



Corporate Office:
8 Southwoods Blvd, Suite 110
Albany, NY 12211
(518) 235-1888
www.caredesignny.org

Care Design NY Summary of OPWDD “COVID-19 Safety Plan for Certified Day Program Reopening” Template for Individuals and Families

The following is an abbreviated summary of the areas contained within OPWDD’s Certified Day Program Re-Opening workbook, required for submission to the State upon re-opening of services. According to OPWDD, “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 OPWDD.”

Safety Plan Components:

- Proper signage throughout the facility indicating protocols for infection prevention, and arrival/departure procedures for individuals, staff, and visitors.
- Screening guidelines for staff and visitors.
- Reporting requirements for COVID-19 positive cases in individuals and staff.
- Social distancing requirements, including:
 - Plans to maintain no more than 50% occupancy in small/confined spaces within a program.
 - Staffing plans that limit exposure to small group of individuals.
 - Modifications to space including direction of foot traffic, physical barriers, and workspaces spaced 6 feet apart.
- Consideration for gatherings in enclosed spaces, such as:
 - Modifications to day program/service hours as needed.
 - Limitations on group sizes.
 - Social distancing measures during group gatherings.
 - Prohibition of shared food/utensils/preparation equipment.
- Modifications to day program schedules and activities to limit number of participants and ensure activities can safely align with social distancing measures.
- Personal protective equipment (PPE) requirements, including:
 - Policies ensuring all staff wear an appropriate cloth or disposable face mask/coverings consistent with all current Executive Orders/OPWDD guidelines and trained in proper use of PPE.
 - Policies ensuring all essential visitors wear a face mask or covering.
 - Policies ensuring all individuals receiving services wear face coverings, as tolerated, whenever social distancing cannot be achieved.
 - Maintenance of adequate supply of required PPE on site.
- Requirements for hygiene and cleaning in accordance with New York State Department of Health and Centers for Disease Control.
- Safety mechanisms for transportation of individuals, including disinfecting procedures, capacity limitations, PPE requirements, and staggered arrival/departure times.
- Tracing and tracking requirements per State and Federal guidelines.