



## **Re-opening of the Family Center for Autism (FCA)** **Programs and Classes - Family Guide to Procedures**

Effective, July 15<sup>th</sup>, regions of NY that have entered Phase 4 of the NY Forward Safety Plan may reopen businesses that provide children and adults with low-risk arts and entertainment as well as childcare, camps and classes. We are committed to resuming full access to services for participants, as well as maintaining health and safety standards, social distancing directives, and precautions to help protect against the spread of COVID-19.

### **In order to safely reopen day programs, the following procedures will be in place:**

- Entrance to Site Based Programs:
  - Drop-off Procedures:
    - ❖ Upon arrival to FCA program, families will call or text the following number: (516) 355-9400, ext. 9700 to alert staff that they have arrived. Family members will not be able to enter the site but staff will ensure that the participant is met outside of the main entrance of the FCA building, where a health and wellness screening will be implemented
    - ❖ Families must wait for screening process to be completed before leaving the property to ensure participant passes screening test and may be admitted into building
    - ❖ During inclement weather, families will be asked to wait in their vehicles until a staff can meet them. Families will contact the same number and then will be asked to pull up to the door of the FCA building so the staff can quickly meet them at their vehicle
  - Pick-up Procedures:
    - ❖ All participants will be required to exit the building through the main entrance of the Life's WORC building: 1501 Franklin Avenue
    - ❖ When a family arrives to pick up their family member, they will contact the following number: (516) 355-9400, ext. 9700. Staff will ensure that the participant meets their family member outside in the parking lot
    - ❖ During inclement weather, families will be asked to wait in their vehicles until a staff can meet them. Families will contact the same number and then will be asked to pull up to the door of the Life's WORC building so the staff can quickly meet them at their vehicle
- Daily Screenings:
  - All staff and participants must be screened prior to entry into the program site and monitored for signs and symptoms of COVID-19 thereafter
  - A designated staff must conduct daily screenings
    - ❖ Screener must document health screenings of all participants and staff. If a person does not pass the screening, they will not be allowed into the program
- Health Screening and Monitoring:
  - Temperature will be taken prior to entry in to building. Anyone exhibiting a temperature of 100° or higher will be prohibited from attending program
  - The health screening assessment tool must include the following 4 questions and will be answered by participants (and/or family members on behalf of participants, as appropriate):
    - a. COVID-19 symptoms in the past 14-days (cough, fever, shortness of breath)
    - b. Positive COVID-19 test in the past 14-days



- c. Close contact with a confirmed or suspected case of COVID-19 in the past 14-days
- d. Travel from within one of the designated states with significant community spread
- Any participant or staff exhibiting signs or symptoms of COVID-19 upon arrival must return home until they are fever-free for 72-hours without the use of fever-reducing medications (Advil, Tylenol, etc.)
- Staff will call family member immediately for pick-up should any participant exhibit signs or symptoms of COVID-19 during the activities of the day
  - ❖ Sick individuals will be kept separate from well individuals and staff. FCA's isolation area will be located in a designated staff office and participant will wait there until he/she is able to leave the program site
- Notifications:
  - ❖ Any person supported or staff sent home should be instructed to contact their Primary Care Physician for assessment and testing
  - ❖ Program will provide written information on DOH testing to any person sent home from program
  - ❖ Please do not send your family member in to Family Center programs when members of their household are being quarantined, isolated, have symptoms of COVID 19 or were in contact with someone diagnosed with COVID 19. If you suspect that one of these scenarios is true, please call the Family Center for Autism immediately, keep your family member at home and seek guidance from your healthcare provider for an assessment and testing.
- Visitors/Non-Essential Staff:
  - ❖ Entrance into sites is restricted to essential staff responsible for direct services and instruction, only
  - ❖ At this time, no visitors will be allowed unless they are essential to the care of the person supported
  - ❖ Families will NOT be allowed to enter the FCA site for any reasons
- Social Distancing Requirements:
  - All programs must ensure that, for any programming that occurs indoors, capacity limits comply with NY State regulation
  - 6ft of physical distance is maintained amongst participants, to the greatest extent possible
  - All staff must wear a face mask or covering at all times at work (Face coverings can include cloth-based face coverings and disposable masks that cover both the nose and mouth)
  - Participants must wear face coverings whenever social distancing cannot be achieved, to the greatest extent possible, and/or, in as much as tolerable
  - Program must modify the use of rooms and seating areas being used to allow for social distancing of at least 6ft in all directions; program will use some physical barriers such as plastic shields, or plexi-glass to create divides that do not interfere with air flow, heating, cooling and ventilation
  - Shared workspaces or equipment must be cleaned and disinfected between each use
  - Prohibit the use of tightly confined spaces such as bathrooms or offices by more than one person at a time; occupancy must never exceed 50% of the maximum capacity of the space
  - Programs should increase ventilation with outdoor air to the greatest extent possible



- Programs should take additional measures to prevent congregation in lobbies, hallways, and in the elevator
- Reduce 2-way foot traffic by using tape or signs with arrows in hallways or small spaces and post signage and distance markers identifying increments of 6ft in commonly used areas and any areas where people may gather.

*It is understood that social distancing may not always be possible; all appropriate PPE must be utilized to ensure the health and safety of staff and participants when 6ft distance cannot be maintained, to the greatest extent.*

- Gatherings in Enclosed Spaces:
  - Gatherings of more than 15 people in a shared space, at any given time, is prohibited
  - Seating should be spaced out to 6ft apart with the use of floor markers to designate distances; remove additional seating above designated room capacity
  - Shared food and beverages are prohibited; food from home should require minimal preparation and not require heating; eat outdoors when feasible; ensure tables are 6ft apart from other tables
  - Upon re-opening, the kitchen will be closed. No preparation of food or coffee will be allowed
- Program Schedules and Activities:
  - Program will encourage activities that most easily adhere to social distancing; sport and athletic activities should not require any physical contact
- PPE Supplies
  - All programs must have an adequate supply of PPE on site; all staff will be trained on use of PPE
    - ❖ All staff, participants and essential visitors will be provided with a face covering for use onsite, as needed; acceptable face coverings include surgical masks, cloth masks, N95 respirators and face shields; it is at the discretion of the agency which face covering they provide at any given time based on need and supply
- Hygiene and Cleaning (program will meet the following standards):
  - Maintain an adequate stock of cleaning and EPA approved disinfecting agents
  - Conduct frequent cleaning and rigorous disinfection of high-risk areas (bathrooms) and high touch surfaces (shared equipment or supplies)
  - Limit use of shared objects/equipment and clean then sanitize after each use; items that cannot be cleaned and sanitized should not be used
  - Hand hygiene stations must be provided and maintained throughout the program
    - ❖ Handwashing requires soap, running water and disposable paper towels; staff and people supported should wash for at least 20 seconds upon arrival at program, before handling food, before and after eating/drinking, smoking, using the bathroom, after touching shared objects/surfaces, after touching eyes, nose or mouth, or after cleaning, sanitizing or disinfecting surfaces
  - Hand sanitizing requires alcohol-based sanitizer containing at least 60% alcohol will be used when hand washing facilities are not available; Hand sanitizer should be readily available and used frequently throughout the day
- Tracing and Tracking:



- Any cases of COVID-19 will be traced and all family members will be notified of any possible exposure
- Class Refund Policies
  - You may cancel a 12-week session if the class has not yet started. You will receive a full refund in the form of a credit to be used towards another class of your choice or you may request that payment is refunded in the form of the original payment method.
  - Refund/Credit requests may be made at any time prior to the start of a program and, up until 50% of the program has occurred. After 50% of a program has occurred, fees are non-refundable and no credits will be provided.
  - Refunds requested after the completion of a program session will not be honored.
- Class Cancellation Policies
  - The FCA has the right to cancel a program due to insufficient registration. Programs that do not meet minimum enrollment requirements will not run and anyone enrolled will be contacted and provided with options to select an alternative programs or receive a full credit or refund.
  - The FCA is not responsible for providing make-ups or issuing any refund or credit for classes missed as a result of personal scheduling conflicts, illness, emergencies, or other circumstances beyond our control.
  - If a child misses more than three (3) consecutive weeks, during one 12-week class session, due to medical reasons, a refund will be issued for missed classes, if proper medical documentation is provided. Costs will be refunded at a standard prorated fee per class based on the appropriate 12-week session fees that apply. Refund of related supplies fees may not be permitted under any circumstances

I have read the above new procedures for the re-opening of the FCA and I will adhere to these new procedures. If I have any questions, I will contact (516) 355-9400, ext. 9700 to address any concerns or questions.

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Family Signature

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Date

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Supervisor Signature

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Date