



## COVID-19 Safety Measures

Effective 5/19/2021 - revisions are highlighted

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

### Definitions:

Fully Vaccinated – At least 2 weeks from the date of the final dose of the COVID-19 vaccine. **For employees to be considered “fully vaccinated”, proof of vaccination must be on file with Advocates Human Resources** (Image of employee's vaccination card can be submitted to HR via [hrsecure@advocatesincorporated.org](mailto:hrsecure@advocatesincorporated.org) or via postal mail).

Direct Exposure – Person has been directly exposed to someone else who has tested positive within the last 10 days.

### 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

Per OPWDD regulations, at this time, face covering requirements remain the same for fully vaccinated employees and unvaccinated employees during service provision both at home and in the community.

- 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 Receiving Services

Per Centers for Disease Control, NY State Department of Health and OPWDD Guidance:

### People receiving services who **are fully vaccinated**:

- Individuals who are fully vaccinated do not need to wear a mask or face covering while receiving services unless the community location itself requires a mask or face covering or unless advised otherwise by a medical professional.

### People receiving services who are **not fully vaccinated**:

If a person receiving services is not fully vaccinated, they are encouraged to wear a mask or face covering while receiving services 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 Services

- All community activities must allow for social distancing unless **both** the person receiving services and the Mentor providing services **are fully vaccinated**. If both are fully vaccinated, social distancing is not required unless the community location itself requires social distancing.
- Advocates continues to recommend that services are provided 1:1 for those who are unvaccinated and/or those who have medical fragility.
- If the person being supported chooses to gather with friends, Mentor is responsible for ensuring that social distancing is practiced at all times unless **both** the person receiving services and the Mentor providing services **are fully vaccinated**.
- Low risk, outdoor activities are encouraged whenever possible.

**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.**

## Transportation During Services

**Per OPWDD regulations, at this time, transportation guidance is the same for fully vaccinated employees and unvaccinated employees during service provision.**

- Employees will wear a face covering at all times while providing transportation.
- If the person receiving services **is not fully vaccinated** and is able to medically tolerate wearing a face covering, it is recommended that they wear a face covering while in the vehicle.
- The person receiving services, **if not fully vaccinated**, 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

**Effective April 10, 2021**

Per NY State Department of Health:

Asymptomatic travelers entering New York from another country, U.S. state, or territory **are no longer required** to test or quarantine as of April 10, 2021. Quarantine, consistent with the CDC recommendations, is **still recommended** for all travelers who are not fully vaccinated or have not recovered from laboratory confirmed COVID-19 during the previous 3 months. Symptomatic travelers must immediately self-isolate and contact the local health department or their healthcare providers to determine if they should seek COVID-19 testing.

All travelers must complete the [Traveler Health Form](#) unless the traveler had left New York for less than 24 hours or is coming to New York from a contiguous state.

For full NY State travel guideline details, please refer to <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

### Advocates instructions to employees on working out of state:

- **Prior to providing services out of state, employees must email [hr@advocatesincorporated.org](mailto:hr@advocatesincorporated.org) to request permission to work out of state.** OPWDD requires that the individual have a statement in their Life Plan regarding their desire to use their services out of state before their Mentor can provide support out of state.
- Employees are prohibited from working out of state for more than 10 consecutive days.

**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)**

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