



COVID-19 Safety Measures

Community Habilitation, Broker and Fiscal Intermediary Services

Updated 10/14/2020

Health Screenings

All employees must complete a health screening prior to entering any work location (including the home of person served, Advocates office, etc.).

- Mentors must complete health screening upon logging into eVero prior to beginning a direct shift.
- All guests and employees must complete a health screening at reception desk prior to entering office.
- A health screening must be completed by all parties prior to any in-person meeting.

Face Coverings for Employees

- Employees are provided with cloth face coverings and/or disposable masks.
- Employees must wear face coverings while in direct contact/providing services.
- Face coverings must be worn for the entire time that the employee is in close contact (6 feet or less) with the person receiving services or others.

Face Coverings for People We Support

All New Yorkers must wear a face mask or face covering in public when social distancing (staying at least 6 feet apart) is not possible, unless a face covering is not medically tolerated. (Executive Order 202.17)

People we support are encouraged to wear a face covering during Community Habilitation service time if they can medically tolerate wearing one. If the person receiving services cannot medically tolerate wearing a face covering:

- Mentor must support the person to remain 6 feet from other community members at all times.
- Mentor may not provide services in community locations where social distancing cannot be practiced.

Guidance on Community & Group Activities During Community Habilitation Services

- All community activities must allow for social distancing.
- Advocates continues to recommend that services are provided 1:1.
- **Advocates prohibits employees from supporting people to gather in groups of more than 4 people total (ex. No more than 2 people receiving services and 2 Mentors).** While we realize that NY State allows people to gather in larger groups during Phase 4, it is essential to temporarily minimize group activities to limit the risk of exposure and safeguard the health of our employees and the people we support.
- Low risk, outdoor activities are encouraged whenever possible.

Transportation During Community Habilitation Services

- Employees will wear a face covering at all times while providing transportation.
- If the person receiving services is able to medically tolerate wearing a face covering, employees will request that they wear a face covering while in the vehicle.
- The person receiving services will be encouraged to sit in the back seat on the passenger side of the vehicle to maintain the greatest distance possible.
- Where appropriate and safe, windows should be rolled down to permit air flow.
- Prior to providing services vehicles must be cleaned and disinfected.

NY State Travel Advisory

New York State requires individuals to quarantine for 14-days upon arriving in NY State if they are traveling from areas with significant community spread of COVID-19.

The areas that meet the criteria for required quarantine per Department of Health are listed under "Restricted States" at: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

This Executive Order can be found on the NY State Department of Health website:

<https://www.governor.ny.gov/news/no-205-quarantine-restrictions-travelers-arriving-new-york>

Advocates instructions to employees on the NY State Travel Advisory

- Employees must notify Human Resources if they or the person that they support have traveled to a state impacted by the NY State Travel Advisory.
- While the Executive Order includes a provision for essential employees, Advocates is taking the additional precaution of requiring our employees to quarantine after traveling to an area impacted by the Travel Advisory.
- Employees may not provide community-based support for 14 days if the person they work with is returning from traveling from one of the impacted areas.
- Employees may not provide services in a state impacted by the NY State Travel Advisory.

Hot Spot Zones – NY State Cluster Action Initiative

NY State has identified areas of the state (“clusters”) with elevated COVID-19 infection rates (“Hot Spot Zones”). These areas and the areas around them are grouped into three categories with successively higher restrictions within each one: Red Zone – the cluster itself; Orange Zone - warning zone; and Yellow Zone - precautionary zone.

The areas impacted are listed at: <https://forward.ny.gov/cluster-action-initiative>

Advocates instructions to employees on Hot Spot Zones

- Please note that in Red Zones, non-essential gatherings of any size are prohibited. Employees may only provide services 1:1 and may not support people to gather in groups.
- Employees must adhere to the rules and restrictions included in the guidance for the area in which they are providing services.

To find out if a specific street address is in a COVID-19 Hot Spot Zone, follow this link:
<https://covidhotspotlookup.health.ny.gov/>