

## Safety Plan Day Habilitation - Without Walls

Racker's Day Habilitation Program is provided to a limited number of participants, primarily those living in Racker's Residential program who choose to receive day services from Racker. The Day Hab Program is fully community based; there are no sites outside of the Residential settings.

In order for staff to work providing Face-to-Face Services they must have completed "Stopping the Spread of Respiratory Illness", "COVID-19 Screening upon Entry to Any Racker Site", and "COVID-19 Safety and Face Mask use".

DH Services begin and end in the participant's home. As such, when the participant lives in a Racker Residential Program, the staff must conduct self-screening questions and follow the 'Self-Screening Prior to Entering a Residence' protocol before entering any houses within Racker's Residential Program. This process includes self-screening at the designated location prior to entering the home.

For those not living in Racker's Residential program, staff will self-screen prior to providing services.

### **Screening (If beginning service at a Residential site, follow all directions and log your results.)**

- Do you have any symptoms associated with COVID-19: fever (temp at or above 100F taken with thermometer), cough, shortness of breath?
- Have you traveled to any countries identified by CDC as having high rates of COVID-19 transmission?
- Have you been in close proximity to anyone with suspected or confirmed as having COVID-19?
- Have you or anyone in your household been tested and confirmed to have COVID-19?
- Have you traveled to any states identified by CDC as having high rates of COVID-19 transmission?
- ***If you answer yes to any of these questions, you must return to your car and contact a supervisor. Do not enter a residential site if you cannot answer no to each screening question.***
- Any staff member exhibiting symptoms of COVID-19 will be instructed to contact their health care provider.
- Any confirmed or suspected case of COVID-19 will be reported to local health department and all guidelines set forth by OPWDD and DOH will be followed in case of a positive test result either from a program participant or staff person.
- On site supervisors at residential sites will monitor screening logs on each business day to ensure regular and accurate completion.

### **Symptom Monitoring**

- Each person participating at a residential site will be screened for COVID-19 symptoms at least once per day. Specific guidance for each individual is made available to staff per a COVID-19 Plan of Nursing Service. Health screenings are documented in the medication administration record.
- For people living outside of the Racker's Residential Program, screening will take place prior to service delivery and monitored throughout service time.

### **Signage**

*The Quality Standards Department assists in making signage available for residential sites where Day Habilitation is provided. Staff should report any missing or damaged signage to their supervisor immediately.*

- All certified residential sites where Day Habilitation is provided will have the following signage:
  - Visitor restrictions and guidelines
  - Self-Screening station guidelines
  - Hand Washing Guidelines
  - Disinfection Guidelines

### **Community Based Service Delivery:**

- Participate in low risk, outdoor activities whenever possible (a comprehensive list of such locations including accessibility requirements is maintained and distributed to all staff)
- Limit the frequency and duration of services provided in stores, outdoor restaurants, salons, etc and will abide by the capacity limitations of such locations (such activities require a pre-approved safety plan from a supervisor.)
- Limit unnecessary interaction with other members of the public while participating in a service activity.
- Staff must have hand sanitizer and ensure all people are washing and/or sanitizing hands throughout service time, whenever surfaces such as door handles, counters, public benches, and store shelves are touched.

### **Meal Times:**

- Staff will support the person with eating, if support is needed, prior to eating themselves. Staff will maintain mask use during all activities including assisting the person with eating.
- Service recipients residing together may eat together but should be spaced as far as possible from one another during meal time. Meals should be individually prepared and served to each individual. Buffet style dining is prohibited.
- If service recipients require support, one staff person must provide assistance to one service recipient for an entire meal before supporting another service recipient. Staff must thoroughly wash their hands in between assisting each person.
- Staff Meals and Snacks:
  - Staff to remove masks in common areas of residential sites. Staff meals/snacks/drinks may only be consumed outdoors, maintaining a minimum distance of six feet or greater or in an office space, alone with the door closed.
  - When providing off site service delivery, staff should refrain from eating or drinking whenever possible. If community time will be extended or eating will be necessary, staff should contact a supervisor to plan for each individual's safety and supervision needs while adhering to mask wearing and social distancing standards.
- All dining and food preparation surfaces will be disinfected before and after use.
- All reusable dishes and utensils should be washed in the dishwasher on the highest setting.
- All other Racker handwashing and disinfection guidelines must be followed.

### **Social Distancing Requirements**

Staff will maintain at least six feet of physical distance from the people they are supporting, unless the safety of the activity requires a shorter distance or the person's safeguards require that closer contact be maintained with a staff member. Frequent education about social distancing will be provided throughout service delivery time.

### **Activities and Group Size**

Day Habilitation services will either be provided 1:1 or in a group. Group service provision will be generally limited to groups that are already living with one another. In the event that an activity occurs where group members do not live together the following safety measures will be followed:

- Groups will be small, never to exceed 15 total people including staff and participants
- Group activities will be offered outdoors wherever possible and social distancing will be maintained
- All group participants will wear masks as they are medically able.
- Shared supplies will be disinfected between use. Items that cannot be disinfected should not be used.

### **Face Coverings**

All staff must wear an appropriate facemask or covering **at all times** while providing service. Staff may choose to use their personal cloth face covering, or one provided by Racker. Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and/or disposable masks that cover both the mouth and nose.

Service recipients receiving service at residential sites are not required to wear face coverings in their own homes, although, as needed, they should be provided education and practice regarding mask wearing. Individuals receiving support should wear face coverings in vehicles and community locations as they are medically able to do so. If a service recipient is unable to wear a face covering, this should be taken into consideration for activities planned in the community so that social distancing can be maintained and local mask wearing guidelines can be followed.

### **Personal Protective Equipment (PPE)**

All staff are provided with a mask, hand sanitizer, gloves, and cleaning supplies. At residential sites, hand sanitizer is available throughout each site unless it is unsafe to do so.

Face coverings must be cleaned or replaced after use and may not be shared. Instructions on mask care have been provided to all CSP's and can be found at: [Masks Care Instructions](#)

Masks, gloves, eye protection and gowns are available as needed.

### **Visitors**

All visitors to any Racker operated site where Day Habilitation is provided will be required to complete health screening, sign in on a visitor log, provide contact information and wear a mask. A mask will be provided to any visitor who does not have their own. Visitors are only permitted per the current residential visitor guidelines (for service occurring at residential sites).

### **Transportation**

Staff and individuals must wear face coverings at all times in the vehicle. The total number of people in a vehicle (passengers and driver) cannot exceed 50 percent of the vehicle's intended use (unless from the same home) and all passengers should be seated as far from one another as possible. Total numbers of people

- 5 passenger Sedan: No more than 2 (1 driver and 1 passenger)
- 7 passenger van: No more than 3 (1 driver and 2 passengers)
- 8 or more passenger van: No more than 4 (1 driver and 3 passengers)
- ***Vehicles may exceed 50 percent (up to 100 percent capacity) only when all service recipients reside in the same home.***

All staff and participants must utilize hand sanitizer immediately upon entering the vehicle.

Where appropriate and safe, windows should be rolled down, as tolerated by the participant, to permit airflow.

After each trip is completed, the interior of the vehicle should be thoroughly sanitized and disinfected.

***When providing service to individuals residing in Racker's Residential Program, agency vehicles will be used. Vehicle trip logs must be completed to include verification of health checks and all locations visited.***

### **Hygiene and Cleaning while providing service**

Staff are responsible for performing targeted cleaning and disinfecting of frequently touched hard, non-porous surfaces before and after each use. Products must be EPA certified for disinfection of non-porous surfaces before and after use. When providing services at a residential site, a complete disinfection of all non-porous surfaces must be completed and documented at least once per shift in addition to targeted cleaning.

All staff and individuals should wash their hands frequently with soap and water, for at least 20 seconds when:

- Upon arrival at the participants home or residential site

- before and after handling food,
- before and after eating and drinking,
- after using the bathroom,
- after touching shared objects or surfaces,
- after touching their eyes, nose or mouth,
- after cleaning, sanitizing or disinfecting surfaces
- when hands are visibly dirty.

Use of alcohol-based hand sanitizers with at least 60% alcohol are also acceptable whenever a sink is not readily available. Use of hand sanitizer by individuals should be supervised as needed by staff.

### **Tracing and Tracking**

Racker has implemented screening logs at the sites where each person signs upon entry and exit, along with their purpose of being at the building. Vehicle logs are also utilized to ensure contact tracing can be completed quickly. In the event a non-agency vehicle is used (when providing service to someone other than a residential service recipient), locations are logged in service documentation.

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 employer at the time of alert and shall follow all required protocols as if they had been exposed at work.

When there is a confirmed case of COVID-19 at Racker:

The **Executive Director/Designee** will:

1. On the same day of learning of a confirmed case of COVID-19 at Racker, ensure there is notification to all individuals and their families and all staff connected with the program *or location* where the person with confirmed COVID-19 was present
  - a. The Local Health Department will also be doing this – however, immediate steps by the program to quarantine or isolate the situation will be necessary. This involves contacting those who had potential contact with the infected person.
2. Notification will also include:
  - a. Contact information if anyone has any questions;
  - b. Reference to the agency’s website for Racker’s current practices in infection control and containment of COVID-19
  - c. A statement that updates will be provided as they become available.

### **Questions on the plan can be addressed to:**

Geoff Peppel, Regional Director of Residential Support at [Geoffp@racker.org](mailto:Geoffp@racker.org)

Or

Marianne Odell, Director of HCBS Services at [MarianneO@racker.org](mailto:MarianneO@racker.org)

Or

Garrett Owen, Assistant Director of Residential Services at [Garretto@racker.org](mailto:Garretto@racker.org)

Or

Katie Boardman, Director of Residential Services at [katieb@racker.org](mailto:katieb@racker.org)