

The Arc Steuben

NON-SITE BASED SERVICES SAFETY PLAN

Table of Contents

Overview	2
A. Participation in any Arc of Steuben Services	2
Pre-Entry/Pre-Participation Screening:	2
Response to Signs and Symptoms and Departure:	2
Participation and Return to Program/Service:.....	2
Employment Services:	4
Visitors (people we support) to IP (main office or the field offices) HFO and CFO:	4
B. Social Distancing Requirements:	5
C. Gatherings in Enclosed Spaces.....	6
D. Service Schedules and Activities	6
E. Personal Protective Equipment:.....	8
F. Hygiene and Cleaning.....	9
Cleaning and Disinfection of Environment, Equipment and Supplies:	9
G. Transportation	10
H. Tracing and Tracking	11
Additional Safety Measures:.....	11
Acronym List.....	12
Record of Revisions	13
Appendix A:	14
Appendix B.....	15

Overview

The Arc of Steuben provides the following services that take place primarily in non-site based settings; Community Habilitation, Family Support Services, Respite Services, Employment Services (OPWDD Supported Employment, ETP, PTE, Community Prevocational Services as well as ACCES-VR and Office of Mental Health Services, and Pre-ETS for potentially eligible students with disabilities), and Day Habilitation without walls. *(see Acronym list for services)*

The following plan was established to ensure the health and safety of the people we support, staff, and families in relation to COVID 19. Given the changing nature of COVID and the guidance from OPWDD, the CDC, and other governing bodies, the plan may require updates and amendments. Significant changes will be communicated to people we support, families, and staff as they occur.

A. Participation in any Arc of Steuben Services

Suggested Elements:

Pre-Entry/Pre-Participation Screening:

- Screen all individuals, staff, and essential visitors prior to participation in services/service delivery per infection control standards for protection of screener and screened person, to include temperature check and required questions on exposure and COVID-19 Symptoms, per NYS DOH and OPWDD guidance documents.
- Maintain daily documentation of all screening of individuals and staff in compliance with OPWDD and NYS guidance and policy.

Response to Signs and Symptoms and Departure:

- Safe management of any individual and staff who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include,
- Facilitating departure as soon as possible, and Safely manage separation from people not exhibiting symptoms, until they depart.
- Ensure instruction is provided to any individual or staff sent home due to symptoms to contact their health care provider and written information on healthcare and testing resources.
- Ensure the day program immediately notifies the local health department and OPWDD about the suspected case.

Participation and Return to Program/Service:

- Ensure staff members know to report and how to report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.
- Ensure individuals do not participate in services while they or a member of their household or certified residence is being quarantined or isolated.

Non-Site Based Services Safety Plan

- Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
- Ensure any return of an individual or staff to programs/services occurs only in adherence to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.

Identify how you will ensure the above and any related strategies:

- Current health screening process to ensure any staff entering sites and/or providing services will remain in place. Staff are to check temperature and attest to no temp or symptoms as outlined above each day. This is documented and maintained in a secure location. Answers to questions are monitored and staff have been notified of their responsibility to consult a supervisor if they answer yes to any of the questions. Agency protocol is in place around staff testing positive in accordance with OPWDD and Department of Health Guidelines. *Health Screening Questions (Appendix A)*
- Each person receiving services will be screened upon first contact in the service day by the DSP providing services who will document and share those screenings with their supervisor. This will be done via the QR Code set up for the people we support, or by using Form #CSO-8,001, *COVID-19 Health Screening Tool. (Appendix B)*
- If the person is transported via Arc of Steuben buses, the screening will take place prior to the person boarding the bus per Arc of Steuben Transportation Safety Plan.
- If a person supported exhibits symptoms, or answers yes to any of the other questions, they will not be allowed to participate in services that day or return to services per OPWDD/DOH guidance regarding quarantine and fever free durations
 - The form “*What do I need to do to return to services*” is provided to the person and/or their family. This contains directives as to steps they must take to be cleared to resume services.
- Additionally, a person will not be able to participate in services if a member of a person’s household or certified residence is quarantined or isolated due to COVID. A conversation and a follow up letter will be sent to each person with the information needed for them to be able to return to program.
- Each staff person will receive training on the signs and symptoms of COVID-19, so that they can effectively monitor people supported (and themselves) throughout the service day.
 - Any person who exhibits an onset of symptoms will need to go home as soon as possible. The person will immediately be separated from others in the group. The person supported will be encouraged to wear a mask and adhere to social distancing guidelines. A staff person will stay with the person until transportation arrives. The staff person will adhere to all PPE and social distancing guidelines while with the person. If the person is participating in a 1:1 service, the staff person can take that person home, following all safety protocols for transportation, social distancing, disinfecting, and wearing of masks and other PPE as needed.
- Depending on where the service was provided, staff may have to clean and disinfect areas the person may have touched. Example; services provided in any Arc facility, any

Non-Site Based Services Safety Plan

vehicle used to transport the person, or other similar scenarios. This should be done as soon as the person leaves the location. In the case of the vehicles, it should be done prior to anyone else getting back into the vehicle.

- The person who arrives to transport the person supported home will be provided a letter outlining steps that need to be taken for the person to return to program. If staff drop off the person, they should provide the letter to the person and/or family.
- Notifications to OPWDD and DOH will take place per established protocol.
- All screening information will be maintained in a confidential manner.

Employment Services:

- Health Screenings: It can reasonably be assumed that people supported and receiving supports at the job location attested to the same health screening questions that we require as part of their position.
 - Each person supported on the job will receive education and support on the need to answer those questions per their company policy. Once it is ascertained that the employer does require the health screening and we have discussed this with the person supported, it is not necessary to use the health screening tool with that person when the service is taking place at the job site. Best practice would be to ask the person (discreetly) if they did their health screening upon arrival at work. Keeping in mind confidentiality and ensuring we do not disrupt the person's job duties and/or workflow.
 - Exception:
 - If the Employment Specialist is transporting the person to the job site, the health screening must take place before the person enters the vehicle. If they answer yes to any of the questions, we cannot transport that person to work or other work related services/activities.
 - If the Employment Specialist is meeting someone prior to that person entering work or during a time they are not working, the health screening must be done. If they answer yes to any of the questions, we cannot provide face to face services.

Visitors (people we support) to IP (main office or the field offices) HFO and CFO:

- Will complete a health screening upon arrival using either the QR code posted at the entrances of each office or the paper screening tool if they do not have access or ability to use the QR code. Support to complete the attestation will be provided as needed.
- If a person is accompanied by staff and have already completed the attestation, they do not need to do it again at the offices.
- All visitors, including people supported, are to use the established entrances at each building. (Front lobby at IP, Office side parking lot door at HFO, and main entrance at CFO.)
 - Note: Visitors, staff, and people supported are not to enter HFO on the Day Hab side of the building. Unless they are providing or receiving Day Hab services on that day. See Day Hab Safety Plan for more details.

B. Social Distancing Requirements:

Suggested Elements:

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:

- Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual's needs may require individual to staff distance to be less than six feet)
- Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel;
- Provide adequate space and operational practices (e.g. staggered break times) for staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (i.e. eating or smoking).

Identify how you will ensure the above and any related strategies:

- All people supported and staff regardless of services will be trained on social distancing and PPE use and guidelines.
- In the event the services are provided at the Arc of Steuben, staff will adhere to all room capacities and set up. The main building at 1 Arc Way in Bath, as well as the Field offices (HFO,CFO) have been inspected by the following people; the Director of Facilities, Director of Community Supports, the COO, and/or the Executive Director. Room capacity has been determined based on square footage noting the need to ensure 6 foot distance between people. Capacity levels are posted outside of each room.
 - Day Hab certified space and the mobile team space at HFO all have a floor plan for each room noting placement of tables, chairs, and other needed equipment to ensure 6-foot social distancing in all directions is maintained. Tables and chairs are not to be moved from their designated placements.
- Floor markers will be placed in program room and areas of the Arc buildings as appropriate.
- Common areas are cleaned on a routine basis by the janitorial crews. All program staff will receive training on proper use of disinfectants and cleaning schedules to ensure program rooms are cleaned throughout the day and common areas such as bathrooms are cleaned prior to and after use.
- Training on new program expectations will take place with each person and will be reinforced, supported as needed.
- For activities taking place outside of Arc of Steuben buildings;
 - Social Distancing is always to be maintained. If the need of the person/service or nature of the activity requires contact closer than 6 feet, the person supported should be encouraged to use a mask, as well. Staff are to wear a mask at all times.

C. Gatherings in Enclosed Spaces

Suggested Elements:

- Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.
- Ensure the group (≤ 15) of individuals receiving services and staff working with them areas static as possible.
- Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
- Stagger staff and/or individual meal and break times to maintain social distancing.
- Adhere to social/physical distancing practices identified in the safety plan.
- Prohibit shared food and beverages and buffet style dining.
- Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

Identify how you will ensure the above and any related strategies:

- At this time, meals should not be provided for any service. As much as possible activities should be planned that do overlap with mealtimes. In the event a meal is a part of the service, cold meals/snacks will be encouraged.
- If a meal takes part during the service, all utensils, containers, and leftovers will be returned to the person's lunch box which will be disinfected. All areas will be disinfected prior to and after eating. Proper handwashing will be taught and practiced prior to and after eating. *it is best practice to wash hands before and after eating. If this is not possible, hand sanitizer will be used.
- Social distancing and handwashing/sanitizing will be in place at any time people are eating.
- Group sizes will adhere to the specific program guidelines. All planned group activities will be limited to no more than 15 in one place at one time. (Staffing levels follow program guidelines – staff do not count towards the 15)
 - Planning for large gatherings needs to include ensuring the space allows for adequate social distancing.
- Staffing should remain as static as possible. Assigned caseloads facilitates this recommendation. It is recognized that this is not always possible.

D. Service Schedules and Activities

Suggested Elements:

- Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
- Schedule individual's activities to reduce density and allow for social distancing.

Identify how you will ensure the above and any related strategies:

- Planned activities should be as low risk as possible.
- Stores are considered high risk in many situations and should not be a part of the service provision/schedule.
 - Exception:
 - Community Hab and/or FMT services where trips to stores are necessary to meet the person's goals outlined in the Staff Action Plan
 - Employment Services, including Community Prevocational Services, where the person works and/or is taking part in employment related services in a store.
- Dine in, including outside seating, at Restaurants is also considered high risk at this time and should not be a part of the service provision. (Exception: Employment Services, including Community Prevocational Services, where the person works and/or is taking place in work related services in a restaurant.)
 - Drive thru at fast food restaurants for a drink is acceptable. Proper handwashing/sanitizing before and after ordering and drinking the beverage should be practiced.
 - Meals should not be a part of the service at this time. See Section C for more information.
- Planned activities for all community activities (except OPWDD SEMP, ETP, PTE, ACCES-VR, and Office of Mental Health Services) must be approved by the Associate Director of the service. Any questionable activities will be reviewed with the Director of Community Supports and a decision made as to the safety of the activity.
- For people residing in Arc of Steuben IRA's:
 - Given the extensive rules and regulations in place due to COVID-19, staff are to work with their respective Associate Director to ensure communication with the IRA Residence Manager prior to planning and providing services.
 - The Residential COVID management plan will be made available to all CSO staff for reference and planning purposes.
- When planning group activities, each person should have an individual supply of the materials needed for the activity. Example, if creating a poster on safe social distancing, staff should prepare individual packets with all needed supplies for each person. In the event materials must be shared, proper handwashing before and after use as well as disinfecting of the supplies must happen.
- Services will need to ensure communication with the community connection includes information as to what COVID requirements the business requires and ensure that we are able to assist the people we support to follow the requirements. If the business does not minimally follow the precautions outlined in this document, prior approval to provide services at that location must be obtained from the Associate Director.
- These services are excluded from prior permission of the Associate Director as they are in most cases, the person's place of employment and we cannot restrict a person from working, or the service is designed to take place in a business/employment setting.
 - OPWDD SEMP, ETP, PTE
 - ACCES-VR and Office of Mental Health Services
 - Exception; if a job-related service is being explored, example an assessment, in a community setting that does not take appropriate COVID precautions, a conversation with the Associate Director of

Community Supports (Employment Services) should take place prior to committing to services in that establishment.

E. Personal Protective Equipment:

Suggested Elements:

- Ensure all staff wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, always while providing services, consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated).
- Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at no cost, if visitors do not have their own which meets requirements.
- Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
- Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- Retain documentation of trainings in the employees' personnel files and per agency procedures.

Identify how you will ensure the above and any related strategies:

- All staff will be provided with training on the proper use and disposal of PPE. This training will also include expectations on how to provide training and support the people supported to wear a mask, if medically able to do so, and follow social distancing and other COVID related guidelines.
- All staff will wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, whenever they are providing services face to face with a person supported, regardless of the location of the service provision. This is consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated.) Mask should also conform to agency expectations – consistent with the Guidelines for Success Dress Guidelines.
- People we support should wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, if medically able to do so and follow social distancing and other COVID related guidelines.
- An adequate (at least one-week supply) of PPE will be maintained at IP, HFO, and CFO for use by staff providing services in non-site-based programs. A system has been established to monitor the supply and to request additional supplies in a timely manner from the Director of Facilities.
- Each Agency Vehicle will have extra masks, hand sanitizer, gloves, and disinfectant wipes and thermometers available. Extra supplies of each are available in the event a staff person is not using an Agency vehicle.
- Documentation of training of staff will be maintained in the Relias training program and/or the person's personnel file. Training of people we support will be documented in the narrative of daily notes and summarized (listed) in the appropriate monthly summary.

F. Hygiene and Cleaning

Suggested Elements:

Personal Hygiene to Reduce Transmission:

- Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
- Provide and maintain hand hygiene stations at each location 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, and where the need for frequent hand sanitizing is expected;
- Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
- Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
- Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.
- Address any individualized needs affecting the unsupervised availability of hand sanitizer.

Cleaning and Disinfection of Environment, Equipment and Supplies:

- Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
 - Implement the following minimum standards regarding cleaning and sanitizing:
 - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
 - Use of only EPA registered products for disinfecting non-porous surfaces;
 - Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
 - Ensure adequate ventilation to prevent inhaling toxic fumes.
 - Maintain site cleaning logs indicating the date, time, and scope of cleaning.
 - Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
 - Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
 - Clean and disinfect all areas and equipment used by a person exhibiting symptoms upon their departure from the area and prior to use of the area or equipment by other individuals or staff.
 - PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
 - Provide ventilation with outside air safely and when possible.
- Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible

Non-Site Based Services Safety Plan

- Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

Identify how you will ensure the above and any related strategies:

- Training on handwashing will take place with each person at least once and then as needed. Support will be provided as needed. Hand sanitizer is available at IP, CFO, and HFO. IP and HFO is located at the vehicle sign out location of the building. CFO will be located on the Disinfectant station.
- Staff will model appropriate handwashing/hand sanitizer techniques and frequency and will monitor each person to ensure they are following guidelines and provide support and training as needed.
- Staff will be trained on proper use of disinfectants, including frequency, approved disinfectants, dwell times, ventilation, PPE use, and the Agency cleaning protocol.

G. Transportation

Suggested Elements:

Ensure that the following measures are implemented for the transport of individuals to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

- Ensure only individuals and staff from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;
- Reduce capacity on buses, vans, and other vehicles to 50% of total capacity;
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff by not sitting near each other or the driver.
- If there are multiple doors in a bus or van, utilize one-way entering and exiting. Provide instruction for individuals to exit the vehicle one at a time and wait for driver or staff instruction before doing so.;
- Ensure staff and the driver always wear face coverings in the vehicle. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.
- To the extent they can medically tolerate one, support individuals to wear masks in vehicles.
- After each trip is completed, clean and disinfect the interior of the vehicle before additional individuals are transported; and
- Where appropriate and safe, roll windows down to permit air flow.

Identify how you will ensure the above and any related strategies: Page 8 of 8

- Each vehicle in the Community Supports Fleet has a bag containing cleaning/disinfecting supplies. The pre-post trip sheets will be updated to include a place for initials noting the staff completed. Disinfecting will take place as part of the pre-trip and at the conclusion of the service. If a staff person cannot do this upon conclusion of the service and effectively ensure oversights, notification to the vehicle

Non-Site Based Services Safety Plan

scheduler (Dawn Shattuck at IP and Deb O'Brien at HFO) must be made so alternate arrangements can be made.

- Capacity for each vehicle will be documented on the vehicle schedules with a sticker noting "COVID capacity". This will reflect 50% of the normal capacity of the vehicle.
- Staff will be required to wear a face covering as noted in section E. People supported will be expected to wear one as well, unless medically contraindicated.
 - Staff will need to provide support, training and encouragement to people supported.
- Protocol for exit and entry, cleaning/disinfecting and use of masks/PPE will be in each vehicle book for reference.
- In the event a staff person needs to use their personal vehicle to transport a person supported, all of the above must be in place. Extra disinfectant, masks, hand sanitizer and thermometers are available as noted in Section F.

H. Tracing and Tracking

Suggested Elements:

- Notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at their 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.

Identify how you will ensure the above and any related strategies:

- An Agency protocol is in place around notifications to local health department and OPWDD in the event of a positive COVID test. Staff will be retrained prior to opening on these expectations. Contact and attendance information for the people we support is maintained in Medisked. Notification to people we support that this information may be shared with the local health department and/or OPWDD and why it is necessary will be made.
- Staff should alert their supervisor in the event a person we support has a positive COVID test and/or has been quarantined related to COVID.

Additional Safety Measures:

Please use this space to provide additional details about your program's Safety Plan, if appropriate.

Acronym List

Acronym	
OPWDD	Office for People with Developmental Disabilities
DOH	Department of Health
CDC	Center for Disease Control
HFO	Hornell Field Office
CFO	Corning Field Office
IP	Industrial Park - main office building in Bath
CH	Community Hab
CHR	Community Hab Residential
FMT	Family Member Training
SEMP	OPWDD Supported employment
PTE	Pathway to Employment
ETP	Employment Training Program
ACCES-VR	Adult Career and Continuing Ed Services - Vocational Rehabilitation
Pre-ETS	Pre-employment training services
CPV	Community Prevocational Services



Record of Revisions

Appendix A: Health Screening Questions

The screening consists of a temperature check and questions that are required to be answered **prior to** service provision through any of our programs.

1. Are you or have you experienced any of the following symptoms in the last 14 days including any new or worsening symptoms that may be attributed to COVID-19, pursuant to the CDC's most updated guidance (not related to an existing chronic or acute condition unrelated to COVID-19): fever (100.0 or above), cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell?
2. Have you had any known close contact with a person confirmed or suspected to have COVID-19 in the past 14 days? Note close contact does not include individuals who work in a health care setting and are wearing appropriate, required personal protective equipment (PPE).
3. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?
4. Have you traveled within a state with significant community spread of COVID-19 for longer than 24 hours within the past 14 days? (For a list of states currently under New York's travel advisory requiring a 14-day quarantine upon return, please visit <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.)



Non-Site Based Services Safety Plan

Appendix B

Actual Health Screening form located on Share Point

In order to make sure that the people we support, and our dedicated staff remain safe and protected from exposure, we are requiring Staff to ensure all people supported have the following symptom check done prior to service provision. These are to be completed **at the first contact** with the person each day. First contact is defined as – prior to getting in agency/staff vehicle at start of service or if transportation is provided by family or others not employed by agency, first contact is at arrival to and before entering the service site.

The screening consists of a temperature check and questions that are required to be answered **prior to** service provision through any of our programs.

1. Are you or have you experienced any of the following symptoms in the last 14 days including any new or worsening symptoms that may be attributed to COVID-19, pursuant to the CDC’s most updated guidance (not related to an existing chronic or acute condition unrelated to COVID-19): fever (100.0 or above), cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell?
2. Have you had any known close contact with a person confirmed or suspected to have COVID-19 in the past 14 days? Note close contact does not include individuals who work in a health care setting and are wearing appropriate, required personal protective equipment (PPE).
3. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?
4. Have you traveled within a state with significant community spread of COVID-19 for longer than 24 hours within the past 14 days? (For a list of states currently under New York’s travel advisory requiring a 14-day quarantine upon return, please visit <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.)

If the answer is “yes” to any of these questions upon screening, the person cannot take part in services that day and should be directed to your supervisor with questions.

Name of staff completing symptom check:

<i>Name</i>	<i>Time</i>	<i>Date</i>	<i>Purpose/Service</i>	<i>Question 1, 2, 3, or 4 Yes/No</i>