



## **2019 NOVEL CORONAVIRUS (COVID-19/2019-nCoV) POLICY: Non-Emergency Site Visits to OPWDD Program Facilities**

**Effective: October 1, 2020**

As per OPWDD's *COVID-19: Interim Guidance for Non-Emergency Site Visits of Certified Facilities* document, increased access will be permitted to program facilities to include OPWDD employees and employees of outside vendors and agencies (hereinafter referred to as "outside employees") to access program facilities to perform maintenance and repair work, conduct routine surveys, and other non-emergent inspections.

**In order for an outside employee to be granted access to Gateway's program facilities to conduct routine business activities, the following guidelines established by OPWDD must be met in addition to all other requirements listed in Gateway Counseling Center's OPWDD Program Facility Reopening Safety Plan and any site-specific procedures:**

- With the exception of the need for an unannounced or emergency visit, outside employees with business to conduct at any of Gateway's OPWDD program facilities must contact the facility to schedule the visit with enough notice (at least 24 hrs. notice whenever possible) to allow for any necessary staggered scheduling and cleaning of any high touch surfaces.
- Gateway staff must advise all outside employees of any positive or suspected cases of COVID-19 on the premises and schedule non-emergent visits accordingly to ensure minimal unnecessary exposures. If the visit must occur as scheduled, the outside employee must wear PPE and implement appropriate infection control precautions.
- Outside employees must undergo symptom and temperature checks by a designated Gateway screener and shall be denied access if they report any of the following:
  - COVID-19 exposure or COVID-related symptoms during the prior 14 days
  - International travel or travel to a state on NYS's Travel Advisory list within the previous 14 days
  - Have a temperature over 100.0 °F
- The minimum number of outside employees necessary to complete the site visit should participate, in order to reduce the amount of people in a location at one time.
- If possible, individuals receiving services at a location should be notified ahead of time that outside employees will be present and advised how to remain socially distant from them.
- Face coverings must be worn by outside employees throughout the entirety of the visit to the facility. Outside employees are expected to furnish their own face coverings.
- Outside employees must maintain a minimum 6-foot separation from individuals and facility staff unless visit purpose requires closer contact.

Non-Emergency Site Visits in OPWDD Program Facilities

- Gateway staff must clean/sanitize any areas of the facility utilized by the outside employees immediately following the visit.
- Each program facility shall maintain a daily log of all visitors and staff, which shall include names and contact information of any outside employees conducting business at the location, as well as the location within the facility/property that work occurred.

***This policy been reviewed and endorsed by the Chief Compliance Officer, Chief Executive Officer, Deputy Chief Executive Officer, Chief Operating Officer, and the Chief Financial Officer.***