



CAMP VENTURE'S DAY HABILITATION RE-OPENING SAFETY PLAN

On July 22, 2020, Camp Venture began to re-open our Day Habilitation Program on a gradual and limited basis. To ensure the health and safety of our Day Habilitation participants, as well as our valued staff, we are staggering the return of Day Habilitation participants into distinct phases.

Based on guidance received by OPWDD we have developed and are following specific protocols which are summarized below.

SCREENING and RESPONSE TO SIGNS and SYMPTOMS of COVID-19

- A Screening Protocol is in place and Day Hab staff have been trained on this protocol. Each Day Hab site has a designated nurse (or Supervisor) responsible to screen all staff, individuals and essential visitors upon arrival to the program. The screening process follows infection control standards, ensuring the safety and protection of both the screener and the person being screened. The screening process includes a temperature check and required questions regarding possible exposure to COVID-19/presence of COVID-19 symptoms, as per NYS DOH and OPWDD Guidance.
- For those individuals transported by Venture, each will have their temperature taken and residence/family will provide answers to health screening questions, prior to the individual getting on the agency van. If the individual fails this screening they will not be allowed to get onto the van.
- Any staff, individual or essential visitor who fails the screening, upon arrival to the program, will not be allowed entrance to the program.
- Documentation of all completed health screenings will be maintained at each site in compliance with OPWDD and NYS guidance.
- Any staff or essential visitor who exhibits signs or symptoms of COVID-19 during service delivery will be removed from the program space immediately and sent home. Individuals who exhibit signs and symptoms of COVID-19 will return home as soon as possible, remaining isolated from others until their departure. Areas where staff, individuals or essential visitors frequented will be cleaned and disinfected as soon as possible.
- Anyone sent home or refused entry to the day program will receive written instruction to contact their health care provider and will be provided with resource information regarding healthcare and testing options.
- Day Program Supervisor will immediately report any suspected case of COVID-19 to Camp Venture's Human Resources and Quality Assurance Departments. The Quality Assurance staff will immediately make all necessary notifications to the local DOH and OPWDD.
- Staff have been trained to notify their supervisor immediately if they receive a positive COVID-19 test result, have been exposed or potentially exposed to COVID-19 and/or have signs and symptoms of

COVID-19. The Supervisor will report this to Camp Venture's Human Resources and Quality Assurance Departments, who in turn will make all necessary notifications. As essential employees, Camp Venture will follow current DOH guidance.

- Individuals who participate in day services will stay home if they or members of their household test positive for COVID-19, or are quarantined or isolated. This information is gathered during the screening process each day.
- Medical documentation, including clearance by a doctor to return to program/work, will be maintained by the day program for individuals and by the Human Resources Department for staff.
- The return to program of staff or individuals will only occur according to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.
- **Anyone not residing in an OPWDD certified congregate care setting is required to provide proof of a Negative COVID-19 test result prior to returning to day program.**

SOCIAL DISTANCING

- Day Program participants from the same household will be transported together and remain together, as a distinct group, for day service delivery to the greatest extent possible.
- Individuals transported by Venture, will be grouped together as a distinct cohort and will remain together and as an intact group for day service delivery to the greatest extent possible.
- Individuals with split programming will participate in one single day program only during the time of the pandemic and return to their regular split program schedule once the pandemic is over.
- All transportation provided by Venture will maintain a 50% or less capacity on the van. Individuals will be seated away from each other to the greatest extent possible.
- Each distinct group, as mentioned above, will remain as such, and will not commingle with any other group.
- Each program site will be monitored. If appropriate social distancing cannot be ensured where distinct groups remain separated, any return of additional individuals to the program will cease.
- Small confined spaces within the program will maintain 50% capacity and appropriate social distancing.
- Each group will have furniture and seating arranged to facilitate appropriate social distancing.
- Individuals will eat their lunch in their own designated program space. Only single-use, disposable utensils and dishes will be permitted.
- Staff will maintain six feet of social distancing at all times, UNLESS, they are addressing the specific needs of an individual such as feeding, toileting or to ensure safety.
- Bathrooms will be limited to one individual at a time (with one staff, if assistance is necessary). Bathrooms will be cleaned and disinfected three times per day.
- Day program services will include instruction and guidance on the use of masks, social distancing, hand washing and the need to remain as an intact group at all times, including one person to use the bathroom at a time.
- Staff are assigned to a specific group, which includes their transportation, when Venture is the provider of transportation. Staff will not float between groups unless there is an unforeseen circumstance what would require staff reassignment to safely support the day program participants.

- Staff will maintain six feet of social distance at all times, including their breaks and for completion of various administrative tasks, UNLESS they are addressing the specific needs of the day program participant.
- Planned group size will be limited to no more than 15 individuals who receive services, not including staff. In most cases, group sizes will be much smaller.
- In general, individual, rather than group activities, will be provided. Group activities will only be conducted if individuals can maintain 6 feet of social distancing during the activity. Outdoor activities will be encouraged, weather permitting. Venture's Equestrian Program, Animal Farm and Tech Center will be utilized on a scheduled basis with only one group in attendance at a time and program space thoroughly cleaned and sanitized between groups.
- Materials will be used by one individual only whenever possible. Any shared materials or equipment will be washed and sanitized after each use.

PERSONAL PROTECTIVE EQUIPMENT

- All staff are to wear masks at all times.
- Staff will be provided with surgical masks or may use their own appropriate cloth or disposable face mask that covers both their mouth and nose if desired. The use of a bandana is prohibited.
- Sufficient PPE will be on site for each Day Hab program including surgical masks, gloves, gowns and face shields.
- Staff are trained on the proper use of PPE prior to working in the Day Hab program. This includes when each is necessary, donning, doffing, disposing and/or reusing and sanitizing when appropriate. Training documentation will be retained at each program site.
- All essential visitors, in addition to passing the pre-entry screening, must wear a face mask or one will be provided to them while on site.
- Individuals will be encouraged, supported and trained to use a mask during day program transportation and service delivery, especially when they have difficulty with maintaining social distancing.

HYGIENE AND CLEANING

- In addition to individuals and staff washing their hands upon arriving to the day program site and before leaving each day, before and after lunch, before and after using the bathroom and any other time necessary, hand sanitizer will be available at the entrance to the program, in each program group space and on the vans.
- Hand sanitizer will be alcohol based, containing at least 60% alcohol.
- Bathrooms will provide soap, running warm water and paper towels.
- Staff and individuals will wash their hands frequently/when needed with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance. Individuals will be supported to complete this task to the extent necessary.

- Hand sanitizer will not be left in a program space where the access would be potentially detrimental to a day program participant.
- High risk areas/high touch surfaces will be cleaned and sanitized before and after program, before and after lunch, after each activity and any other time necessary. Staff will wear gloves when cleaning and disinfecting.
- Common areas such as the entrance to the day program site and bathrooms will be cleaned and disinfected three times per day.
- Vans will be cleaned and sanitized after each van run. When appropriate and safe, windows will be rolled down to permit air flow.
- Only EPA registered products for disinfecting will be utilized.
- Staff have been trained to follow specific instructions for cleaning and disinfecting products. This includes the proper dwell times for all cleaners, sanitizers and disinfectants.
- Staff have been trained to ensure adequate ventilation to prevent inhaling toxic fumes.
- Cleaning logs are maintained for program spaces, bathrooms, common areas and vans including date, time, scope of cleaning and staff who completed the task.
- Used gloves, paper towels or other disposable items will be safely disposed of away from the program environment.
- Shared objects and equipment will be limited and when used will be cleaned and disinfected after each use.
- Handwashing or use of sanitizer will be completed after use of shared objects, even if gloves are used.
- Items that cannot be cleaned or sanitized will not be used.
- Individuals and staff will refrain from bringing in personal items from home, except when clinically necessary. These items will be cleaned and disinfected after use.

TRACING AND TRACKING

- Any reported positive COVID-19 test result of an individual or staff will be reported to the local DOH and OPWDD by Venture's Quality Assurance Department.
- If a staff or essential visitor tests positive for COVID-19, Venture will cooperate with the local DOH to trace all contacts in the workplace and notify the health department of all staff, individuals and essential visitors who entered the facility dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive. Confidentiality will be maintained as required by federal and state law and regulations.