



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
January 25, 2022

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, sore throat or reside with/has had direct exposure to anyone that has experienced these symptoms. All staff and HIPsters will continue wearing masks while on campus, until instructed otherwise. The following has been implemented for the safety of all MP staff and HIPsters:

HIPsters encouraged not to return to programming

- Unvaccinated 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 unvaccinated 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.
- Anyone whose housemates (roommates, parents, siblings, etc.) are currently COVID-19 positive.
 - This is a recommendation but use your discretion and guidance from your health care provider to make the safest decisions.
 - If the HIPster is not experiencing symptoms and all members of the house have completed their quarantine or isolation requirements, the person should be able to return to programming.

HIPster drop-off and pick-up

- HIPsters are to be dropped off at the HIPster entrance (green awning)
- HIPsters will also be picked up at the HIPster entrance.
- Temperatures will not be taken at drop off or entry into the building but will be taken randomly throughout the day with touch free thermometers.
 - If symptoms or fever of/or exceeding 100 degrees Fahrenheit arise during programming throughout the day, you will be notified to pick up your HIPster
- Masks will be required for all staff, HIPsters and volunteers once they enter the building.

Mask Protocol

- HIPsters and staff are required to wear masks during programming until further notice.
 - If, once dropped off at MP, a HIPster refuses to wear a mask, they will be asked to go home for the day and can return the following enrollment day.
- If your HIPster is identified as having difficulty keeping their mask on all day, your staff will diligently work with them, following this protocol:
 - HIPsters that are defined as having difficulty: 80% of their 5 enrollment 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 for 5 enrollment attendance days have 6 or more prompts per day.
 - For All Day HIPsters: they will be temporarily removed for 5 enrollment days have 10 or more prompts per day.
 - Staff will keep daily documentation of prompting.
 - HIPster will temporarily be dismissed based on the number of days they're currently enrolled in the program to continue working on mask protocol. HIPster can return but if they continue to have issues, they will be dismissed from programming.

Example: Enrolled 2 days a week will mean being asked to remain home for a total of 2 enrollment days.

- 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.
 - If a HIPster mask does not fit properly, a new mask needs to be provided by the parents/guardian as soon as possible. Not providing a new mask after 2nd communication from MP could lead to asking HIPster to remain at home until one is obtained.
 - 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 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 cleaning through a regulated schedule and cleaned and sanitized as needed.
- All program staff and therapists will wear masks.
- Personal training opportunities for individuals and small groups continue to be available for your HIPster. Please contact Jessie Poku at jpoku@mptx.org for more info.
- Speech, Occupational, Behavioral, Counseling, and Music Therapy rooms will resume one on one and group therapy sessions.
 - Protective barriers will be available for use during 1:1 therapy sessions.
 - 1:1 therapy service for new and existing therapy clients is offered on campus and/or through teletherapy when appropriate. Please contact Barb Hogan for more info: bhogan@mptx.org
- On community-based instruction (CBI), respite or off-campus activity (including Special Olympics), mask policy is followed. CBIs will be assessed for safety as needed; campus mask policy is followed.

Handwashing, sanitizing and other safety measures

- HIPsters have access to hand sanitizer before walking into the program.
- When HIPsters arrive for their programming, handwashing will take place periodically throughout the day.
- 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 their own hand sanitizer.

Administrative staff and building safety

- Administrative staff are permitted into the program.
- All staff wear masks while in the building.
- Program volunteers are permitted into the building but direct interaction with HIPsters is determined on a case-by-case basis.
 - Essential visitors such as providers, nursing students, graduate students (through Clinical Services), HHSC and LIDDA visits are permitted when scheduled through HIPster Services.
 - All visitors and volunteers will be required to have their temperature taken, complete a Covid screening and wear a mask while on campus.
 - Any questions on volunteers, please reach out to Jamie Zozaya at jzozaya@mptx.org.
- Corporate days of inclusion are on hold until further notice.
- Sanitizing and cleaning of all non-program areas will take place as needed.

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 at jlink@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.
- Before returning to My Possibilities, staff, HIPsters and attendants must retest with a negative result before returning to My Possibilities. They must be fever free for 24 hours, symptoms have all improved, and have completed a 5-day quarantine. HIPsters must send the negative test to the nurse before or at return at KBaca@mptx.org.
 - At home, self-administered tests WILL NOT be accepted.

MP Procedure for individuals not vaccinated or are not up-to-date on COVID-19 vaccinations who are exposed to an individual(s) that have tested positive will follow CDC guidelines which includes:

- All individuals that were exposed to an individual that tested positive will be informed, while keeping in compliance with HIPAA.
 - You will receive an email with the 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 the individual within 1 hour.
- Stay home for 5 days AFTER first day of exposure and maintain social distance (at least 6 feet) from others. (Example: day of exposure 9/10, day of return 9/16).
- It is encouraged that on or after 5 days, the exposed individual gets a COVID test.
- 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.

MP Procedure for individuals who are up-to-date on COVID-19 vaccinations (as defined by CDC) and get exposed to COVID-19 will follow the CDC guidelines which includes

- If exposed to someone with suspected or confirmed COVID-19, HIPsters who have no symptoms must continue to wear their mask and monitor for symptoms.
- We highly encourage a COVID test is received on or after the 5th day from exposure.



- You should still monitor symptoms, especially if you've been around someone who is sick. If you have developed symptoms of COVID-19, you must be fever free for 24 hours, symptoms have improved and complete a 5-day quarantine.
- Continue to wear your mask.

***Please note, My Possibilities WILL NOT accept COVID Antibody test results to determine if someone can return to work or school.**

Last Revised: January 25, 2022