper hand washing and appropriate use of sanitizer

### **B. Entrance to Site Based Programs**

1. All staff and individuals are screened prior to entry into Day Habilitation spaces (see “*staff sign-in and facilitation of contact tracing policy*”) and screeners are documented.
2. All staff and individuals will wash their hands following entry to indoor space.
3. Day Hab program will designate a “Safety Monitor” who will continuously monitor compliance with all aspects of the site safety plan.
4. Administration will additionally conduct random checks of each Day Habilitation site
5. Contact tracing (TCFD sign-in) will monitor all staff and essential visitors who have close contact with individuals in programs.
6. If an individual in a residence is tested, in quarantine or isolated, no other individuals from that residence/Day Hab group will attend day program spaces. Day Habilitation services will be provided in house to healthy individuals if possible.
7. Non–Essential visitors will not be allowed in program spaces.
8. Staff will be required to report symptoms as per “*staff report of positive cases policy.*”

### **C. Social Distancing Requirements/Gatherings in Enclosed Spaces**

1. At least 6 feet of physical distance will be maintained among individuals and staff, except when the safety or treatment plan requires closer proximity. Workstations will be strategically placed that visually identify appropriate physical distancing in all workspaces.
2. All staff will wear PPE provided exclusively by The Center as determined by TCFD policy\*
3. Individuals will be encouraged to don face coverings if they will tolerate it.
4. Groups and staff will remain consistent and all groups will operate with less than 15 individuals, the same individuals they reside with.
5. Workspaces distanced to at least 6 feet and all equipment and spaces are disinfected between uses.
6. When possible, doors and windows will be opened to allow airflow into workspaces.
7. There will be no shared food or buffet style dining.
8. Day Habilitation groups will have their own assigned eating and toileting areas whenever possible to limit/eliminate any group cross contamination.

9. All guidelines can be reviewed on the TCFD “*Social Distancing policy*”

#### **D. Day Program Schedules and Activities**

1. Program hours will be adjusted as appropriate to accommodate blocks of service provision.

#### **E. Personal Protective Equipment:**

1. All programs will comply with OSHA standards.
2. PPE will be adequately supplied onsite by TCFD to all staff and individuals participating in programs.
3. All staff trained on PPE usage as per “*PPE Guidance Policy*”.

#### **F. Hygiene and Cleaning**

1. All programs will strictly adhere to hygiene and sanitation requirements as advised by DOH and TCFD policies.
2. All locations will have adequate inventory of cleaning and EPA approved disinfecting agents.
3. Teams will conduct frequent cleaning and disinfection of all areas. When multiple groups are utilizing a shared site (ex. Group A 9-12p, Group B 1-3p), Environmental Services will have staff designated to that site during the break period (ex. 12-1) completely clean and disinfect the entire space.
4. Shared objects and equipment are sanitized after each use. Measures put in place to limit sharing of objects when possible.
5. Each site at current has its own bathroom and eating area that will be frequently sanitized during program.
6. Intermittent cleaning utilizing spray down sanitizers is completed in all program spaces.
7. Some program spaces are trialing HVAC filtration systems, if noted to be effective, will install in Air Conditioned program spaces.
8. Mealtimes will be split into smaller groups, for example in a Habilitation group of 6, there will be two dining opportunities for two groups of three.
9. Hand Hygiene stations are available in each location and portable sanitizers will be available and brought to remote/outdoor locations.
10. If someone becomes ill, that area will be closed off, aired and disinfected for 24 hours.

#### **G. Transportation**

1. Only internal individuals will be transported in their assigned groups together.
2. Vehicle capacity is reduced to 50% of total capacity to maximize social distancing and transmission risks.
3. Individuals and staff will be spaced as much as possible in the vehicle unless safety requires closer proximity.
4. Staff will remain in PPE during transport, and if individuals will tolerate they will be encouraged as well.
5. When appropriate, windows will be opened to permit airflow in vehicles.

6. When possible, medical appointments will take place via Telemed with private identified spaces within day habilitation programs to limit transportation to day programming unless in-person visits are required.

#### **H. Tracing and Tracking**

1. Tracing and tracking will align with Staff (visitor) Sign-in and Facilitation of Contact Tracing policy\*

#### **I. Training**

1. All staff will be trained on TCFD C19 policies and review the *“FAQ’s for school reopening guidance documents.”*