



## 2019 NOVEL CORONAVIRUS (COVID-19/2019-nCoV) POLICY: OPWDD Program Facility COVID-19 Screening Procedures

**Effective: October 12, 2020**

*These procedures apply to all Gateway facilities providing direct care services to OPWDD individuals and supersede procedures described within Gateway's "OPWDD Program Facility Reopening Plan."*

### COVID-19 SCREENING

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#### **Temperature Check:**

##### Staff and Visitors:

- Gateway asks that all Gateway staff check their own temperature prior to entering any of Gateway's facilities:
  - **If your measured temperature is 100.0 °F or higher, do not enter the building. Call your supervisor to report your recorded temperature and return home.**
- Upon arrival at any of Gateway's program facilities, all Gateway staff and visitors will have their temperature measured with a non-contact thermometer in the designated screening area at the facility entrances.
  - If the measured temperature is 100.0 °F or higher, the person will be denied entry into the facility.
    - Staff that are sent home will be reported to Human Resources, the Medical Department, C-Level Officers, and Incident Management.

##### Individuals:

- Individuals transported to program by Gateway staff will have their temperature measured with a non-contact thermometer prior to entering the vehicle. If the measured temperature is 100.0 °F or higher, the staff will inform their parent/advocate/residence staff that the individual must stay home.
- All individuals' temperature will be measured upon arrival at Gateway's program facilities. If the measured temperature is 100.0 °F or higher:
  - The individual will be escorted to the designated quarantine room.
  - A supervisor will recheck the individual's temperature. If the temperature is confirmed to be 100.0 °F or higher, that individual will not participate in program activities and will return home.

- Individuals sent home will be reported to the Medical Department, Incident Management, and C-level Officers.

## Health Screening Questionnaire:

### Staff and Visitors:

- Prior to entering the facility, all Gateway staff and visitors will be screened by a designated staff. In addition to the temperature check, staff and visitors will be asked questions about:
  1. COVID-19 symptoms in the past 14 days.
  2. Positive COVID-19 test in the past 14 days.
  3. Close contact with confirmed or suspected COVID-19 case in the past 14 days.
  4. Travel outside of New York State within the past 14 days.
- Staff and visitors should take the following actions related to COVID-19 symptoms, contact, and travel to restricted areas.
  - If a person has COVID-19 symptoms **AND EITHER** tests positive for COVID-19 **OR** did not receive a test, the individual may only return after completing at least **14 days** of self-quarantine.
  - If a person does **NOT** have COVID-19 symptoms **BUT** tests positive for COVID-19, the individual may only return after completing at least **14 days** of self-quarantine.
  - If a person has had close contact with a person with COVID-19 for a prolonged period of time **AND** is symptomatic, the individual should follow the above protocol for a positive case (i.e. **14 days** of self-quarantine).
  - If a person has had close contact with a person with COVID-19 for a prolonged period of time **AND** is **NOT** symptomatic, the individual must complete a **14-day** self-quarantine.
  - If a person has traveled to any U.S. states/territories on the NYS Travel Advisory list or any country categorized by the CDC as a Level 2 or Level 3 COVID-19 threat, the individual must complete a **14-day** self-quarantine from the date of their return to NY.
- Staff are required to report if any of their answers to any of the questionnaire questions change- i.e. if they begin to experience symptoms while at work **or** if they are notified/discover that they have been in contact with a person who is positive for COVID-19 within the past 14 days.
- **Staff who are sick must stay home.**
- Please note that, in order to maintain appropriate levels of staffing and supervision for individuals we serve, Gateway may consult the local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before a staff is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission. The C-Level Officers and Medical Department will make a determination if a staff

member is critical to the operation and/or safety of the program facility based on the needs of the respective program and the individuals served.

**Individuals:**

- An individual exhibiting signs or symptoms of COVID-19 upon arrival to a program facility will not be allowed to enter the program building. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (i.e. Advil, Tylenol).
- Staff will maintain regular contact with residences/families/advocates regarding individuals' well-being, contact with confirmed/suspected COVID-19 cases, and travel outside of New York State and Gateway has asked the following of residences/families/advocates:
  - Any individual with signs of any respiratory illness, cold, fever (temperature is 100.0 °F or higher), cough, or flu-like symptoms should not be sent to programs until all symptoms have subsided and they are fever free for 72 hours without the use of fever-reducing medications (i.e. Advil, Tylenol).
  - In the following cases, Gateway must be notified immediately, and the individual must complete a 14-day quarantine before returning to program:
    - If an individual tests positive for COVID-19.
    - If an individual was in close contact with someone who tested positive for COVID-19.
    - If another individual, a staff or anyone the individuals reside with are placed on quarantine or isolation.
    - If an individual has traveled to any state listed on the NYS Travel Advisory or any country categorized by the CDC as a Level 2 or Level 3 COVID-19 threat.

**If either a staff or individual begin to experience COVID-19 symptoms while at the program facility, the staff or individual must be taken to the designated quarantine room immediately and sent home as soon as possible.**

**New York State Travel Advisory:**

- On June 25, 2020, NYS Governor Andrew Cuomo issued Executive Order 205, requiring the NYS Commissioner of Health to issue a travel advisory requiring all travelers coming from states with significant rates of transmission of COVID-19 to quarantine for a 14-day period. On September 28, 2020, Governor Cuomo issued Executive Order 205.1, extending the NYS travel advisory to include countries categorized by the CDC as a Level 2 or Level 3 COVID-19 threat.
- The current list of restricted U.S. states/territories and countries is posted at the entrance of each facility, on the GCC website, and can be found on New York State's COVID-19 Travel website: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>.

- All GCC staff are required to report any travel outside of New York State in writing to their supervisor and the Human Resources Department.
- Any staff member that travels to any of the states listed on the NYS Travel Advisory restriction list must self-quarantine at home for 14 days from the date of their return to New York State.
- Individuals, their residences, and/or families will be required to inform GCC of any travel outside of New York State prior to the individual going to the program facility.
- Any individual that travels to any of the U.S. states/territories or countries listed on the NYS Travel Advisory restriction list must self-quarantine at home for 14 days from the date of their return to New York State. Individuals may receive telehealth services while self-quarantining for as long as federal and state regulatory agencies permit.

**Designated Screeners:**

- Supervisors/Program Directors will designate staff to be screeners.
- Staff designated as screeners will be trained by GCC's medical staff.
- Screeners will be provided with protective face masks that must be worn while screening staff, individuals, and essential visitors entering the facility.

**Health Screening Questionnaire Responses:**

- The health screening questionnaires will be completed via an electronic form and any screening failures will trigger an email notification to the respective Program Director, Assistant Program Director, Medical Department, C-Level Officers, Human Resources, and Incident Management.
- Record of each health screening indicating whether a person passed or failed will be created with the submission of electronic form and stored in an electronic database. This will also serve as a log of every person, including workers, individuals and visitors, who may have close contact with others in the GDH/SGDH program, such that all contacts may be identified, traced and notified in the event a worker or individual is diagnosed with COVID-19.
- Questionnaire responses will be reviewed daily by a designated staff member to ensure any failures were handled appropriately.

***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.***