



## COVID-19 Safety Measures

Community Habilitation (Self-Hired and Agency Supported), Self-Hired Respite,  
Broker and Fiscal Intermediary Services

Updated 12/8/2020

### 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.
- Email [supplies@advocatesincorporated.org](mailto:supplies@advocatesincorporated.org) to request additional PPE.

### 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

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.

- 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).**
- Low risk, outdoor activities are encouraged whenever possible.

If a community location/organization is hosting an event and they are taking responsibility for ensuring that the environment is set up for current state and local regulations to be followed (ex. a community class with Mentor and person served sitting 1:1 at a table socially distanced from instructor and other class members), the Mentor must still take responsibility for ensuring that all Advocates Community Hab. Safety Measures can be followed in that setting prior to attending.

**In Red, Orange or Yellow Cluster Areas/Hot Spot Zones: Employees may only provide services 1:1 and may not support people to gather in groups of any size.** See “Hot Spot Zones – NY State Cluster Action Initiative” below.

To safeguard the people we support, our employees and those residing in the employee’s home, **services may not be provided at a Mentor’s home during the COVID-19 state of emergency period.**

## 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.

## 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: 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 Cluster Areas/Hot Spot Zones

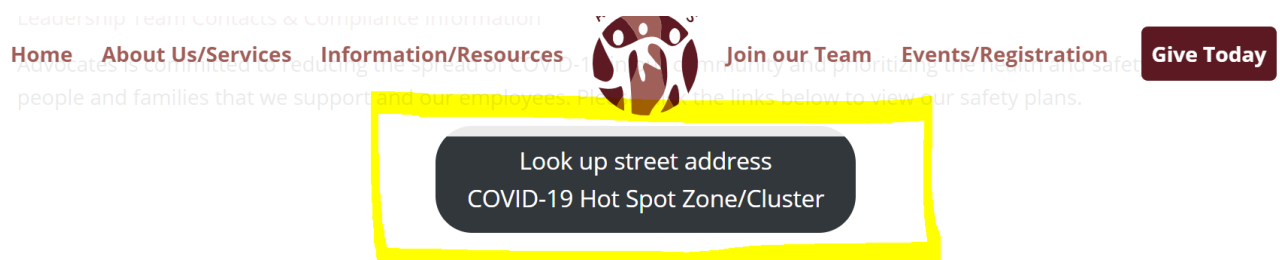
- **In Red, Orange or Yellow Cluster Areas/Hot Spot Zones: Employees may only provide services 1:1 and may not support people to gather in groups of any size.**
- Employees must adhere to any additional rules and restrictions included in the guidance for the area in which they are providing services.

## How to find out if a specific street address is in a COVID-19 Cluster Area/Hot Spot Zone

The link to <https://covidhotspotlookup.health.ny.gov/> is available on the “Information and Resources” section of our website by clicking on the button that says “Look up street address COVID-19 Hot Spot Zone/Cluster”.

<http://www.advocatesincorporated.org/information-resources/>

### Website screenshot below:



When services are provided in Red, Orange or Yellow Cluster Areas/Hot Spot Zones: Advocates employees may only provide services 1:1 and may not support people to gather in groups of any size. See “Advocates Community Habilitation Safety Measures” below for complete guidance.



Reopening Safety Plan



Advocates Community Habilitation Safety Measures

## 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 impacted by the NY State Travel Advisory.

As of 11/4/2020, impacted areas include all states that are not contiguous to New York State. Contiguous states include: New Jersey, Connecticut, Vermont, Pennsylvania and Massachusetts. All other states are impacted by the NY State Travel Advisory and subject to the rules below.

**Advocates instructions to employees on the NY State Travel Advisory and Mandatory Quarantine**

- Employees must notify Human Resources if they or the person that they support have traveled outside of New York State.
- Employees may not provide services in any state that is not contiguous to New York State.
- Employees may not provide community-based services for 14 days if the person they work with is returning from traveling from outside of NY State.

**Advocates Employees must immediately notify Human Resources if they have a direct exposure to someone who is positive for COVID-19 or if the employee is pending a COVID-19 test result.**

Contact information:

**Advocates COVID-19 hotline/Incident reporting cell: (315) 401-1293**

**Human Resources email [HR@advocatesincorporated.org](mailto:HR@advocatesincorporated.org)**

**Training and Support Specialists: (315) 469-9931 or email [TSS@advocatesincorporated.org](mailto:TSS@advocatesincorporated.org)**

Employee acknowledgement obtained via DocuSign:

- I have read and understand Advocates COVID-19 Safety Measures.
- I understand that in Yellow, Orange or Red Zones, services may only be provided 1:1 and I am prohibited from supporting people to gather in groups of any size.
- I understand that I am required to wear a face covering at all times when providing services/in direct contact.
- I understand that any violation of Advocates COVID-19 Safety Measures is grounds for immediate disciplinary action up to and including suspension without pay or termination of employment.
- I understand that I must immediately notify Human Resources if I have direct exposure to someone who is positive for COVID-19 or if I am pending COVID-19 test results.

**Thank you for your commitment to the health and safety of the people that we work together to support, our employee team, our families and our community.**