



## COVID-19 Safety Measures

### Community Habilitation, Broker and Fiscal Intermediary Services

Updated 11/4/2020

#### 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

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.

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.

## 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.

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

## 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.
- While the Executive Order includes a provision for essential employees, Advocates is taking the additional precaution of requiring our employees to quarantine for 14-days or to “test out” early after traveling outside of NY State.
- Employees may not provide services in any state that is not contiguous to New York State.
- Employees may not provide community-based support for 14 days if the person they work with is returning from traveling from outside of NY State. The exception to this is if the person being supported “tests out” early of the 14-day quarantine requirement.
- Employees who complete the “test out” requirements must provide required documentation (as listed above) to Human Resources. Employees may not return to work prior to the 14-day quarantine period until cleared in writing by Human Resources.

“Testing Out” Early of the 14-day Quarantine (Source: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>)

Effective 11/4/2020: New guidelines allow out-of-state travelers to New York to “test out” of the mandatory 14-day quarantine. For any traveler to New York State from out of state, exempting the contiguous states, the new guidelines for travelers to test-out of the mandatory 14-day quarantine are below:

- For travelers who were in another state for more than 24 hours:
  - Travelers must obtain a test within three days of departure from that state.
  - The traveler must, upon arrival in New York, quarantine for three days.
  - On day 4 of their quarantine, the traveler must obtain another COVID test. If both tests come back negative, the traveler may exit quarantine early upon receipt of the second negative diagnostic test.
- For travelers who were in another state for less than 24 hours:
  - The traveler does not need a test prior to their departure from the other state, and does not need to quarantine upon arrival in New York State.
  - However, the traveler must fill out the NYS Traveler Health Form upon entry into New York State, and take a COVID diagnostic test 4 days after their arrival in NY.

Please contact Human Resources at (315) 802-3117 or [hr@advocatesincorporated.org](mailto:hr@advocatesincorporated.org) with any questions on Advocates COVID-19 Safety Measures.