



# NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: [forward.ny.gov](https://forward.ny.gov). If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

## COVID-19 Reopening Safety Plan

**Name of Business:**

Elderwood Village at Bassett Park

**Industry:**

Adult Care Facility

**Address:**

245 Bassett Road Williamsville, NY 14221

**Contact Information:**

716-688-4011

**Owner/Manager of Business:**

Doug Lewczyk

**Human Resources Representative and Contact Information, if applicable:**

## I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
  
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- ✓ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

*List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

- Visitors will be screened for symptoms or risk-factors of COVID-19 prior to visitation.
- If fever or COVID-19 symptoms are present, the visitor shall not be allowed to visit.
- Visitors screenings must utilize one single point of entry to the facility or visiting area.
- Visitors must be notified of the required screening prior to their visit.
- Signs must also be clearly posted to identify the point of entry and screening process for visitors.
- Facilities shall keep an electronic log with names and contact information for all visitors.

*How you will manage engagement with customers and visitors on these requirements (as applicable)?*

- Visitors will be screened for symptoms or risk-factors of COVID-19 prior to visitation.
- If fever or COVID-19 symptoms are present, the visitor shall not be allowed to visit.
- Visitors screenings must utilize one single point of entry to the facility or visiting area.
- Visitors must be notified of the required screening prior to their visit.
- Signs must also be clearly posted to identify the point of entry and screening process for visitors.
- Facilities shall keep an electronic log with names and contact information for all visitors.

*How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

The community will make sure that all areas of the community have proper social distancing.

## II. PLACES

**A. Protective Equipment.** To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ✓ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

*What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

The community will make sure that there is an adequate amount of face covering needed for the residents, employees and responsible parties.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

*What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

- High-touch surfaces in visitation areas (e.g. tables) shall be cleaned after each visit.
  - Cleaning/disinfecting products will be readily available to staff, and staff shall use the products in the manner intended.
- All facilities shall maintain records documenting the date, time, location, and procedures for the cleaning activities.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

*List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

- High-touch surfaces in visitation areas (e.g. tables) shall be cleaned after each visit.
  - Cleaning/disinfecting products will be readily available to staff, and staff shall use the products in the manner intended.
- All facilities shall maintain records documenting the date, time, location, and procedures for the cleaning activities.

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:**

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

*Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

The members of the management staff will be responsible for maintaining the cleaning log and the log will be kept at the front desk.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

*Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

Proper hand hygiene is available throughout the community with available hand sanitizer and hand washing areas.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

*What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?*

All staff that will be supervising the visitations, will be trained on proper cleaning and disinfecting techniques prior to visitation starting in the community. The community will keep a sanitation log to ensure proper cleansing.

**C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:**

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

*Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

The front desk attendant, a member of the care staff or a member of management.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

*If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

The administrator or the Director of Nursing for the community.

### III. PROCESS

**A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

*What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

All staff and contract staff are screened when they enter the building. They must fill out the questionnaire and take their temperature to see if they will be permitted to stay in the building. The screen is done prior to their shift on site. The employees are responsible for their own and all have been trained to fill out the form.

*If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

The community has the PPE needed to for this process.

**B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

*In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

The community has the supplies and PPE needed to clean the contaminated areas in case we were to have a positive case.

*In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

The community has a process in place to contact all parties needed through phone calls and a robo call system. We will also have a list of who has visited with their contact information for our outside visits.

## IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

Visitation will occur outside under the porch near the front entrance weather permitting Monday through Friday from 10am until 3pm. Each visit will be 10-15 minutes in duration and staggered 30 minutes apart. The community will set up an area away from the front door where there will be 2 tables set up to maximize the 6-foot social distancing rule. The tables will have plexiglas between the resident and the visitor. There will be no additional furniture set up. The area will be sanitized after every scheduled visit by a member of the staff. For any reason, the facilities reserve the right to cancel, suspend or pause visitation. If a new case of COVID-19 is identified at the facility, visitation will be suspended at a minimum for 14 days. Visitors will always have to wear a mask and will be provided with alcohol-based hand sanitizer and proper direction on appropriate use. We will develop a fact sheet outlining visitor expectations that includes hand hygiene and face covering requirements. If any visitor fails to adhere to the protocol, that visitor will be prohibited from visiting during the duration of the COVID-19 state declared public health emergency. Visitors must be 18 years old. Residents who are in isolation for observation, for having symptoms consistent with COVID-19, or having been confirmed with COVID-19, will not be permitted to have in-person visits. In room visits are prohibited. The anticipated start date will be September 23, 2020. The administrator, case manager, QA manager or the interdisciplinary team has reviewed and approved the visitation program.

I attest that the facility is compliance with all state and federal reporting and testing guidelines as it relates to COVID-19

Doug Lewczyk

9/15/2020

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at [forward.ny.gov](https://www.forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://www.governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

## State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

### *General Information*

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

### *Workplace Guidance*

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

### *Personal Protective Equipment Guidance*

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

### *Cleaning and Disinfecting Guidance*

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

### *Screening and Testing Guidance*

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

**STAY HOME.**

**STOP THE SPREAD.**

**SAVE LIVES.**