



MY POSSIBILITIES HEALTH AND SAFETY GUIDELINES

My Possibilities Health & Safety Committee follow all recommendations and trends for work environment safety from the CDC, OSHA and ADA

As we continue to welcome more HIPsters and staff back to My Possibilities, please be aware of the following measures we have put in place to ensure the safety of everyone. We ask that you monitor any health changes at home and please do not plan to send your HIPster to MP if they have had a fever, cough, shortness of breath, or reside with/has had direct exposure to anyone that has experienced these symptoms. The following has been implemented for the safety of all MP staff and HIPsters:

HIPsters encouraged not to return to programming:

- HIPsters 55 and older
 - This is a recommendation, but use your discretion and guidance from your health care provider to make the safest decisions
- Anyone with underlying health conditions or compromised immune systems
 - Please follow the CDC guidelines on underlying health issues
 - Please consult your health care provider for final decisions
- Anyone who may live with elderly family members or caregivers that are at higher risk
- HIPsters that cannot endure wearing a mask for the duration of their attendance in the program

HIPster drop-off and pick-up:

- HIPsters are to be dropped off at the HIPster entrance (green awning)
 - Ample signage will direct you on where to go
- HIPsters will also be picked up at the HIPster entrance
- At the time of drop off, temperature will be taken with touch free thermometers and hand sanitizer will be distributed
 - If HIPster displays temperature of 100 degrees or more, they will be sent back home
 - If your HIPster rides DART, we have a safe waiting area until the family or caregiver can pick them up
 - If symptoms or fever arise during programming throughout the day, you will be notified to pick up your HIPster
- Masks will be required for all staff and HIPsters once they enter the building

- Please see below our detailed mask wearing protocol
- No visitors or volunteers are permitted into the program until further notice
- Essential visitors such as providers, HHSC and LIDDA visits are permitted when scheduled through HIPster Services. All individuals will be required to have their temperature taken and wear a mask while on campus

Mask Protocol:

- HIPsters and staff are required to wear masks during programming until further notice
- If your HIPster is identified as having difficulty keeping their mask on all day, our staff will diligently work with them, following this protocol:
 - HIPsters that are defined as having difficulty: 80% of their 10 consecutive attendance days addressing their masks (ie: reminding to put back on, reminding to cover the whole face, etc.)
 - If your HIPster is identified as having difficulty, you will be notified
 - Staff will work with HIPsters using the following prompts:
 - Verbal prompts, using visuals as necessary
 - Gesture prompts (ie: pointing to their own mask, pointing to a visual of someone else wearing a mask, etc.)
 - Partial physical assistance (ie: gently guide HIPster's hands towards their mask)
 - Full physical assistance (ie: tighten straps behind ears, adjust mask to cover nose, replace mask)

With any physical assistance, staff will wash hands before and after as well as wear gloves while assisting
- Once staff has worked with the HIPsters and they still cannot endure wearing masks, they will be temporarily removed from programming until it can be resolved. We will implement the following protocol for making decisions:
 - For AM or PM HIPsters: they will be temporarily removed if 80% of their 10 consecutive attendance days have 6 or more prompts per day
 - For All Day HIPsters: they will be temporarily removed if 80% of their 10 consecutive attendance days have 10 or more prompts per day
 - Staff will keep daily documentation of prompting
 - HIPster will temporarily be dismissed for 2 weeks to continue working on mask protocol. HIPster can return after 2 weeks but if they continue to have issues, they will be dismissed from programming
 - HIPster will be offered alternate programming through online or coaching, which will hold your spot within the program



- If your HIPster does not participate in any alternate programming, you may pay a hold fee to ensure their spot is available when either the mask requirement is lifted, or they are able to endure wearing one
- **General mask information**
 - Some HIPsters have masks that have stretched and no longer fit. Please be mindful because if they do not fit properly, they will fall below their nose, in which it's no longer effective.
 - Surgical masks work well for coverage and fit if you would like to consider that as an option
 - Face shields are not acceptable in lieu of a mask, unless it has been approved as a reasonable accommodation
 - Face shields can be used if the HIPster is wearing a mask as well
 - We will provide scheduled mask breaks for all classrooms throughout the day

Program set-up and protocol:

- Classrooms, gym and therapy rooms will undergo thorough cleaning before programming begins, and cleaning rotations will take place during scheduled times of the day and after any transition out of said room
- All program staff and therapists will wear appropriate protective gear
- Classroom max is 16 HIPsters plus one staff plus one staff
 - Tables and chairs will be arranged for 6' social distancing when feasible
 - In classes where the ratio is 1:16, such distancing may not be feasible for the duration of a class; therefore, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation will be rigorously practiced
- Hands-on manipulatives have been reintroduced, but are assigned to each HIPsters, and not shared
- Educational curriculum is based in content communication and activity application that limits groups and social distancing
- Gym will occupy no more than 16 HIPsters at a time, plus one staff with proper social distancing for any health and wellness activities
 - Personal training opportunities continue to be available for your HIPster. Please contact Jessie Poku for more info: jpoku@mptx.org
- Speech, Behavioral, Counseling, and Music Therapy rooms will occupy only one therapist and one HIPster, with proper social distancing
 - Protective barriers will be used during 1:1 therapy sessions



- 1:1 therapy services for new and existing therapy clients are offered on campus and/or through teletherapy when appropriate. Please contact Kelly Wanzer for more info: kwanzer@mptx.org
- Outside therapists are not permitted on campus until further notice
- HIPsters will be assigned a classroom with 1 instructor and up to 3 back-up support staff
 - Hall monitors will be assigned to assist HIPsters to classes and limit the number of HIPsters wandering to and from different hallways and classrooms
 - Therapists will get HIPsters from their classroom at the time of their session and will follow proper social distancing to and from therapy rooms. They will be escorted back to class by their therapist when session is over.
 - No community-based instruction will take place until further notice
 - For shuttle information or need for services, please contact Jasmine Segar for updates: jsegar@mptx.org

Handwashing, sanitizing and other safety measures:

- Upon arrival, HIPsters will be distributed hand sanitizer before walking into the program
- When HIPsters arrive for their programming, handwashing will take place periodically throughout the day
- Social stories will be available for instructors and therapists to use to guide, explain and instruct HIPsters
- Restroom breaks will be assigned by classroom, which will include monitoring of hand washing
- Access to water fountains will not be available, so we encourage your HIPster to bring their own water/drinks. We will have water coolers provided in each classroom if they forget or need to refill
- Hand sanitizer and cleaning supplies will be available in each classroom, therapy room, gym, and hallways for usage as needed
 - All staff and HIPsters are encouraged to also bring your own hand sanitizer

Administrative Staff and building safety:

- Administrative staff are not permitted into the program unless they are assigned to assist in a hallway
- Staff temperatures will be taken upon entering the building
- Staff will wear masks while in the building
 - In the event administrative staff helps in a hallway, masks, gloves and face shields will be provided in addition to the masks
- Volunteers as well as corporate days of inclusion are on hold until further notice



- No in-person monthly family tours until further notice
- Small group meetings in the board room only will be permitted
- Sanitizing and cleaning of all non-program areas will take place daily

MP procedure if HIPster or staff tests positive for COVID-19:

- All staff and HIPsters must communicate positive results as soon as possible
 - Staff will inform HR of positive test, and HR will gather necessary information for communication (onset of symptoms, testing dates, etc)
 - If program staff, HR will inform Program Director to work on contact tracing and communication plan to families, staff and private providers if applicable
 - If non-program staff, HR will work with appropriate Director on action plan
 - HIPsters that test positive will contact HIPster services: mdelgado@mptx.org and HIPster Services will gather necessary information for communication (onset of symptoms, testing dates, etc.)
 - HIPster Services will work with Program Director for contact tracing and communication plan to families, staff and private providers if applicable
- Individuals that test positive should follow all guidelines and recommendations from the CDC for testing, quarantine, as well as the direction from their physician
- Before returning to work or programming, staff and HIPsters must have completed one of the following:
 - Program and therapy staff must retest with a negative result before returning to work with our HIPsters. MP will cover all expenses for the retest and instructions will be provided to the individual
 - HIPsters and non-program staff must be fever free for 24 hours, symptoms have all improved, and have completed a 14-day quarantine. Retesting for negative results are up to their discretion and direction from their doctor
 - Everyone should follow all doctor's orders, as those will take precedence over MP plans

MP Procedure for staff and HIPsters exposed to an individual(s) that have tested positive will follow CDC guidelines which includes:

- All staff and HIPsters that were exposed to an individual that tested positive will be informed, while keeping in compliance with HIPAA
 - You will receive an email with last date of contact and testing dates of the individual
 - If you are notified to come pick up your HIPster due to exposure, please act swiftly and pick up as soon as possible



- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all time
- Self-monitor for symptoms and check temperature twice a day
- Watch for fever, cough, or shortness of breath, or other symptoms of COVID-19
- Avoid contact with people at higher risk for severe illness from COVID-19
- Follow CDC guidance if symptoms develop
- Follow any doctor's orders if you seek medical advice