



QSAC Day Habilitation Program Safety Plan

QSAC will ensure that the Day Habilitation programs operated by QSAC resume operations safely and consistently with the Governor's NY Forward initiative and adhere to all applicable local, state and federal requirements and guidance set forth by OPWDD regarding health and safety standards, social distancing directives, and precautions to help protect against the spread of COVID-19.

In addition, QSAC will ensure that all State and Federal safety requirements as outlined by the Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), United States Department of Labor's Occupational Safety and Health Administration (OSHA), New York State Department of Health (DOH) and OPWDD and standards set forth by the Americans with Disabilities Act (ADA) are adhered to at all times.

QSAC will remain well-informed with any relevant updates from OPWDD and applicable local, state and federal government authorities and incorporate, as needed, changes in operating practices to the Safety Plan.

In all site based certified day programs operated by QSAC, as well as QSAC Day Programs utilizing community based hub sites, Signage will be posted throughout the site addressing critical COVID-19 transmission prevention and containment. Signage will include guidance regarding:

- Social distancing requirements
- Use of mask or cloth face-covering requirements
- Proper storage, usage and disposal of PPE
- Symptom monitoring and COVID-19 exposure reporting requirements

Proper hand washing and appropriate use of hand sanitizer will be required. All staff and individuals will be required to perform hand hygiene immediately upon entering the program and throughout the day.

Non-essential visitors are not allowed.

All staff and individuals, as well as any essential visitors, will be screened prior to entry into the day program site and will be monitored for signs and symptoms of COVID-19 thereafter.

Each QSAC Day Program site will designate an administrative staff or health care professional to conduct daily screenings. Screeners will be provided and use PPE, including, at a minimum, a face mask and gloves. The screener will document health screenings of all individuals and staff. Staff screenings will document if the screening was passed or the staff was sent home. All staff screenings will be secured in a locked area.

Screeners will require individuals and staff to self-report, to the extent they are able, any changes in symptom status throughout the day. A staff person will be identified as a contact person who staff and/or individuals should inform if they later are experiencing COVID-19 related symptoms.



The health screening assessment will ask about:

- (1) COVID-19 symptoms in the past 10 days,
- (2) positive COVID-19 test in the past 10 days,
- (3) close contact with a confirmed or suspected COVID-19 case in the past 10 days and/or
- (4) travel from within one of the designated states with significant community spread as identified on an on-going basis by NYS.

Assessment responses will be reviewed every day and such review will be documented.

Any individual exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home for 10 days and be fever free for 24 hours without the use of fever-reducing medications.

Any staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home for 10 days and be fever free for 24 hours without the use of fever-reducing medications, unless notified otherwise by QSAC.

If symptoms begin while at the day program, the individual or staff will be sent home as soon as possible. The program will keep sick individuals and staff separate from well individuals and staff.

Any individual or staff sent home will be instructed to contact their healthcare provider for assessment and testing. QSAC will immediately notify the local health department and OPWDD about the suspected case. QSAC will provide the individual or staff with written information on healthcare and testing resources.

Staff who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to QSAC at the time of alert and shall follow all required protocols as if they had been exposed at work.

Each QSAC certified Day Program and community based Hub will designate a safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.

QSAC will maintain a log of every person, including staff and essential visitors, who may have close contact with other individuals at the facility. The log will contain contact information in order to identify, trace and notify in the event someone is diagnosed with COVID-19. QSAC will cooperate with local health department contact tracing efforts.

QSAC staff will take the following actions related to COVID-19 symptoms and contact:

- If a staff has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the staff may only return to work after completing a 10-day self-quarantine.
- If a staff is critical to the operation or safety of a facility, QSAC will consult with the local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission



If a staff does NOT have COVID-19 symptoms but tests positive for COVID-19, the staff may only return to work after completing a 10-day self-quarantine. If a staff is critical to the operation or safety of a facility, the day program, QSAC will consult with the local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.

- If a staff has had close contact with a person with COVID-19 for a prolonged period of time and is symptomatic, the staff person is required to notify the day program and follow the above protocol for a positive case, unless otherwise notified by QSAC.
- If a staff has had close contact with a person with COVID-19 for a prolonged period of time and is not symptomatic, the staff person is required to notify the day program and adhere to the following practices prior to and during their work shift, which will be documented by the day program:
 - Regular monitoring: As long as the staff does not have a temperature or symptoms, the staff will be required to self-monitor consistent with QSAC policies.
 - Wear a mask: The staff will wear a surgical face mask at all times while in the day program.
 - Social distance: The staff will continue social distancing practices, including maintaining at least six feet distance from others.
 - Disinfect and clean facility spaces: Facilities will continue to be cleaned and disinfected in all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment.

QSAC, to the extent possible, will ensure that at least six feet of physical distance is maintained among individuals and staff, unless safety of the core activity requires a shorter distance or an individual's treatment plan requires that closer contact be maintained with a staff member.

QSAC will require all staff to wear an appropriate face mask or covering at all times at work, consistent with all current Executive Orders and OPWDD guidelines, unless medically contraindicated. In addition, individuals receiving services must wear face coverings, if they can medically tolerate one, whenever social distancing cannot be achieved.

QSAC will ensure that groupings of staff/individuals receiving services are as static as possible by having the same group of individuals work with the same staff whenever and wherever possible. Group size will be limited to no more than fifteen (15) individuals receiving services.

All Day Habilitation facility space will be modified by reducing, if necessary, the number of program room seating areas to allow for social distancing of at least six feet apart in all directions. When distancing is not feasible between workspaces, QSAC will provide and require the use of face coverings or enact physical barriers, such as shielding walls where they would not affect air flow, heating, cooling, or ventilation.

Two feet by two feet Plexiglas physical barriers will be put in place, when appropriate, to create a barrier between two individuals working together, as well as when staff are working in close proximity with individuals.



Shared workspaces or equipment will be cleaned and disinfected between use.

Tightly confined spaces by more than one person at a time will be prohibited unless both individuals and staff sharing such space are wearing acceptable face coverings. However, even with face coverings in use, occupancy will not exceed 50% of the maximum capacity of the space.

To increase ventilation with outdoor air in both facilities and vehicles, to the greatest extent possible, QSAC will keep windows and doors open as frequently as possible unless such air circulation poses a safety or health risk.

QSAC will take measures to prevent congregation in lobbies, hallways, and in elevator waiting areas and limit density in elevators by enabling the use of stairs.

QSAC will reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate.

QSAC will make every effort to include the same grouping of individuals with the same staff each day to the extent possible and avoid having staff work with different groups of individuals.

QSAC will space out seating (6 feet apart) and use floor markers to designate six-foot distances and will remove additional seating above designated room capacity.

QSAC will prohibit the sharing of food and beverages.

QSAC will have an adequate supply of required PPE on site and has over 50,000 masks in stock at this moment.

In addition, QSAC will maintain an adequate stock of cleaning and [EPA](#) approved disinfecting agents and will use only EPA registered products for disinfecting non-porous surfaces.

QSAC will maintain at each site cleaning logs indicating the date, time, and scope of cleaning.

Cleaning products, sanitizers and disinfectants will be kept secure and out of reach of individuals who may misuse. Gloves, paper towels or other disposable items used will be immediately discarded and will be tied in a trash bag and removed from the environment to prevent individuals from accessing potentially contaminated or hazardous materials.

QSAC will limit the sharing of objects, such as electronic equipment, arts and craft materials, touchscreens, as well as the touching of shared surfaces. QSAC will use cleaning/disinfecting wipes for electronics.

QSAC will ensure that individuals are directed/assisted to not exit the vehicle at once so that each person exits one person at a time.

All staff transporting individuals will be required to wear a face mask at all times. Individuals receiving services, to the extent they can tolerate one, must also wear a face mask at all times in the vehicle.



QSAC will mark seats in each vehicle where seating is not permissible to reduce close contact. After each trip is completed, the interior of the vehicle will be thoroughly cleaned before additional individuals are transported. When possible, windows will be rolled down to permit air flow.