

CITY ACCESS NEW YORK

COVID Safety Protocols

- **Prior to joining day hab for the day:**
 - Staff must self-report via email/text daily:
 - Confirmation of no fever (can be taken at home or at the van with provided thermometer)
 - Confirmation of no positive test results for COVID
 - Confirmation of no COVID related symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Confirmation of no close contact with people who have confirmed or suspected cases.
 - Confirmation of no recent travel to/from places that currently have travel advisory/restrictions.
 - Staff should confirm the same with families daily, prior to picking up participants and log it appropriately in therap:
 - Individual Tab
 - ISP Data – New
 - Choose Program
 - Choose Participant
 - Select COVID Screening from ISP Program List
 - Choose Date - Select Next
 - By Default, each question is set to No. If the answer to all questions is no, scroll down and select submit. If the answer to any question is yes, change it to yes, submit and notify management.
 - Participants will be screened by staff for a fever prior to entering the van.
 - Any person that does not clear the screening will not be permitted to attend program. Staff should report the finding immediately to management and the participant/staff must remain home until medically cleared.
 - Confirmed cases will be reported to OPWDD by management.
 - If an individual passes the screening in the morning but then develops symptoms during the course of the day, log it again in therap (as instructed above), notify management, separate them from all others and arrange to bring them home immediately.

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- **Transportation protocols:**

- Vans must not run at more than half capacity (6 total people including staff)
- Only participants and staff attending the same group should be in the van.
- Individuals should be seated to allow for maximum distance between themselves and the driver, as possible.
- Staff should always wear face coverings while in the van.
- Participants should always wear face coverings while in the van, as medically/behaviorally possible. Individuals who have issues wearing face coverings will be prioritized to continue remote services if possible.
- Where appropriate and safe, open all van windows to permit airflow.
- After each trip is completed, the interior should be disinfected before starting the next trip.

- **When at the location:**

- If more than one group arrives to a location at the same time, they should take turns entering/exiting the building or take different entrances/exits to avoid interaction.
- Everyone should immediately wash their hands when entering the building.
 - At 86th St., one person per bathroom.
 - Staff should assist any participants that need help.
 - Bathroom fixtures should be sanitized after use.
 - Air dryers should not be used, paper towels only.
- The total number of people attending a location at one time will be limited to a safe number.
- Dividers will be used when possible to separate sections of the room.
- Tables will be arranged to allow for social distancing of 6 feet.
- Staff/Participants should not intermingle with other groups at the same location.
- Sharing of food is not allowed.
- Participants should bring food that requires little to no preparation (microwaving only)
- Ordering delivery is allowed, but multiple people cannot be on the same order.
- Activities should require little to no physical contact or sharing of equipment.
- Any spaces and materials used should be disinfected after use.
- Handwashing should be done by everyone often and when needed.
- Sanitizer will be available for when handwashing is not available, or participants are unable to.
- Doors/Windows should be open at all times to allow ventilation.

- **PPE protocols:**

- All staff and visitors should wear appropriate face coverings at all times while providing service.
- All participants should be encouraged and instructed to wear face coverings at all times.
- Face masks, shields, gloves, hand sanitizer, soap, and cleaning materials will be made available in the office closet. Only one staff should enter the closet at a time.
- Proper wearing and disposal of PPE should be followed at all times.