

Agency Legal Name	Makor Disability Service Inc.
Agency Address	1556 38th street, Brooklyn, NY 11218
Day Program Type	<input type="checkbox"/> Day Habilitation Without walls
Operating Certificate Number	70400943
Site Address (certified sites only)	1556 38th street, Brooklyn, NY 11218
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Primary Contact Email and phone	<a href="mailto:ESteinmetz@womensleague.org">ESteinmetz@womensleague.org</a> (347)940-9483

### Health screening and safety:

- A Safety monitor will be assigned to each site whose responsibilities include continuous compliance with all aspects of the site safety plan
- Each site supervisor will be responsible for overall site safety and compliance on an ongoing basis with the oversight and assistance of the Day Habilitation (Aka: DayHab) Director.

### **Entrance to Site Based/Participation in Community Based Programs:**

- All staff, individuals and essential visitors will be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter.
- Any individual or 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 until they are fever free for 72 hours without the use of fever-reducing medications (e.g. Advil, Tylenol).
- A daily designated screener will conduct health screening and will wear, at minimum a face mask, and gloves. Face Shields and gowns are available on site if an individual becomes symptomatic or requires isolation, and state guidelines require use of said PPE items.
- Screeners must require individuals and staff to self-report, to the extent they are able, any changes in symptom status throughout the day and identify a contact person who staff and or individuals should inform if they later are experiencing COVID-10 related symptoms.
- Health screening assessments will be reviewed daily and documented Staff Screening: A screener will conduct and record a health assessment and screening for all staff. (See attached “Staff and Individual Assessment” form).
  - The health assessment will ask the following:
    - (1.) Have experienced symptoms of COVID-19 in the past 14 days;

- (2) Have you tested positive COVID-19; or been in close or proximate contact with anyone who has tested positive for or has/had symptoms of COVID-19 within the past 14 days;
  - (3.) Have you in the last 14 days returned to the US, after traveling to a country for which the Centers for Disease Control and Prevention, have a level 2 or 3 travel health notice; or
  - (4.) Have you traveled within one of the designated states with significant community spread?
- Any staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. Additionally, staff with a temperature greater or equal to 100.0F will be sent home, and staff who develop new symptoms or fever while in the facility will be sent home. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (eg. Advil, Tylenol).

**The Screener will document if the screening was passed or if the staff was sent home. No health information will be recorded.**

### Individual Screening:

A screener will conduct and record a health assessment and screening for all individuals. (See attached “Staff and Individual Assessment” form).

- The health assessment will ask the following:
    - (1.) Have experienced symptoms of COVID-19 in the past 14 days;
    - (2) Have you tested positive COVID-19; or been in close or proximate contact with anyone who has tested positive for or has/had symptoms of COVID-19 within the past 14 days;
    - (3.) Have you in the last 14 days returned to the US, after traveling to a country for which the Centers for Disease Control and Prevention, have a level 2 or 3 travel health notice; or
    - (4.) Have you traveled within one of the designated states with significant community spread?
- Any individual exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. Additionally, individuals with a temperature greater or equal to 100.0F will be sent home, and individuals who develop new symptoms or fever while in the facility will be sent immediately separated, provided with additional PPE gear (as deemed necessary), and sent home. If someone becomes ill, staff will follow all emergency procedures including calling 911 as needed and contacting a program nurse.

The Screener will document if the screening was passed or if the individual was sent home. Any individual sent home will also require nurse and supervisor notification. Staff that have been in contact with this individual will consult with their supervisor and/or health care professional.

The following measures are in place for agency vehicles and all providers of transportation:

- For all providers of Agency transportation including DayHab or Residential staff health screenings must take place prior to transportation as per above.
- Hours of arrival and departure will be monitored in order to decrease density at these times.
- Where appropriate and safe, windows should be rolled down to permit airflow.
- Only individuals travelling to and from the same day program will be transported together. To the extent possible, individuals who are transported together will be kept together at the day program.
- Capacity on Makor vehicles that are transporting individuals from multiple residences will be reduced to 50% of total capacity. Individuals who reside together (as they are determined to be one cohort) may be transported together without any reduction in vehicle capacity.
- Individuals and staff must be spaced out to the extent possible in the vehicle to avoid close contact.
- Staff must wear a face covering at all times in the vehicle. Individuals who can medically tolerate wearing a mask **should** also do so to the extent possible. Social distancing must be maintained for individuals who cannot medically tolerate wearing a mask.
- The vehicle will be thoroughly disinfected after each trip and the cleaning will be documented in the vehicle log. Adequate supply of disinfectant, paper towels and PPE must be maintained on each vehicle.
- Individuals will be directed to maintain space between themselves and others and exit the vehicle one person at a time.
- Staff will receive training on the practices above

Signage and Guidance Documents have been posted throughout all MakorDS-sites to remind all personnel to adhere to:

-Social distancing requirements -Use of mask or cloth face covering requirements -Symptoms of COVID-19 exposure requirements -Proper storage, usage and disposal of PPE -Hand washing technique and use of sanitizer -The prohibition of nonessential visits

Operations of Day Habilitation Without Walls program during reopening:

- All Community Habilitation and Without Walls operations will start and end in the community as much as possible.
- The number of individuals being transported in agency vehicles will not exceed 50% of the vehicle capacity unless all of the individuals being transported live together.

- Low risk, outdoor activities such as going to a park or for a walk, or picking up to-go meals should be prioritized.
- Community outings to stores, outdoor restaurants, salons, etc., should be extremely limited.
- Activities will be developed that require little or no physical contact and which do not require shared equipment to the extent possible
- Open program space and outdoor space will be utilized to the extent possible.
- During working hours' staff will wear appropriate face coverings over their nose and mouth.
- Individuals should refrain from bringing personal items to the day program.
- Staff will receive training on the practices above the following mealtime protocols are in place to adhere to social distancing and reduce risk:
  - The staff will follow all individual specific meal preparation and dietary guidelines.
  - All are asked to bring meals that require minimal preparation.
  - The sharing of food and beverages is prohibited.
  - Disposable utensils and plates will be used and promptly discarded.
  - Meals will be eaten in socially distanced manner. There will be no congregating for the purpose of meals.
  - Any kitchen area, including high touch areas such as refrigerator and microwave handles, will be sanitized before and after meals.
- Staff will receive training on the practices above

The following hygiene standards will be implemented in order to maintain a sanitary environment:

- The DayHab Director, will ensure that there is an appropriate amount of handwashing soap, paper towels, hand sanitizer and PPE (masks, gloves) available.
- Staff and individuals will wash their hands upon entering the program and throughout the day.
- High touch areas, including bathrooms, door handles, table tops, etc... will be cleaned rigorously at least daily and more often as needed.
- Staff must bring hand sanitizer and ensure all individuals are washing and/or sanitizing hands whenever surfaces such as door handles, counters, public benches, and store shelves are touched.
- Social distancing principles must be adhered to, to the greatest extent possible.

- Face coverings shall be brought on public outings and individuals **must be encouraged** to wear the covering at all times. Everyone who is medically able to tolerate a mask must wear one when unable to maintain social distancing.
- There should be no unnecessary interaction with other members of the public while on an outing.
- When planning outings, staff should be aware of various capacity restrictions for businesses and should consider calling ahead, where possible, to ensure group size can be accommodated.
- Agency vehicles should be well ventilated (weather permitting) and will be disinfected between each use.
- Staff will receive training on the practices above
- The program supervisory staff will ensure that all employees comply with all personal protective equipment requirements set forth by OPWDD and DOH.

The MakorDS DayHab Without Walls Program is committed to doing our part in the tracing and tracking of COVID-19 cases by doing the following:

- The Quality Assurance Department or designee will notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff.
- In the case of a staff or visitor testing positive, we will cooperate with the local health department to trace all contacts in the workplace. We will notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the staff or Individual began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.
- 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 their supervisor at the time of alert and shall follow all required protocols as if they had been exposed at work.