



## 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 Vestal

**Industry:**

Adult Care Facility

**Address:**

505 Clubhouse Rd. Vestal NY 13850

**Contact Information:**

(607) 722-3422

**Owner/Manager of Business:**

Colleen Hunt, Administrator

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

Ockie Camin, Human Resource Coordinator (607) 722-3422

### 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?*

Common areas and employee screening stations may become a challenging area for social distancing. Posted signs to keep a social distance along with indicators to mark where visitors and employees can stand 6 feet from each other have been implemented. Additionally staff and residents have been provided masks, gloves and other personal protective equipment to wear. There is access to sinks for hand washing and many stations with hand sanitizer.

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

Visitors will be educated with a Fact Sheet upon entering the facility and written communication prior to starting visitation

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

The facility has implemented social distancing as referenced above at the entrance as well as the employee break room. There is also infection control education that takes place for employees.

## 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?*

Employees are given face masks and have access to extras if needed. Face masks are donned upon entering the facility when starting their shift. The facility has enough face masks to provide them to both residents and employees. Our community currently has over 5,000 face masks, over 3000 pairs of gloves and over 57 days worth of hand sanitizer in stock and readily available for use if/when needed. They facility will notify visitors that they must wear a face mask to participate in visitation



- 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?*

The facility currently monitors the face coverings for our residents and replaces when necessary. Employees are given a new mask upon entering the facility. Visitors will be educated that if their mask becomes soiled they should notify the facility to receive a replacement face mask. Staff can store their masks in brown paper bags labeled with their names on them in an uncovered bin if it is needed. Residents store their masks in their rooms in brown paper bags they were given if/when needed.

- 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?*

Common items shared between employees would be computers and walkie talkies. Each on coming shift is given cleaning supplies to ensure that they are sanitized before their shift begins. High touch common areas are on a cleaning schedule by the housekeeping staff. Front desk receptionists disinfect their work spaces once per shift. Dining staff clean any serving carts they use and utensils and equipment are washed in a high temp dishwasher in addition. The visiting tables and chairs will be cleaned after each visit or use by the receptionists.

**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?*

Hand sanitizing stations are available at the front entrance of the facility and at multiple locations throughout the facility. An additional hand sanitizing station was placed in the designated visiting area for residents, visitors and staff. There are also several locations with hand washing sinks in the common areas of the building in addition to the sinks within the resident and visitor bathrooms. The receptionist is responsible for maintaining the cleaning log. It 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?*

Hand sanitizing station is available at the entrance and multiple locations throughout the facility. An additional hand sanitizing station will be posted in the outside designated area. There are also several locations with hand washing available in sinks within bathrooms, kitchenettes and other departments. Staff were and continue to be inserviced and reminded to wash their hands and use sanitizer in between. Residents are encouraged to use hand sanitizer when out of their rooms.

- 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?*

The Environmental Services department is responsible for the disinfecting of high touch, high traffic areas and bathrooms. The facility is utilizing Clorox products that are indicated to kill the Coronavirus.

**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 facility will maintain an electronic log including the following: First and last name of visitor, physical address of visitor, daytime and evening telephone number, date and time of visit, email address if available. A notation that the individual cleared the screening. This log will be kept in the front area of the community in the lobby. The receptionist will be responsible for maintaining the log and ensuring it is completed.

- 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 and the Director of Nursing will be the two individuals responsible for notifying the local health department.

### 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?*

Facility currently provides screens for anyone who enters the facility. This includes both staff and visitors. The screens are completed by the receptionist or one of the facility aides. All of the screens that have been and will be performed are stored in the facility with the associated dates listed on them. The staff member performing the screenings were and will continue to be trained by our Director of Nursing. The DON reviews the questionnaire with them and how to take temperatures. She also reviews with them the symptoms and exposure responses.

*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 facility has adequate PPE for maintaining proper screening. The PPE is provided by the facility. Facility currently has over 5,000 face masks, over 3000 pairs of gloves and over 57 days worth of hand sanitizer in stock and readily available for use if/when needed. The staff have full access to whatever they need to screen and protect themselves.

**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 facility will determine the areas that employee has worked. The environmental services department will disinfect the aforementioned areas with Clorox products that will kill the coronavirus.

*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 facility will inform staff who had interactions with an employee or resident with possible exposure. As per the Executive Order the facility is currently testing employees on a weekly basis. Additionally visitors to the community will need to fill out a sign in sheet with contact information such as name, address, phone number and cell phone number so we can inform them if they may have been exposed. Anyone who has an exposure will be notified by phone.

## IV. OTHER

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

See attached

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

**STAY HOME.**

**STOP THE SPREAD.**

**SAVE LIVES.**

## 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.

On 3/2/21 NYS Health Advisory: Revised Adult Care Facility Visitation, outlining requirements and recommendations for the safe return to visitation. That guidance was used to develop the below plan. The anticipated start date for reopening to visitation is Monday, March 8, 2021.

I. Screening Procedures

- 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.
- Visitor 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 a daily log with names and contact information for all visitors.

Outdoor Visitation:

- Facility will not be conducting outdoor visitation due to limited supervision and space.

Indoor Common Room Visitation:

- Facility will allow 2 family members to visit in a resident room at a time. Facility will allow a maximum of 10 visitors into the community at a time.
- Each visit will be no more than one hour in duration.
- The visitor screening log information will be obtained by the receptionist in writing and inputted into the electronic spreadsheet on the next business day for record keeping purposes.

II. Physical Space, Distancing and Occupancy Limits

- Physical distancing of at least six feet will be required between the visitor, resident, and staff.
- No more than two visitors at a time will be permitted into a resident room due to limited space.
- Any visitor under the age of 18 must be accompanied by an adult.
- Common surfaces and high touch objects will be cleaned and disinfected after visitation.
- Visitors will be instructed to go right to their designated visiting area i.e.: resident room or front lobby.
- Residents and visitors will not travel through any space designated as COVID-19 care space or space where suspected or confirmed residents with COVID-19 are present.

The receptionist will answer the door after visitors ring the bell.

She/he will screen them as we do all essential personnel. They will ensure proper hand hygiene and provide a mask if needed.



Once the visitor enters the community they will be asked to go directly to the resident's room or front lobby visitor area.

Receptionist will continue to clean the front lobby visitation area promptly after each visit.

Maintenance Director will ensure that the receptionist has an adequate supply of proper disinfectants and will train employees on their use when/if needed.

Outdoor Visitation:

N/A

Indoor Visitation

- Resident family members will be notified of proper infection control procedures and social distancing practices prior to going to the resident's room for visitation.
- Staff will politely check during the visit to ensure that protocol is being followed.

Visitation may occur in the resident's room or in the front lobby visitor area with the allowance of 2 visitors per resident.

The carpet in the front lobby will be marked with tape indicating where tables and chairs should remain throughout the visitation.

Receptionists and management staff will be trained on proper disinfection and provided the proper chemicals to ensure sanitization of the front lobby visiting area.

The front lobby visiting tables and chairs will be cleaned after each visit by the receptionist.

### III. Scheduling, Duration and Supervision of the Visit

- Visitation will be scheduled in advance.
- Duration and frequency will be pre-determined
- Unannounced visits are not permissible.
- A facility staff member will casually supervise the visitation to allow for privacy.

Facility receptionist will schedule appointments in advance of the visits.

A template will be created that will include time slots.

The visitation times will be from 10am-12pm, 1pm-5pm and 6pm-7pm all days of the week.

Weekday supervision and oversight will be completed by the receptionists and the administrative team and weekend supervision will be conducted by the receptionists and med techs.

Unannounced visitors, like all visitors, will have to ring the doorbell and will be instructed on the proper process for visitation prior to being turned away. They will also be given the administrator's contact information for any concerns to be voiced during business hours.

#### IV. Cleaning and Disinfecting Procedures

- Cleaning/disinfecting products will be readily available to staff and staff shall use the products in the manner intended. Due to the front lobby visiting area being a communal shared visitation space, it will be cleaned after each visit.

Prior to visitation officially reopening receptionists and all management staff will be trained on their new procedures and the locations of visitation.

At the end of each visitation period, the front lobby cleaning verification will be signed off on by the receptionist or the management staff.

#### V. Face Masks and Other Personal Protective Equipment

- Face coverings (cloth or surgical masks) will be required for all visitors.
- If a visitor does not have a face covering, the facility will provide a face covering to the visitor.
- Residents will wear a surgical face mask during the visits.
- Signage will be posted related to masks and hand hygiene.

Facility will ensure family members are wearing masks and if they do not have one, we will provide it them.

Residents will be provided surgical masks as well and we will reach out to the local Office of Emergency Management (OEM) or our contracted vendors for resources if needed.

#### VI. Hand Hygiene

- Visitors will perform hand hygiene prior to entering the visitation area.
- Either soap and water or alcohol-containing hand gel (with at least 60% alcohol) shall be available and used.

Family members will be screened and perform hand hygiene as all essential workers do prior to entering the facility.

This will take place in our front entranceway to the building.

#### VII. Clear Communication Plan

- The facility will have signs posted at the entrance to the facility instructing visitors that they must coordinate visits within the facility and if the visit has not been previously coordinated with the facility, the visit cannot take place.
- If the visitor has symptoms of COVID-19, the visit cannot take place even if it was previously coordinated with the facility.
- The facility shall provide instructions before visitors visit residents on hand hygiene, limiting surfaces touched and the use of PPE according to current facility policy.
- All visitors shall be instructed to always wear a facemask or cloth face covering while visiting.
- All visitors shall be required to perform frequent hand hygiene.

- The facility will have an easily viewed, publicly posted visitation policy informing families, visitors, and residents of their policy, including when visitation will be limited or restricted.
- Visitors shall be notified that the visitation presents a risk of transmitting a communicable disease to a resident and that the SARS-CoV2 virus can be transmitted by asymptomatic individuals.
- All visitors will be advised to monitor themselves for signs/symptoms of COVID-19 for 14 days after visiting. If symptoms occur, the facility must advise them to self-isolate at home, contact their healthcare provider and immediately notify the facility of the date they were in the facility, the individuals they were in contact with and the locations within the facility they visited. Facilities should immediately screen the individuals of reported contact and take all necessary action based on the findings.

Administrative staff to notify families via phone of the plan and expectations of visitors. This will be in combination with formal letters and public posting of the visitation plan.

Residents will be notified of the plan as well.

Signage related to wearing masks and proper hand hygiene will be posted for visitor viewing.

The visitation policy will be available for review along with education of occurring symptoms post visit, self-isolation and notification to healthcare providers and the facility.

An easy-to-read fact sheet outlining visitor expectations will be provided to visitors upon their initial screening.

#### VIII. Other Considerations

- The facility will schedule visitation hours when there is adequate staff available to meet resident care needs and facilitate and monitor the visitation process.
- Staff members monitoring the visit will be trained in resident safety and infection control measures.
- Plans will be in place to manage residents who wander or cannot tolerate mask wearing.
- Facilitating visits for those with cognitive impairment may be challenging. Staff will utilize the following tips to allow a meaningful visit to occur.
  - Encourage residents to wear face masks if able.
  - Encourage visitors to social distance within the visitation space.
  - Have materials provided by the activity department available to engage the resident to reduce wandering or behaviors during the visit.
  - Shorten the visit for those who have poor attention or when increased agitation occurs.
  - Those under observation or quarantine will not be eligible for visits.

The daily visiting schedule will be from 10am-12pm, 1pm-4pm and 6pm-7pm

Staff monitoring these visits have already been trained in infection control and resident safety.

Challenging residents to be monitored and if needed the visit will be shortened to decrease agitation.

Any resident under quarantine will not be eligible for visitation.

Quality assurance regarding the visitation plan and its processes will be discussed in morning meeting daily where all facility directors are present Monday-Friday.

Any visitors non-compliant with the rules set forth in this visitation plan will be asked to leave the premises.

The facility reserves the right to cancel, suspend or pause visitation for any reason. If a new case of COVID-19 is identified facility visitation will be suspended for a minimum of 14 days.

One unisex restroom will be made available for visitors. This restroom is located near the front of the building adjacent to the administrator's office. This restroom will not be utilized by residents and will be cleaned on an as needed basis.

The administrator and interdisciplinary team comprised of facility directors has reviewed and approved the visitation program. I attest that the facility is in compliance with all state and federal reporting and testing guidelines as they related to COVID-19.

Colleen Hunt, Administrator 03/08/2021