

Job Path Policy on Resuming Day Habilitation Supports

On 07/10/20 OPWDD issued “Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities” (revised 07/16/20) which provided guidelines for OPWDD’s certified day programs and services, both site and community based including Day Habilitation, Prevocational Services, Sheltered Workshops, Day Treatment, and Respite, to resume operations safely and consistently with the Governor’s NY Forward initiative.

In response to 07/10/20 guidance, Job Path resumed community based day services, following all the requirements per OPWDD guidance.

Job Path staff providing community based support are required to:

- Complete the daily electronic Health Screening form prior to each scheduled support shift before arriving
 - The screening form includes screening requirements detailed in the 07/10/20 OPWDD guidance, with the purpose of screening for COVID exposure and/or illness
 - The screening form results are only accessible by supervisory staff reviewing the screening results (Coordinators or Directors)
 - The screening form results will be reviewed daily by supervisory staff before the start of the support shift
 - If screening results indicate possible exposure and/or illness staff will be asked to stay home from the scheduled shift
 - Any staff sent home will be instructed to contact their healthcare provider for assessment and testing. The Compliance Officer must immediately notify the local health department and OPWDD about the suspected case. The day program will provide the staff with written information on healthcare and testing resources
- Staff must self-report any changes in symptom status throughout the day
 - Staff should immediately contact their supervisor if they later are experiencing COVID-19-related symptoms
 - Staff will check in with individuals periodically during the support shift to ask about changes in symptom status throughout the day and will also report these changes to their supervisor immediately
- Staff must wear a face covering at all time
 - Acceptable face coverings for COVID-19 include, but are not limited to, cloth-based face coverings and disposable masks that cover both the mouth and nose
 - Dispose of the disposable mask at the end of each use or, if using a cloth face mask, wash the cloth face covering after each use and allow it to completely dry
 - Face coverings may not be shared

- Face coverings will be provided by Job Path at no cost
- Staff must keep at least six feet of physical distance between 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
 - Prioritize tasks and activities that most easily adhere to social distancing
 - Keep six feet between people they come into contact with in someone's home or in the community when possible
- Wash hands frequently with soap and water for at least 20 seconds
 - If no access to soap and water, use hand sanitizer that contains at least 60% alcohol
 - Please contact a supervisor if they are in need of hand sanitizer
 - Avoid touching one's eyes, nose, and mouth with unwashed hands
 - Cover coughs and sneezes
- Staff must increase ventilation with outdoor air to the greatest extent possible
 - To the extent possible support should be provided outdoors
 - If providing support indoors, remember to open any available windows and/or doors for better ventilation
- Limit use of shared objects/equipment and clean then sanitize after each use
 - Items that cannot be cleaned and sanitized should not be used
 - Limit the sharing of objects/equipment to the extent reasonable
- Shared food, beverages and utensils are prohibited
- Gatherings of more than 15 people in an enclosed space are prohibited
- All staff must be trained on proper use of PPE Documentation of such training will be retained in the employee's personnel file
- Staff must maintain a log of every person who may have close contact with the individual they are supporting; excluding deliveries that are performed with appropriate PPE or through contactless means. Log should contain contact information, such that all contacts may be identified, traced and notified in the event someone is diagnosed with COVID-19.

Job Path individuals and families receiving community based support are required to:

- Verbally complete the electronic Health Screening form daily prior to each scheduled support shift with a Job Path Coordinator or Director
 - The screening form includes screening requirements detailed in the 07/10/20 OPWDD guidance, with the purpose of screening for COVID exposure and/or illness
 - The Coordinator or Director reviewing the form will record the responses on the Health Screening form
 - The screening form results will be reviewed daily by supervisory staff before the start of the support shift
 - If screening results indicate possible exposure and/or illness the scheduled shift will be cancelled

- Job Path is also required to keep a log of every person who may have close contact with individuals during their support shifts. This log will contain contact information, such that all contacts may be identified, traced and notified in the event someone is diagnosed with COVID-19. Please be patient with your direct support staff as they take the extra time during their shifts to log this information.