



Attestation of Certified Day Program Operations in Accordance with OPWDD Interim Reopening of Day Services Guidance

Agency Legal Name	Herkimer County Chapter, NYSARC, Inc.		
Agency Address	350 South Washington St. Herkimer, NY 13350		
Day Program Type	<input checked="" type="checkbox"/> Certified Site + <input checked="" type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Day Treatment <input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> Prevocational <input type="checkbox"/> Respite
Operating Certificate Number	6288-0651		
Site Address (certified sites only)	350 South Washington St. Herkimer, NY 13350		
Certified Capacity (certified sites only)	49		
Primary Contact Name	Lorene Bass, Executive VP - Supports & Services		
Primary Contact Email and phone	lbass@archerkimer.org (315)-574-7000		

The submission of this signed attestation and safety plan for the above program to quality@opwdd.ny.gov advises OPWDD of the agency's plan to resume operations at the day program in accordance with requirements as outlined in the guidance document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

The agency must attest to its ability to adhere to all requirements in the guidance as appropriate to the program, and to ensure ongoing compliance with the requirements upon opening.

Any attestation is a filing of a written document with a government agency and is enforceable against the signatory.

	7-21-20
Signature of Agency CEO	Date
	
Printed Name of Agency CEO	

COVID-19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	Herkimer County Chapter, NYSARC, Inc.	
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Anticipated Reopening Date	July 21, 2020	
Operating Certificate Number	6288-0651	
Site Address (certified sites only)	350 South Washington St. Herkimer, NY 13350	
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Primary Contact Name	Lorene Bass, Executive VP - Supports & Services	
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The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at quality@opwdd.ny.gov. In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.



Day Services Re-Opening Safety Plan

Background and Intent:

On March 17, 2020 guidance was enacted for the “*Immediate Temporary Suspension of Day Program Services*” for New York State as a result of the COVID-19 Pandemic. As a result, Arc Herkimer immediately reduced the occupancy of our Day Programs and services. The following plan defines how Arc Herkimer will move forward with re-opening of Day Programs and services in accordance with the OPWDD “*Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People with Developmental Disabilities*”

Arc Herkimer will reopen Day Program Services on or after July 15, 2020. The documentation below is subject to change should additional guidance be received by any and all applicable local, state or federal regulatory bodies. Arc Herkimer is committed to monitoring and implementing all applicable local, state and federal requirements, remaining well informed with relevant updates, determining program specific and individual specific needs on a case by case basis, engaging in open discussions with the people we support and families and incorporating changes as needed into our operating practices to ensure the health and safety of the individuals we support.

This reopening Safety Plan is designed to assist Individuals Supported, Support Teams and Arc Herkimer Staff to understand the requirements of reopening of our Day Program Services while ensuring everyone’s Health & Safety.

Outlined below, Arc Herkimer, demonstrates substantial changes that will be made to the day programming Services and work environments to ensure compliance with current local, state and federal requirements. This Safety Reopening Plan sets forth and takes into account guidance from the following:

- Centers for Disease Control and Prevention (CDC)
- Environmental Protection Agency (EPA)
- United States Department of Labor’s Occupational Safety and Health Administration (OSHA)
- New York State Department of Health (DOH)
- Office for People with Developmental Disabilities (OPWDD)

This safety plan will remain in effect for Arc Herkimer during the continued COVID-19 Public Health Emergency until amended or rescinded by the State of New York. In the event of an Emergency Situation Arc Herkimer will maintain the health and safety of the individuals we support and this Safety Reopening Plan to the greatest extent possible; however, the immediate health & safety of the individuals we support is the priority in an emergency.



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Signage – applies to certified sites and other locations controlled by the provider

- Entrances to program buildings contain signage that non-essential visitors are not allowed at the present time. Arc Herkimer Day Programming Sites are secure facilities. Non-Essential Visitors are only allowed to enter at the main entrances, many of which have an Administrative Assistant that is assigned to greet people upon entry. The Administrative Assistants are aware that non-essential visitors are not allowed at this time, additionally entrances to program buildings contain signage that non-essential visitors are not allowed at the present time.

Arc Herkimer has signage placed throughout the Day Programming Facility regarding addressing critical COVID-19 transmission, prevention and containment. The signage includes the following information as outlined in the “Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People with Developmental Disabilities”

- Social Distancing Requirements
- Use of mask or cloth face-covering requirements
- Proper storage, usage and disposal of PPE
- Symptom monitoring and COVID-19 exposure reporting requirements•
- Proper hand washing and appropriate use of hand sanitizer

A. Entrance to Site Based Programs

Arc Herkimer operates and considers most of its sites as secure facilities, meaning no one should enter sites without a security fob or the door being answered. At this time all Non-Essential Visitors or individuals without appointments will be turned away until which time an appointment can be made. Arc Herkimer utilizes touchless technology to implement Health Care Screenings.

A Health Care Screening Station, including a temperature check with a thermometer, is utilized for Health Care Screenings upon entry into the building. Should any person entering the site not meet Health Care Screening Criteria, they will not be allowed to enter the building. Health Care Screening Stations, the process for screenings implemented by Arc Herkimer and the documentation of Health Care Screenings meets the requirements for Contact Tracing per local, state and federal requirements. The documentation of Health Care Screenings for all sites is maintained in the Human Resources Department at Arc Herkimer’s Main 350 South Washington St. site. To the extent possible, individuals supported will undergo a documented health screening by a designated staff member wearing the appropriate personal protective equipment upon entry into the Arc Herkimer Day Programming Site. It is everyone’s responsibility to perform or to assist with hand hygiene immediately upon entering the Arc Herkimer Site and throughout the time they remain in the building to the extent possible.



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Arc Herkimer implements Health Care Screening Assessments including but not limited to the following information:

- COVID-19 Symptoms in the past 14 days
- Positive COVID-19 test in the past 14 days
- Close contact with a confirmed or suspected COVID-19 case in the past 14 days
- Travel from within one of the designated countries/states with significant community spread.

Based upon individualized answers to this assessment Arc Herkimer makes the appropriate decision as to whether entrance into the facility is permitted. Assessment responses are reviewed and documented. Any Individual Supported or Staff member exhibiting signs/symptoms of COVID-19 are not allowed to enter the Day Services Programming building and are not allowed to enter Arc Herkimer facilities until they are fever free for 72 hours without the use of fever-reducing medications. Should an individual supported or staff show signs/symptoms of COVID-19 while at an Arc Herkimer facility these people will be kept separated from people not showing signs/symptoms to the best of our ability and will be sent home as soon as possible. Any Individual Supported or Staff sent home are instructed to contact their Health Care Provider for assessment and testing. Arc Herkimer will then contact the local health department and OPWDD regarding the suspected case. Arc Herkimer along with the Individual Supported or Staff work together to ensure people are not returning to the Day Programming Services site until it is properly indicated by State or local health officials and/or Health Care Providers in addition to following the guidance set forth by OPWDD for *“Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People with Developmental Disabilities.”*

Any staff that are not considered direct care but are essential to continued operation will enter through either a designated employee entrance or the main entrance to the building and are to utilize alternate paths of travel to minimize access to the Day Programming locations of the building when possible, and to maintain social distancing while wearing face coverings. These staff will continue to undergo documented daily health screening upon entrance.

- Communication has been made to all employees regarding the requirements of Health Care Screenings upon entry into the building. It is every employee's responsibility to ensure their health screening has been documented upon entry. Additionally, logs are collected minimally weekly by Administrative Staff and provided to the Site identified Program RN for review and oversight. All Health screening documentation will be maintained on site when possible with the designated staff in a secure manner.

All Arc Herkimer staff are responsible for continuous compliance with all aspects of this Site Safety Plan. All Arc Herkimer staff review this plan, are responsible for understanding and implementing this plan. Arc Herkimer is not delegating one job title to the role of a Site Safety Monitor, All Staff are essential and responsible for the Health & Safety of the Individuals we Support and other staff members “If staff see



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something, they are to say something” to help ensure compliance and also promote positive actions and social distancing.

B. Social Distancing Requirements:

Arc Herkimer has completed a review of space available within the organization for implementation of social distancing and to ensure health and safety needs. Arc Herkimer is reducing the number of people receiving services in each service location based upon each Individual Served having a minimum of 36 square feet per person; additionally, program spaces will not exceed 15 Individuals Served per group. Arc Herkimer Staff are trained and directed to wear acceptable face-coverings such as cloth-based face coverings and disposable masks that cover both the mouth and nose when social distancing cannot be achieved. While providing Direct Care Services Arc Herkimer Staff will do their best to maintain a six-foot distance from program participants and other Arc Herkimer staff; however, providing essential services to the people we support is our core function and social distancing may not always be possible. Certain individual’s plans require physical contact with staff to ensure their health and safety needs are met. In these circumstances, Arc Herkimer staff will wear acceptable face coverings, as noted above, and take appropriate precautions utilizing PPE and practicing proper hygiene. Arc Herkimer staff are trained in the use of PPE, Infection Control and the Signs & Symptoms of COVID-19. Additionally, if people supported have the ability to medically and physically tolerate face coverings, they shall wear a face covering when social distancing cannot be achieved. When possible, Arc Herkimer utilizes outdoor air to increase ventilation unless such air circulation poses a health or safety risk.

Where tightly confined spaces exist and are used by more than one person at a time, acceptable face-coverings shall be worn. Arc Herkimer staff are directed that upon leaving their main work area they are to don their acceptable face-covering when moving about the building. This includes moving about the hallways, while using the restrooms and in common areas where more than one staff may be utilizing the space. When Individuals Supported are moving about the building, they shall don acceptable face coverings if they can medically and physically tolerate it, when they cannot, Arc Herkimer staff shall ensure they can maintain social distancing to the best of their ability. Additionally, elevators are marked with appropriate signage when it is applicable.

Based upon this review Arc Herkimer has modified the use of or has restricted program rooms, seating areas to allow for social distancing, when social distancing is not possible, acceptable face coverings are worn. Additionally, Arc Herkimer reviews room configurations to ensure the expansion of usable space and ensures seating areas maintain a 6ft. distance in program room areas. Arc Herkimer adheres to these guidelines and strives to maintain social distancing to the greatest extent possible while providing essential services to the People We Support.



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At times, unforeseen circumstances may arise; however, consistency with staff providing services and staff shall occur to the greatest extent possible. Whenever possible the same group of Individuals Supported will work with the same staff. Staffing plans are implemented to mitigate the risk of Arc Herkimer staff “floating” between different rooms, classrooms or groups of individuals. Additionally, if various groups of Individuals Supported are utilizing the same Day Program facility, but in different locations, these individuals have minimal contact with one another and do not utilize common spaces at the same time to the greatest extent possible.

C. Gatherings in Enclosed Spaces

Arc Herkimer has completed a review of space available within the organization for implementation of social distancing and to ensure health and safety needs. Arc Herkimer is reducing the number of people receiving services in each service location based upon each Individual Served having a minimum of 36 square feet per person; additionally, program spaces will not exceed 15 Individuals Served per group.

Arc Herkimer’s Leadership Team ensures, to the best of their ability, that the groupings of individuals receiving services and staff are as consistent as possible. Grouping of Individuals Supported based upon their living situation occurs if possible. It is determined that people living in Arc Herkimer Residential Housing, people living in the community and people living at other service provider certified residences will go to separate day programming locations to the extent possible.

At times, unforeseen circumstances may arise; however, consistency with staff providing services and staff shall occur to the greatest extent possible. Whenever possible the same group of Individuals Supported will work with the same staff. It is further noted that adequate space is provided for Arc Herkimer staff to complete independent tasks such as paperwork. Arc Herkimer provides a staff lounge area for taking breaks, this area is posted with the maximum occupancy level based on 36 sq. ft. per person and staff maintain social distancing when in these areas. Break times may be staggered to ensure Social Distancing if maximum occupancy of the staff lounge occurs. The use of shared food/beverages and buffet style meals is prohibited during this time at day program sites. Signage is placed around the facility indicating this. Supports & Services Staff are trained on preparation of lunches that require limited preparation. Limited to microwave use only. Staff are additionally trained on proper cleaning of reusable containers including dishwashing on the hottest wash and dryer setting. Disposable utensils and paper products will be utilized whenever possible to further safeguard against the spread of germs.

D. Day Program Schedules and Activities

Arc Herkimer Day Programming capacity is prioritized for those individuals who are best served for onsite activities due to their specific needs. Arc Herkimer’s Supports & Services Program, Quality Assurance and



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Clinical Teams, families and guardians work together to ensure individuals who may be at high risk for COVID-19 or who prefer to remain at home and participate in less intensive services have the ability to do so. Additionally, the use of Open Screening Discussions will occur, regarding COVID-19 precautions, prior to Individuals Supported returning to Day Programming.

For Individuals Supported who choose to return to day program Arc Herkimer implements measures for social distancing and proper cleaning and sanitation protocols to the best of our ability through measures such as but not limited to:

- Adjusting Day Programming hours – hours of operation
- Prioritizing and developing tasks and activities that most easily adhere to social distancing requirements
- Educating Arc Herkimer staff and Individuals Supported on best practices for social distancing, proper use of PPE and cleaning & sanitation procedures to the greatest extent possible.
- Posting signage throughout the facility addressing critical COVID-19 transmission, prevention and containment

E. Personal Protective Equipment:

Herkimer Industries, a division of Arc Herkimer produces reusable/washable face coverings. These have been provided at no cost to Arc Herkimer Employees. Also, an additional supply of face coverings has been secured in sufficient quantities in case additional face coverings are needed. These resources are an ongoing item that we have always purchased not only for our workers but also for use in some of our kitting and packaging lines. We utilize a PPE burn rate calculator to assist us in determining our PPE usage and help ensure we have appropriate supplies being acquired timely. Additionally, we will utilize the strategies developed by the CDC to optimize the supply of each type of PPE utilized at this facility. The Supply of acceptable face coverings is available to staff, essential visitors and Individuals we Support to the extent they are able to medically tolerate face coverings. A limited supply of surgical masks has been obtained from Grant funding to additionally support individuals who live in the community. These will be shared openly until the supply is depleted.

Acceptable face coverings may include surgical masks, face shields and/or cloth masks; however, should the activity require a higher degree of protection for face coverings, due to the nature of the work, Arc Herkimer has a sufficient supply of N95 Respirators on site for staff use. Additionally, staff providing Direct Care Services and others have been trained on the use of and fit tested for N95 masks should their job require them to wear one.

Employees are regularly trained in Infection Control and the precautions needed to control Exposures to airborne and harmful diseases. Additional trainings have been provided to Employees on the symptoms and necessary precautions specific to COVID-19, cleaning and disposal of face coverings, donning, doffing and sanitizing of PPE where applicable. A resource page is available to staff at this facility. The agency also has a Management of Coronavirus Policy reviewed by all staff members. Arc Herkimer has placed signage around the



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facility addressing critical COVID-19 transmission, prevention and containment. Documentation of trainings are maintained with Human Resources.

F. Hygiene and Cleaning:

Personal Hygiene to Reduce Transmission:

Arc Herkimer has increased the emphasis on the use of hand sanitizer and good hand washing practices, as described in the CDC guidance's and posters. CDC Postings are hanging on-site and available on our intranet in the COVID-19 Resources page for quick access and use/reference by our Employees.

Hand washing stations with soap, warm water and paper towels are located throughout the facility. Alcohol-based Hand Sanitizers containing at least 60% Alcohol and/or EPA Approved are available for use in areas where hand washing may not be practical in the form of pump hand sanitizers and wall mounted dispensers. Signage regarding best practices for hand hygiene i.e. using soap/water for visibly soiled hands vs. hand sanitizer is located throughout the facility. Staff are trained in proper hand hygiene procedures for hand washing and the use of hand sanitizers per the Department of Health's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19".

Employees are regularly trained in Infection Control and the precautions needed to control Exposures to airborne and harmful diseases. Additional trainings have been provided to Employees on the symptoms and necessary precautions specific to COVID-19. A resource page has additionally been developed to make information readily available to staff at this facility. Moreover, Day Programming Staff work with Individuals Supported to ensure they are engaging in appropriate hand washing techniques as tolerated.

Cleaning and Disinfection of Environment, Equipment and Supplies:

Throughout the Program Service Day objects could be shared by Arc Herkimer Staff and the People we Support. The following measures are in place:

- Staff are trained in limiting the use of shared items such as electronic equipment, touchscreens and arts & crafts materials.
- Items that are not able to be cleaned & sanitized such as cloth materials are not used, as allowable.
- Families are advised to not bring plush/cloth items to the day program site
- Items that can be cleaned and sanitized are handled in the following manner:
 - Items such as crafting supplies, electronic equipment and touch screens are used by only one person, when not feasible items are wiped down with a disinfectant EPA approved cleaner before & after each use, staff are trained in proper "wait times" for adequate disinfection.



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- Staff are directed to either wear gloves when in contact with shared items or frequently touched surfaces or practice hand hygiene before and after contact. Arc Herkimer staff are trained in Infection Control Procedures.
- Signage has been placed in areas identified where Employees may use shared objects, in these spaces Arc Herkimer has placed signage for reminders to wipe down commonly used supplies with sanitizer after use.
- Arc Herkimer has placed pump Hand Sanitizers in areas identified of commonly used supplies.
- Arc Herkimer utilizes EPA Approved disinfecting agents and maintains an adequate supply of these chemicals with oversight by our Custodial Services Department.
- Arc Herkimer currently has processes in place for routine cleaning of the facility by the Custodial Staff we employ. High risk areas are included in the cleaning schedule.
- A Daily Cleaning Custodial Checklist exists and is used for record keeping.
- Arc Herkimer uses a Clorox - 360 disinfecting system that is used agency wide once every two weeks on top of the daily cleaning.
- Arc Herkimer's Custodial Staff and Supports & Services Staff are trained in proper cleaning & disinfecting procedures per the Department of Health's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19". This training includes proper dwell times for cleaners, sanitizers and disinfectants per the manufacturer's recommendations.
- Supports & Services staff are trained in keeping cleaning products, sanitizer's and disinfectants in a secure area and out of the reach of Individuals Supported who may misuse these products, to the greatest extent possible. Staff are additionally trained in the disposal of cleaning materials. After cleaning, sanitizing and disinfecting any gloves, paper towels or other disposable items are discarded. Garbage cans for used cleaning materials are physically placed so they are kept away from individuals supported and final disposal consists of tying used materials in a trash bag and removing from the area.
- Supports & Services Staff are trained to read the manufacturer's recommendations on potential hazards of cleaning, sanitizing and disinfecting chemicals they are using include but not limited to necessary PPE to be worn when using and proper ventilation. Supports & Services Staff are trained in how to properly use/read Safety Data Sheets and where they are located.

G. Transportation:

Arc Herkimer's Supports & Services Program and the Transportation Department maintain open lines of communication to ensure Individuals Supported are transported to and from their Service Program locations in the safest manner possible to the best of their ability. Arc Herkimer's Transportation and Supports & Services program makes every attempt to ensure individuals attending the same services are transported together. When this is not feasible the Supports & Services Program and Transportation Department work together to ensure the Health & Safety of all Individuals.

At the present time Arc Herkimer has implemented the following:



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- The capacity of buses, vans and other vehicles transporting individuals from multiple residences is reduced to 50% of the total capacity in an effort to maximize social distancing and reduce COVID-19 transmission risk.
- The Transportation Department and the Supports & Services Program work together to create efficiencies regarding arrival and departure times and to mitigate the potential of many Individuals arriving or departing the Program Services site at the same time.
- To the greatest extent possible, Arc Herkimer transports Individuals Supported in cohorts based upon their living situation. For example, people living in an Arc Herkimer Certified Residence are not transported in the same vehicle as Individuals Supported residing in the community.
- Arc Herkimer vehicles are cleaned/wiped down at the end of each trip/bus run.
- Arc Herkimer busses are run with one Individual per seat with staggered seating to the greatest extent possible.
- Arc Herkimer staff wear appropriate face coverings while transporting.
- Appropriate face coverings are provided to Individuals Supported upon entering the vehicle. Individuals Supported are encouraged to wear these face coverings if they are physically and medically able to tolerate them.

H. Tracing & Tracking:

- Should the facility providing Day Program Services have a suspected or confirmed case of COVID-19 within the facility the following measures take place:
- Arc Herkimer follows the NYS DOH and OPWDD Guidance relating to reporting and Contact Tracing in the case of a positive or presumed positive COVID-19 individual or staff.
 - All affected areas used by the person are identified.
 - All affected areas are closed off with the assistance of the Supports & Services Program and any other Departments deemed necessary.
 - Air circulation is increased by opening windows and doors if feasible to the affected area
 - The affected area is tagged with "Do Not Enter" signage and the time the affected area is quarantined/closed off is noted on the "Do Not Enter" sign
 - A minimum of 24 hours, if feasible, the room is quarantined
 - After 24 hours, if feasible, the identified affected areas are cleaned and disinfected minimally with the Clorox 360 Machine and EPA Approved Disinfecting Agents.
 - Once the affected area has been appropriately disinfected, the "Do Not Enter" signs are removed, and the area is available for use.
 - Employees and Individual Supported without close contact with the person who was suspected or confirmed to have COVID-19 can return to the area

Kemi Cosley 7-21-20