



**HAMASPIK**  
CENTER FOR HUMAN SERVICES  
**המספיק**  
מרכז עזרה לצרכי הציבור

## Day Services Reopening Plan

### 1. Signage

*Hamaspik will post the DOH 13066\_coronavirus\_novisitors\_poster at the main entrances to its facilities.*

*The following posters will be posted at the entranceway and throughout the sites;*

*CDC, Wash your hands.*

*CDC, Symptoms of Coronavirus (COVID-19).*

*CDC, Help protect yourself and others from COVID-19.*

*CDC, Slow the spread of COVID-19.*

*CDC, How to safely wear and take off a cloth face Covering.*

*CDC, Stop the spread of germs*

### 2. Entrance to Site Based Programs

*At each site, there will be a designated person to screen individuals and staff prior to entering the program.*

*There will be signs at the entrance way reminding staff and individuals regarding the mandatory COVID screening. The Screener will wear PPE, minimum of a mask and gloves, while performing the screening.*

*Individuals that are transported with Hamaspik vehicles, the driver will self-screen and screen the individuals when entering the vehicle.*

*There will be a sign by each program entrance advising not to enter prior to being screened and explaining the screening process.*

*The screener will perform a temperature check and ask the COVID-19 symptoms / exposure questions. The screener will document the outcome on the Hamaspik "Covid Health Screening" form and file it in a locked and secure location.*

*Staff will be trained to monitor individuals for symptoms throughout the day.*

*Staff that fail the initial screening, or develop symptoms during the day, will be dismissed immediately with no entry to the facility (sent out of facility if during the day).*



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*Individuals that fail the initial screening, or develop symptoms while at program, A staff member will immediately remove the individual from the program location to a designated isolation room, notify the residence / parent that we will be bringing the individual home. As soon as we know that there is someone home for the individual, transport him / her home.*

*Any staff or individual sent home due to COVID symptoms, will be instructed to contact their doctor for guidance. They will be given a printout of the CDC Testing for COVID-19 document. The program manager will immediately contact the Hamaspik QA department about the suspected case. The Hamaspik QA department will contact the local Health Department and OPWDD about the suspected case.*

*OPWDD COVID-19 Protocols for Direct Care Staff to Return to Work guidance will be followed for any employee that was exposed or infected with COVID – 19.*

*Staff will be trained to report a positive case or exposure / possible exposure, signs and symptoms to their supervisor.*

*Staff members or individuals that were tested positive for COVID-19 will need to bring proof of a negative COVID-19 test and wait the required quarantine time period before returning to work.*

*In addition to the COVID questionnaire, a letter will be sent to the residences advising them of the regulation that an individual can't attend day program while a member of their household is being quarantined or isolated.*

*The Screener will make sure that any person that had fever, symptoms, or was tested positive doesn't enter the facility until; the mandated fever free time is over (72 hours without fever reduction medication), is symptom free, or quarantine time has passed.*

*If a staff has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, and the inability to temporarily furlough that employee would cause a hardship to the program, the staff should notify the day program and adhere to the following practices prior to and during their work shift, which should be documented by the day program:*

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1. *Regular monitoring: As long as the staff does not have a temperature or symptoms, they should self-monitor twice daily.*
2. *Wear a mask: The staff should wear a surgical face mask at all times while in the day program.*
3. *Social distance: staff should continue social distancing practices, including maintaining, at least, six feet distance from others.*
4. *Disinfect and clean facility spaces: Continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.*

### **3. Social Distancing Requirements**

*Hamaspik will make use of additional non-certified space in order to have proper social distancing space.*

*Small confined space will have signage put up that no more than 50% of capacity is allowed.*

*Seating arrangements will be placed and marked 6 feet apart.*

*There will be floor markers denoting spaces of 6 feet throughout the facility.*

*Staff will be trained and signage will be posted for staff / individuals not to enter the hallway to exit while someone is entering and vice versa.*

*Hamaspik will educate the individuals to the best extent possible, the importance of social distancing (such as coloring pages, videos, etc..)*

*Staff will have a designated group of individuals and space that they use (unless this needs to be changed for health and safety reasons).*

*When staff are unable to maintain social distancing from the individuals, proper PPE must be worn.*

*There will be a designated break room for staff.*

### **4. Gatherings in Enclosed Spaces**

*Hamaspik will utilize spaces in our non-certified spaces to adhere to capacity and group sizes.*

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*Groups will be stable groups of no more than 15 individuals and will focus on not to have any contact with other groups.*

*Meals will be held in a social distancing setting and will be served as individual portions. Individuals on a special diet that require to bring food from home, will be advised to send food that needs minimal amount of preparation. Kitchen utensils will be cleaned thoroughly by our cleaning crew.*

### **5. Day Program Schedules and Activities**

*Hamaspik will utilize spaces in our non-certified spaces to adhere to capacity and group sizes. Where possible, we will focus on activities with the least contact possible. We will ensure to have enough supply of each item not to have to share.*

### **6. Personal Protective Equipment**

*Program managers will ensure that all staff and essential visitors wear face coverings at all times, while providing services. Hamaspik will provide facemasks free of charge for those who don't have.*

*Staff will be trained to support individuals that can tolerate face masks to wear them whenever social distancing is not possible.*

*Hamaspik maintenance department will be trained to ensure that there is adequate Masks and gloves in each location. There will be adequate supply in the Hamaspik offices for community-based services.*

*Staff will be trained on proper use of PPE, donning, doffing, disposing, and / or reusing and sanitizing when appropriate. The training will consist of the CDC "Demonstration of Donning (Putting On) Personal Protective Equipment (PPE)" <https://www.youtube.com/watch?v=H4jQUBAlBrI>, CDC "Demonstration of (Taking Off) Personal Protective Equipment(PPE)" <https://www.youtube.com/watch?v=PQxOc13DxvQ>.*

*Training sign in sheets will be kept on record.*



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## 7. Hygiene and Cleaning

*Each location has multiple sinks with running warm water. Each sink has a soap dispenser and disposable towel dispenser. Each location has hand sanitizing dispensers. The Hamaspik maintenance team and site program manager will ensure that the dispensers are full at any given time.*

*Staff will be trained on proper hand washing techniques as per the NYS DOH and CDC guidelines. Proper handwashing posters will be hung up by each sink and sanitizing dispenser.*

*Individuals will be encouraged to wash their hands properly.*

*Individuals and staff will be encouraged to wash / sanitize their hands as soon as they arrive to the facility.*

*Cleaning and disinfection of Environment, equipment and supplies*

*Maintenance and the site manager will ensure that there is always a sufficient amount of cleaning supplies and EPA approved disinfecting products. Cleaning products will be stored in a secure locked location.*

*Staff will be trained to clean and use disinfecting products after use of any supplies, surface, and restrooms. When possible, windows will be opened to let fresh air circulate. They will be trained to allow dwell time as per manufactures recommendations. The Hamaspik cleaning crew will thoroughly clean and disinfect the sites after each day. Disposable items will be immediately discarded, tied in a garbage bag and taken outside.*

*All cleanings and disinfections will be logged and kept on record.*

*CDC, "Cleaning and Disinfecting Your Facility" poster, will be posted throughout the facility.*

*Unless clinically required, no items will be bought into the sites, and no items that can't be cleaned will be used.*

*Upon learning of an individual / staff experiencing symptoms, The program manager will;*

- 1. Close off areas used by the person who is sick. The provider does not have to necessarily close operations, if they can close off the affected areas.*
- 2. Open outside doors and windows to increase air circulation in the area.*



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3. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
4. Clean and disinfect all areas used by the person who is sick such as offices, classrooms, bathrooms, common areas, and shared equipment.
5. Once the area has been appropriately disinfected, it can be opened for use.

## **8. Transportation**

Only individuals and staff traveling to and from the same program will be transported together. When transporting individuals from multiple residences, the capacity will be reduced to 50%.

Drivers will coordinate, not to unload a vehicle while another one is unloading. One vehicle at a time will be dismissed and loaded.

Drivers and staff are required to wear facemasks at all times. Individuals will be seated apart and encouraged to wear facemasks. If individuals can't wear facemasks, social distancing must be maintained.

After each trip, before transporting additional individuals, the driver will clean and disinfect the vehicle.

Drivers will be instructed to leave their windows open a bit (whenever possible).

## **9. Tracing and Tracking**

Hamaspik will notify the local health department immediately upon being informed of a positive case.

Hamaspik will work along with the local Health Department to track all individuals that had contact with the positive person, dating back to 48 hours prior to when the positive person's symptoms began.



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