

## COVID Safety Protocols

- **STAFF:**
  - Staff must self-report via a form in the van, 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 that are experiencing symptoms prior to coming in to work for the day:**
    - Do not come in to work and schedule a test right away.
    - Notify management.
    - Notify partner.
    - If group is unable to run, notify families that group will be remote.
    - Management will notify remote staff of added participants.
    - Management will follow up with families to confirm remote.
    - If feeling well enough to work, join group in remote session.
    - Share results of test to management as soon as you receive them.
    - Must quarantine for 10 days and provide a negative test and be symptom free before returning.
  - **Staff that are experiencing symptoms during the workday:**
    - Notify management.
    - Notify partner.
    - If you have a partner, leave work immediately and schedule a test (both a rapid and a PCR is recommended).
    - If you are alone, notify families and bring them home immediately.
    - If the group is unable to run the next day, notify families that group will be remote.
    - Management will notify remote staff of added participants.
    - Management will follow up with families to confirm remote.
    - If feeling well enough to work, join group in remote session.
    - Share results of test to management as soon as you receive them.
    - Management will notify families of exposure and recommend testing.
    - Must quarantine for 10 days and provide a negative test and be symptom free before returning.

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- **PARTICIPANTS:**
  - Staff should confirm symptoms with participants and families daily, prior to picking up participants and log it appropriately on the form.
  - Participants will be screened by staff for a fever prior to entering the van.
  - **Participants that are experiencing symptoms prior to coming into program for the day:**
    - Notify management
    - Notify family that they won't be attending for the day, and they should get a test to return.
    - If positive, must quarantine for 10 days and provide a negative test and be symptom free before returning.
  - **Participants that are experiencing symptoms during the program day:**
    - Isolate them from the rest of the group if possible
    - Notify management
    - Notify family and arrange to bring them home, have family get them tested.
    - Management will notify other families of exposure if positive and recommend testing.
    - If positive, must quarantine for 10 days and provide a negative test and be symptom free before returning.
  
- **Transportation protocols:**
  - Vans must not run at more than half capacity (6 total people including staff) if any participant on the van is not vaccinated. If all participants are vaccinated, there is no capacity restriction.
  - 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:**
  - Everyone should immediately wash/sanitize their hands when entering the building.
  - 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.
  - 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.

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- **PPE protocols:**
  - All staff and visitors should always wear appropriate face coverings 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.
  - Proper wearing and disposal of PPE should be always followed.
  
- **Exposure protocols:**
  - Participants/Staff who have been fully vaccinated against COVID-19 do not need to quarantine after exposure, so long as they remain asymptomatic.
  - Participants/Staff who are not fully vaccinated and have been exposed must quarantine for 10 days and provide a negative test result to return.
  - Participants/Staff who have been confirmed to have COVID-19 must quarantine for 10 days and provide a negative test and be symptom free before returning.
  - Everyone that has been exposed while in program will be notified and asked to get tested.
  - Any confirmed cases of COVID-19 are reported to OPWDD via the IRMA reporting system.

