



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://www.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 Colonie

Industry:

Assisted Living Community

Address:

626 Watervliet Shaker Road

Contact Information:

Kelli Ouder Kirk (Administrator) 518-783-8695

Owner/Manager of Business:

Warren Cole/ Dr. Jeffrey Rubin

Human Resources Representative and Contact Information, if applicable:

Elvira Weintraub 518-783-8695

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.

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?

Administrator conducts a daily inventory of PPE, if supplies are low, they will be ordered from medical supplier. In the event supplies cannot be ordered and delivered in a timely fashion, administrator will reach out to local OEM and DOH offices for assistance/guidance.

- 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 facemask.

- 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 areas are on a cleaning schedule by the housekeeping staff. Front desk receptionists disinfect their work spaces once per shift.

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?

All visitors are required to sanitize their hands upon entering the facility. A daily cleaning log will be maintained by Wellness and Housekeeping staff ensuring that the visitation area is sanitized after each visit.

- 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 departments.

- 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 hydrogen peroxide 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.

- 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. All of the screens that have been and will be performed are stored in the facility with with the associated dates on the binders.

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.

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 the employee of possible exposure. As per the Executive Order the facility is currently testing employees on a weekly basis.

IV. OTHER

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

Elderwood at Colonie identified north lounge and outside in north parking lot under for supervised visits. In room visits will be prohibited. If the area will be used simultaneously by more than one resident for visitation, there will be approximately 150 square feet per person to support physical distancing to minimize the interactions between those who are present. The spacing will be clearly marked so visitors and residents are clear where they should be sitting.

Visitor Guidelines

Visitation will be by appointment only

Each visitor member will sign up for a 30-minute block on the hour leaving time to sanitize and sanitize the outside area between visits. Initially will be scheduled Tuesday & Thursday 10-12, 1-3, 6-8 and Saturday and Sunday 10-12.

Visitors with any of the following symptoms must call and reschedule if fever >100, have a cough, sore throat, or new shortness of breath.

Upon arrival, visitors will be screened utilizing Elderwood Screening Template along with temp check.

The facility will keep an electronic daily log with names and contact information for all visitors.

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

Visitors with known exposure to a person with COVID-19 are prohibited for 14 days from the date of exposure.

Each visitor will wear a mask the entire visit.

Up to 2 visitors per 30-minute time frame. Visitors must 18 years old or older.

If any visitor fails to adhere to the protocol, he/she/they will be prohibited from visiting during the duration of the COVID-19 state declared public health emergency.

Resident Guidelines

Resident will be brought to outdoor visitation area by staff member by start of visit.

Resident will wear mask during entire visit with family.

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

Sanitation Guidelines

After visit is complete, staff will sanitize chair, and visitation area with appropriate and approved sanitation products.

Other Guidelines & Information

Staff will supervise visits to ensure that all safety guidelines are being followed.

The facility reserves the right to cancel, suspend or pause visitation for any reason. If a new case of COVID-19 is identified at the facility visitation will be suspended at a minimum for 28 days.

Anticipated start date of visitation is 7/21/2020

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

Kelli Ouderkrk- Administrator Date: 7/15/2020

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 and applicable Executive Orders at 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.