

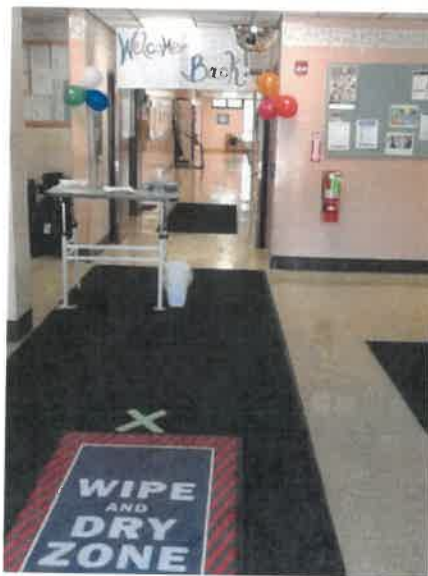
**Re-Opening Plan for Site-Based Day Habilitation
Delarc/THRIVE
PHASE ONE**

The Arc of Delaware County will begin to open our site-based day habilitation programs slowly. This plan is designed to assist the staff, people we support, the families, and the supporting teams to understand the current expectations. This plan will remain in effect until further notice.

Starting Friday, August 14th, THRIVE will open in limited capacity. We are initially opening Delarc's PHASE ONE following this plan. Delarc's PHASE TWO of re-opening (including a greater number of people we support) will come at a later date.

A) Entrance To Site Based/Participation In Community Based Programs

All staff and individuals, as well as any essential visitors, will be screened prior to entry into the day program site and monitored for signs and symptoms of COVID-19 thereafter.



Each day program will designate a supervisory level staff or healthcare professional to conduct daily screenings.

Screeners will be provided and use PPE, including at a minimum, a facemask and gloves and may include a gown, and/or a face shield.

The screener will document health screenings of all individuals and staff.

Staff screenings will document if the screening was passed or the staff was sent home. No health information will be recorded.

Screeners will 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 will inform, if they later are experiencing COVID-19 related symptoms.

The health screening assessment will ask about:

- 1) COVID-19 symptoms in the past 14 days.
- 2) Positive COVID-19 test in the past 14 days.
- 3) Close contact with a confirmed or suspected COVID-19 case in the past 14 days.
- 4) Travel from within one of the designated states with significant community spread.

Assessment responses will be reviewed every day and such review will be documented.

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 (Advil, Tylenol).

If symptoms begin while at the day program, the individual or staff will be sent home as soon as possible. The program will keep sick individuals and staff separate from well individuals and staff.

Any individual or staff sent home will be instructed to contact their healthcare provider for assessment and testing.

Individuals sent home from program will consult with their healthcare practitioner prior to returning to the program.

Staff sent home will comply with appropriate return to work guidance and will consult with their supervisor prior to returning to work.

Individuals will not return to or attend the day program while a member of their household or certified residence are being quarantined or isolated.

If an individual or staff member is identified with COVID-19, the day program will seek guidance from State or local health officials to determine when the individual/staff can return to the program and what additional steps are needed.

A directory of local health departments can be found at:

- https://www.health.ny.gov/contact/contact_information/.

All staff and individuals will perform hand hygiene immediately upon entering the program and throughout the day. Day Program Directors, or their respective designees, will serve as Site Safety Monitor, whose responsibilities include continuous compliance with all aspects of the Site Safety Plan.

Day programs will maintain a log of every person, including staff and essential visitors who may have close contact with other individuals at the facility, excluding deliveries that are performed with appropriate PPE or through contactless means.

Log will contain contact information, such that all contacts may be identified, traced and notified in the event someone is diagnosed with COVID-19.

All Original Program Logs will be submitted daily to the Executive Assistant to the CEO or designee in Hamden.

B) Social Distancing Requirements

The Agency will assure that for any programming occurring indoors, capacity is limited to the number of participants and required staff, ensuring the following mitigation strategies are adhered to:

- At least six feet of physical distance will be maintained among individuals and staff, unless safety of the core activity requires a shorter distance or an individual's plan requires that closer contact be maintained with a staff member.
- All staff will wear an appropriate facemask or covering at all times at work, consistent with all current Executive Orders and OPWDD guidelines, unless medically contra-indicated.
- Individuals receiving services will wear face coverings, if they can medically tolerate one, whenever social distancing cannot be achieved.
- Programs will ensure that groupings of staff/individuals receiving services are as static as possible by having the same group of individuals work with the same staff whenever and wherever possible.
- Group size will be limited to no more than fifteen (15) individuals receiving services. The restriction on group size does not include employees/staff.
- Programs will ensure that different stable groups of up to 15 individuals have no or minimal contact with one another nor utilize common spaces at the same time, to the greatest extent possible.
- Programs will maintain a staffing plan that does not require employees to "float" between different rooms or groups of individuals, unless such rotation is critical to safely staff individuals due to unforeseen circumstances (staff absence).
- The use and/or number of program rooms and seating areas has been modified and/or restricted to allow for social distancing of at least six feet apart in all directions.
- When distancing is not feasible between workspaces, the program will provide and require the use of face coverings or enact physical barriers, such as plastic shielding walls where they would not affect airflow, heating, cooling, or ventilation.
- Physical barriers are put in place when needed. Options include but are not limited to strip curtains, Plexiglas or similar materials, or other impermeable dividers or partitions (in accordance with OSHA guidelines).
- Shared workspaces or equipment will be cleaned and disinfected between use.
- Use of tightly confined spaces (supply closets, equipment storage areas, kitchens, vehicles, or restrooms) by more than one person at a time, unless both individuals and staff sharing such space are wearing acceptable face coverings will be prohibited. However, even with face coverings in use, occupancy will never exceed 50% of the maximum capacity of the space or vehicle.
- Programs have increased ventilation with outdoor air to the greatest extent possible (open program room and vehicle windows and prop open doors and/or open as frequently as possible), unless such air circulation poses a safety or health risk

(allowing pollens in or exacerbating asthma symptoms) to individuals using the facility.

- Programs have taken additional measures to prevent congregation in lobbies and hallways.
- Bi-directional foot traffic has been reduced. Tape or signs with arrows have been placed in narrow aisles, hallways or spaces, and signage and distance markers have been posted denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (entrance/exit into the facility, meal areas, etc.).



- Social distancing may not always be possible when caring for individuals with varying support needs. Their specific plans may necessitate physical contact to ensure health and safety during activities of daily living (toileting, eating etc.), administration of daily medication or first aid, etc. All appropriate personal protective equipment and hygiene will be utilized.
- The Agency will work with staff who are unable to medically tolerate wearing a mask to temporarily reassign them to perform tasks, which can be completed while maintaining social distance from vulnerable populations.

* Responsible Staff: Chief Services Officer, Program Director or designee

C) **Gatherings In Enclosed Spaces**

- Gathering of more than 15 people (excluding staff) in a shared space, at any given time will be prohibited.
- Rooms have been reconfigured or repurposed to limit density and expand usable space.
- Program rooms will include the same grouping of individuals with the same staff each day to the extent possible and avoid crossing programs with other rooms.
- Seating has been spaced out (6 feet apart) and floor markers have been put in place to designate six-foot distances.
- Additional seating (above designated room capacity) has been removed.



- Day programs will provide adequate space for required staff to adhere to social distancing while completing independent tasks (paperwork) and when taking breaks (eating). Break times will be staggered to maintain social distancing.
- Shared food and beverages are prohibited.
- Food brought from home will require limited preparation at the day program site (heating in microwave) and be packed appropriately.
- All reusable food utensils and storage containers will be washed in the dishwasher on the hottest wash and dry setting.
- Buffet-style dining is prohibited.
- Large cafeterias will be used for meals, following social distancing protocols, and staggered mealtimes. This will allow ample time for disinfecting between meal schedules.

* Responsible Staff: Chief Services Officer, Program Director or designee

D) Day Program Schedule and Activities

- Hours of day program have been reduced. The schedule will now be approximately 9:00am-2:00pm daily. Not all the people we support will attend every day.
- Group sizes are reduced and no more than 15 people (excluding staff) will work together.
- Activities will focus on little or no social/physical contact. Shared equipment is to be avoided when possible.

* Responsible Staff: Chief Services Officer, Program Director or designee

E) Personal Protective Equipment

- Day programs will have an adequate supply of required PPE on site.
- All required staff and essential visitors will be required to wear a face covering or mask and will be provided one for use onsite at no cost.

- Staff may choose to provide their own face covering; however, are not required to. Acceptable face coverings may include surgical masks, N95 respirators, face shields and/or cloth masks (homemade sewn, quick cut, bandana).
- Face coverings will be cleaned or replaced when soiled and may not be shared.
- All staff will be trained on proper use of PPE including when to use and donning, doffing, disposing and/or reusing and sanitizing when appropriate. Documentation of such trainings will be retained in the employee's personnel file.

Program Directors will be consistently aware of PPE on hand and communicate the need for more to Chief Executive Officer, Chief Services Officer or Senior Registered Nurse.

F) Cleaning and Disinfection

Cleaning removes germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects.

Staff will use any protective equipment (gloves) as recommended on product labels. They will carefully read and follow all label instructions for safe and effective use.

- * Responsible Staff: Program Director or designee

Routine Cleaning

**** All staff are responsible for cleaning and sanitizing. ****

As part of standard infection control practices, routine cleaning will be rigorous and ongoing and time will be allocated for staff to routinely clean. Surfaces touched most frequently will be prioritized for routine cleaning because these surfaces can be reservoirs for germs and an exposure pathway for transmission to people through contact with these surfaces.

An adequate stock of cleaning and EPA approved disinfectants will be maintained.

- * Responsible Staff: Program Director or designee

Cleaning logs, at each site, indicating the date, time, and scope of cleaning will be maintained.

- * Responsible Staff: Chief Services Officer, Program Director or designee

Cleaning products, sanitizers and disinfectants will be kept secure/will be locked in a closet or cabinet, with staff having key access.

- * Responsible Staff: Program Director or designee

Use of shared objects/equipment will be limited. Each item will be cleaned, and then sanitized after each use. Items that cannot be cleaned and sanitized will not be used (soft toys, cloth placemats, etc.). Individuals will be discouraged from bringing such personal items from home.

- * Responsible Staff: ALL STAFF

Reasonable measures to limit the sharing of objects, such as electronic equipment, arts and craft materials, touchscreens, as well as the touching of shared surfaces are put in place. Employees will be required to wear gloves (trade-appropriate or medical) when in contact with shared objects or frequently touched surfaces. Staff and individuals will practice hand hygiene before and after contact.

* Responsible Staff: Program Director, All Staff

If cleaning or disinfection products or the act of cleaning and disinfecting causes safety hazards, staff will use PPE as needed followed by hand hygiene. Cleaning/disinfecting wipes for electronics will be used (will not use sprays). Number of people using the equipment when proper cleaning/disinfecting of such items are not possible will be limited.

Step 1 - Cleaning

Will always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Will clean surfaces using water and soap or detergent to reduce soil and remove germs. For combination products that can both clean and disinfect, will always follow the instructions on the specific product label to ensure effective use.

StepWell Sanitizing Mat

Installation Instructions:

- The StepWell mat works best with quaternary and hydrogen peroxide sanitizing solutions. It can be used with chlorine bleach solutions but failure to adhere to recommended concentrate can damage the mat.
 - Quaternary ammonium will be used per recommended dilution instructions on the label (for sanitizing level protection).
 - 3% hydrogen peroxide solutions can be used without further dilution.
 - 6% chlorine bleach will be used at a concentration of 0.4% (0.5 oz. per gallon). Caution: Will not use mat as a work surface to prepare bleach solution, as undiluted bleach may cause permanent color loss.
- With the insert in the well, slowly pour your sanitizing solution over the insert. Fill the well to the level of slight puddling when stepped on (approximately 84.5 ounces or 2.5 liters of solution).
- Refill the well when puddling no longer occurs.
- The mat may be used without an insert but please be advised that disinfectant loss is more likely to occur due to splashing/sloshing when the insert is not used. Fill the well about 2/3 to allow for displacement when shoes are placed in the well.

Cleaning Instructions:

- The life of the insert will depend greatly on the amount of foot traffic the mat receives. The insert will be replaced (it is recommended to replace it when it begins to show signs of wear).
- For the well and insert, weekly cleaning is recommended. Simply wipe the well down or hose off and allow to dry.
- The insert can be rinsed in a sink or hosed off.
- The carpeted portion of the mat can be cleaned in several different ways:
 - Vacuum regularly (daily in high-traffic areas, weekly in lower-traffic applications)

- Clean with an extractor and hang to dry
- Hose off and hang to dry

* Responsible Staff: Custodian/Janitor, Program Director or designee

Step 2 - Disinfection

Cleaning of soiled areas will be completed prior to disinfection to ensure the effectiveness of the disinfectant product. Will use the DEC list of products registered in New York State identified as effective against COVID-19. This list corresponds to those identified by the EPA.

Our main source of disinfectant for surfaces is “Re-Juv-Nal” (an EPA and DEC registered disinfectant labeled) effective against rhinovirus and/or human coronavirus. If these commercial products are unavailable, it is also acceptable to use a fresh 2% chlorine bleach solution (approximately 1 tablespoon of bleach in 1 quart of water). Prepare the bleach solution daily or as needed. **CONTACT** your Program Director or supervisor, if you are in need of cleaning products.

- Label directions will be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (the amount of time a disinfectant will remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
- For disinfectants that come in concentrated forms, it is important to carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.

Step 3 - Disposal

We will place all used gloves and other disposable items in a bag that can be tied closed before disposing of them with other waste. Hands will be washed with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer, if soap and water are not available. Soap and water will be used, if hands are visibly soiled.

Examples Of Priority Areas For Routine Cleaning Include But Are Not Limited To

- High contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills
- Regular cleaning and laundering of linens

Frequently Touched Surfaces

Will clean and disinfect frequently touched surfaces on a periodic schedule as operational considerations allow, which may range from at least daily to up to 72 hours.

Examples Of Frequently Touched Surfaces

- Desks and chairs
- Counters, tables and chairs
- Door handles and push plates
- Handrails
- Kitchen and bathroom faucets
- Appliance surfaces
- Light switches
- Handles on equipment (carts)
- Remote controls
- Shared telephones
- Shared computers, keyboards and mice
- Shared electronics

Note: Computer keyboards are difficult to clean due to the spaces between keys and the sensitivity of its hardware to liquids. When shared, they may contribute to indirect transmission. Locations with community use computers will provide posted signs regarding proper hand hygiene before and after using the computers to minimize disease transmission. We may also consider using keyboard covers or plastic wrap to protect the hardware against spills and facilitate cleaning.

Examples Of High-Risk Locations Include

First Aid Station/Health Office

- Will clean and disinfect health cots regularly (after each use)
- Will cover treatment tables and use pillow protectors
- Will discard or launder coverings after each use

Restrooms

Will clean and disinfect all restroom surfaces, fixtures, doorknobs, push plates, and switches (at least once daily).

Dining Areas

Will clean and disinfect counters, tables, and chairs immediately after use.

Signage

Signage will be posted throughout the certified site addressing critical COVID-19 transmission prevention and containment. Programs will use the DOH issued signage or develop customized signage specific to their day program needs and location.

Signage Will Include Guidance Regarding

- 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

Hand Hygiene

Signage with handwashing procedures will be posted in prominent locations promoting hand hygiene.

Hand Washing

Handwashing is one of the most effective strategies for reducing the spread of COVID-19.

Direct support professionals and other facility staff will perform hand hygiene upon arrival to work, before and after all individual contact, contact with potentially infectious material, and before donning (putting on) and after doffing (removing) PPE, including gloves. Hand hygiene after doffing PPE is particularly important, to get rid of any germs that might have been transferred to bare hands during the removal process.

All staff and individuals will wash their hands frequently with soap and water, for at least 20 seconds upon arriving to any site-based program, before handling food, before and after eating and drinking, smoking/vaping, using the bathroom, after touching shared objects or surfaces, after touching their eyes, nose or mouth, or after cleaning, sanitizing or disinfecting surfaces or when hands are visibly dirty. Use of alcohol-based hand sanitizers with at least 60% alcohol are also acceptable. Use of hand sanitizer by individuals will be supervised as needed by staff.

All site-based programs will provide and maintain hand hygiene stations throughout each location, where possible, to include:

- Handwashing - Soap, running warm water, and disposable paper towels.
- Hand sanitizing - Alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical. Hand sanitizer will be available and utilized frequently throughout community-based services.

How To Wash Hands

Will follow “Six Steps to Wash Your Hands the Right Way:”

- 1) Wet your hands with clean, running water (warm or cold), and apply soap.
- 2) Lather your hands by rubbing them together with the soap (backs of your hands, between your fingers, and under your nails).
- 3) Scrub your hands for at least 20 seconds.
- 4) Rinse your hands well under clean, running water.
- 5) Dry your hands using a clean paper towel or air-dry them.
- 6) Use a paper towel to turn off the faucet.

Use Of Hand Sanitizer

If soap and water are not readily available, staff and individuals will use an alcohol-based hand sanitizer that contains at least 60% alcohol (alcohol content can be found on product label).

- Apply the gel product to the palm of one hand

- Rub your hands together
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry

Hand Sanitizer will be readily available.

- * Responsible Staff: Program Director or designee

Respiratory Hygiene

- Will cover coughs and sneezes with tissues or the corner of elbow.
- Will dispose of soiled tissues immediately after use.

G) Transportation

All certified day programs will ensure that the following measures are in place in order to transport individuals to/from day program:

- Only individuals and staff traveling to and from the same day program will be transported together. Individuals or staff from other day programs will not be intermingled for purposes of transportation at this time. Individuals transported together will be encouraged to be cohorted for purposes for day programming also, in order to further reduce intermingling.
- Capacity on buses, vans, and other vehicles transporting individuals from multiple residences will be reduced to 50% of total capacity to maximize social distancing and reduce COVID-19 transmission risks.
- Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction.
- Will stagger arrival and departure times to reduce density during these times.
- To the extent possible, individuals and staff from different households will restrict close contact by not sitting near each other or the driver. The use of directional tape and signage will assist in accomplishing this.
- Individuals will be directed to not exit the vehicle at once, instead following driver or staff instruction on exiting one person at a time.
- To the extent they can medically tolerate one, individuals, staff, and the driver will wear face coverings at all times in the vehicle.
- Social distancing will be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals will be transported alone or with members of the same household.
- Staff, who cannot medically tolerate the use of a face covering, will not be assigned to transport individuals at this time.
- After each trip is completed, the interior of the vehicle will be thoroughly cleaned before additional individuals are transported.
- Where/when appropriate and safe, windows will be rolled down to permit airflow.

- * Responsible Staff: Transportation Director or designee

H) Tracing and Tracking

- The Agency will cooperate with local health department contact tracing efforts.

- The Agency will notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at any of the sites.
- In the case of a staff or visitor testing positive, the Agency will cooperate with the local health department to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before staff member began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintain confidentiality as required by federal and state law and regulations.
- Local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- 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, will be 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.

Staff Will Take The Following Actions Related To COVID-19 Symptoms And/Or Contact With A Person Diagnosed With COVID-19

- If a staff member has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the staff may only return to work after completing a 14-day self-quarantine.
- If a staff member does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the staff may only return to work after completing a 14-day self-quarantine.
- If a staff member is critical to the operation or safety of a facility, the Agency may consult the local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.
- If a staff member has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the staff member will notify their supervisor and follow the above protocol for a positive case.
- In the event that an individual we support becomes ill, with signs and symptoms of COVID-19 during Day Program:
 - Individual will immediately be moved to an isolation room identified by each Day Program Site.
 - Program Director or designee will contact Individual's emergency contact to make arrangements for the individual to be picked up and transported home, with follow up by Primary Care Physician.
 - Areas used by the person who is sick will be closed off. The Agency does not have to necessarily close operations, if they can close off the affected areas.
 - Outside doors and windows will be opened before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
 - All areas used by the person who is sick, such as offices, classrooms, bathrooms, common areas, and shared equipment will be cleaned and disinfected.

- Once the area has been appropriately disinfected, it can be opened for use. Employees and individuals without close contact with the person who is sick can return to the area immediately after disinfection.
- **If there is a laboratory confirmed case of a person with COVID-19 in a facility, we will perform cleaning and disinfection of all surfaces throughout the area.** Cleaning and disinfection will be conducted by individuals who have been trained to use products in a safe and effective manner. *

The Agency will follow NYS DOH and OPWDD guidance related to reporting and contact tracing in the case of a positive or presumed positive COVID-19 individual or staff.

Additional safety information, guidelines, and resources are available at:

- 11 New York State Department of Health Novel Coronavirus (COVID-19) Website <https://coronavirus.health.ny.gov/>
- Centers for Disease Control and Prevention Coronavirus (COVID-19) Website <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Occupational Safety and Health Administration COVID-19 Website <https://www.osha.gov/SLTC/covid-19/>

Summary

This detailed plan is in place in order to provide the best possible services in the safest environment possible. All staff must be trained in this plan and that training documented prior to working in any capacity related to site-based/community-based services. This plan is in effect from August 14, 2020 until further notice. We appreciate all the cooperation and expertise of the Delarc team.


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

| | | | |
|---|---|--|--|
| Agency Legal Name | Delaware County Chapter NYSARC, Inc. | | |
| Agency Address | 34570 State Highway 10, Walton, NY 13856 | | |
| Day Program Type | <input checked="" type="checkbox"/> Certified Site <input 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 | 62900400 | | |
| Site Address (certified sites only) | 34570 State Highway 10, Walton, NY 13856 | | |
| Certified Capacity (certified sites only) | 55 | | |
| Primary Contact Name | Molly Little, CEO | | |
| Primary Contact Email and phone | mlittle@delarc.org (607) 865-7126 | | |

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.

| | |
|---|-------------------|
|  | 8/13/2020 Date |
| MOLLY LITTLE Printed Name of Agency CEO | |

COVID-19 Safety Plan for Certified Day Program Reopening

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|---|---|---|--|
| Agency Legal Name | Delaware County Chapter NYSARC, Inc. | | |
| Agency Address | 34570 State Highway 10, Walton, NY 13856 | | |
| Day Program Type | <input checked="" type="checkbox"/> Certified Site <input 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 |
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| Primary Contact Name | Molly Little, CEO | | |
| Primary Contact Email and phone | mlittle@delarc-org (607) 865-7126 | | |

The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service for the site or service identified above, in accordance with the guidance document, *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities* (or future revision).

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

Please submit the written safety plans regarding reopening of the program to OPWDD to quality@opwdd.ny.gov. OPWDD will maintain 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 and 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.