



ABBOTT HOUSE

www.abbotthouse.net

100 North Broadway
Irvington, NY 10533
914.591.7300

1775 Grand Concourse
Bronx, NY 10453
718.329.4968

100 Commerce Drive
New Windsor, NY 12553
845.664.7410

James L. Kaufman, LCSW-R, *President and CEO*

August 11th, 2020

Dear Family and Caregivers,

We hope this letter finds you well, the start of 2020 sure has been challenging. Due to the Pandemic we had to abruptly close our programs. We are now looking forward to opening up on August 19th 2020 at 50% capacity, while following all OPWDD safety guidelines to help against the spread of COVID-19. We understand that families have questions and concerns. Attached to this letter is the Safety Plan that outlines all the measures we have to follow to remain safe.

Please read over our Safety Plan and decide if you are comfortable sending your individual into the program. If you are comfortable, please give Angela Cignarale a call or email her, before Monday, August 17th at 10:00am. Please provide your email when you respond. A schedule will be created for all programs, identifying the specific days everyone can attend.

Please note that Zoom Classes will continue to be provided.

Please feel free to reach out if you have any questions or concerns:

Angela Cignarale

Director of Programs

ACignarale-Keon@AbbottHouse.net

914-648-0185

Sincerely,

Angela Cignarale

Director of Programs



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Keon Programs of Abbott House Safety Plan

Signage:

- At The Keon Programs of Abbott House, we will be using the rear entrance on the side of the building to enter our program. Signs will be posted on the outside building door and inside program door to alert visitors about the requirements to enter the program. The following signs were provided by our Agency and will be posted: Attention All Visitors, Temperature Check Station, and Safety First Masks Must Be Worn.
- Additional signs will be posted around the program for instruction on how to remain safe to prevent Covid-19 transmission.

Entry into Site Based Programs:

- Upon arrival to the program, a Supervisor will be present at the entrance to the program to take everyone's temperature before entering into the building. The Supervisor will fill out the temperature log for both the Individual's and staff. Staff will have to complete a Covid-19 Attestation form before entering the building along with any visitor who enters the building. All of the forms will be placed in the Screening Binder and will be located in the entrance way of the building. A supervisor schedule will be created weekly to ensure that proper screening is completed daily.
- If any staff or visitor fails the initial temperature screening or shows signs and symptoms upon entering the building, that person will not be allowed to come into the building.
- If an Individual fails the initial temperature screening or shows signs and symptoms upon entering the building, that individual will be taken to an isolated area in the building until transportation home is arranged.
- If a staff or individual is sent home due to symptoms of Covid-19, they will be directed to Urgent Care for Covid testing or directed to contact their health care provider. The staff must report any positive test results to their supervisor ASAP. This will alert the other staff and Individuals to any possible exposures.
- All positive cases will be reported to OPWDD and our local health department.
- We will ensure that all individuals and staff provide the proper documentation to be able to return back to program. All OPWDD AND DOH guidelines will be followed to ensure everyone's safety.

Social Distancing Requirements:

- Capacity in the Site Based Day Habilitation Program will be reduced to 50%. Plexiglas will be installed depending on individual needs and program distancing measures. Floor markers and signage will be placed around the building to ensure distancing measures are being followed. Dividers and alternate locations will be provided for staff to complete paperwork safely.



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- One directional foot traffic patterns will be put into place when program opens. Once program opens, it will be determined if this safeguard will need to stay in effect.

Gatherings:

- Modifications have been made to make sure no more than 15 individuals are served inside the program at one time. Based on the individual's needs and services they are involved in, a schedule will be created to assign each person certain days of the week to attend program. The site based Day Habilitation program will have no more than 15 individuals in the room at any time. Staff will provide virtual zoom classes for those individuals who do not feel comfortable returning to program at this time.
- Staff will contact the Families and Group Homes to advise them that lunches should require minimal preparation. Program staff will also suggest the individuals bring in disposable silverware for their lunch.

Day Program Schedules and Activities

- We will contact the individuals to see if they will be returning to program when we open. If they do not feel comfortable to return at this time, we will provide Zoom classes 5 days a week.
- We will decrease our WOW program from 5 clients to 3 clients per van, to ensure social distancing and safety guidelines are followed.
- Supported Employment Program, Community Prevocational Program and Day Habilitation Program will work together to create a schedule to ensure the individual's needs are met and safety is followed throughout the day. We will create a schedule for the Individuals to participate in all programs that they are assigned to. Supervisor's will ensure that we staying within the 50% capacity.

Personal Protective Equipment:

- Documentation will be stored in the Covid-19 Binder, trainings and staff sign off sheets will be attached. Program staff completed Covid-19 trainings as required by OPWDD.
- Masks and Gloves will be provided to staff when in the program or traveling in the vehicles. Staff will wear masks when providing services to our individuals, communicating with other staff and when in common areas.
- Staff will work with the individuals to make sure they properly wear their masks and that they properly wash their hands daily.
- Any visitor that enters the building must be wearing a mask upon entry, a mask will be provided if they do not have one upon arrival.



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- If an individual is unable to wear a mask due to their disability, staff will provide proper distancing from other individuals and staff.

Hygiene and Cleaning:

- Documentation will be created and stored in our Covid-19 Cleaning and Disinfecting Binder. A form will be created to reflect the date, time and scope of cleaning. Staff will be directed on how to complete the forms provided.
- Staff will assist individuals with washing their hands for at least 20 seconds when needed. Hand Sanitizing dispensers have been placed around the building. Hand Sanitizing will be encouraged to all staff and individuals when they enter and exit the building.
- Program staff will contact the individuals homes to ensure limited items be brought to program, unless medically necessary. Program staff will make sure all individual's personal items are disinfected before program departure.

Transportation:

- Prior to an individual entering a van for transportation, the staff will take their temperature and document it on the form. Staff will pick up no more than 3 individuals at a time for program. The individuals will be staggered in the van, to provide proper social distancing. When in the vehicle, all staff and Individuals must wear face masks at all times, unless they medically cannot tolerate wearing it. If this is the case, transportation will be modified to provide adequate distancing from others.
- After each trip is completed, the staff will clean and disinfect the interior of the vehicle before additional individuals are transported. When safe, staff can roll down windows to permit air flow.

Tracking:

- The Program will notify our local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at our site.
- If a staff or visitor test positive, procedures for day service cooperation 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 the positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.
- If a staff is positive for Covid-19 and worked in the program, they will be sent home for 72 hours and must be fever free without any medication administered in order to return to work.
- If an Individual tests positive for Covid-19, we ask that they stay home until their medically cleared to come back to program.