



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. 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 Greece

Industry:

Adult Home

Address:

1404 Long Pond Rd Rochester, NY 14626

Contact Information:

(585)225-7210

Owner/Manager of Business:

Bridget Keenan, Administrator

Human Resources Representative and Contact Information, if applicable:

Christy Newton, Human Resources Coordinator

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?

Collaborative/Management meetings - face masks required and screening of all employees prior to entering the building

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

The ACF will develop a short easy to read fact sheet with the rules of visitation and this fact sheet will be distributed to all visitors. Refer to attached visitation plan

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

The ACF will continue to educate employees related to social distancing and wearing the proper PPE. Break areas are clearly marked with tape encouraging 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 ACF currently has sufficient supplies of PPE and will reach out to the OEM for any protective equipment needed that we are not able to obtain through our vendors

- 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 ACF has bins labeled for each staff member in the front foyer and the PPE is exchanged regularly and as needed upon staff members requests

- 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?

Medication Carts have hand sanitizer on each cart for continual use throughout the shift. Gloves and handwashing also encouraged

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?
Please see the attached visitation plan in regards to cleaning and sanitation

- 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 hygiene stations are located on the walls throughout the community and in the front foyer where screening takes place. The ACF has provided training in regards to infection control to all employees

- 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?

Facility will continue to disinfect the facility as before with the inclusion of disinfecting the visitation areas as indicated on the visitation plan

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 community receptionist and HRC will be in charge of maintaining the visitation log. The community HRC is in charge of maintaining employee logs.

- 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?

Bridget Keenan, Administrator, will notify the state and 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?

Please see the attached visitation plan. Current practice is screening employees in the front foyer prior to entering the building. Employees must ring the doorbell and be let in and are screened and temped at that time. Any visitors will go through the same process. See attached visitation plan for details.

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

See attached visitation plan for further details

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?

Staff N95 fit tested with the proper PPE will disinfect the area(s) with disinfectants identified as effective against Covid 19 such as hydrogen peroxide based products. These items are ordered through the facility Maintenance Director

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?

Schedules indicating the location an individual has worked will be used for contact tracing as well as coworkers they have been in contact with. If the facility is responsible for notifying all residents contacts and employee testing in the community will continue as scheduled weekly

IV. OTHER

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

Please see the attached visitation plan for further detail

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.

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](#)

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NYSDOH issued a Health Advisory on July 10, 2020 to Adult Care Facility Operators and Administrators, outlining requirements and recommendations for the safe return to limited visitation. That guidance as used to develop the below plan. The anticipated start date for visitation to re-open will be Tuesday 9/10/2020.

Elderwood Village at Greece Visitation Plan

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.
- 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 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 for 2 sets of family members to visit in the main lounge common area. Each visit will be 30 minutes in duration and staggered 15 minutes apart. See below for details on how visitation will be conducted.

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 one time will be permitted.
- No visitors under the age of 16 will be permitted.
- Common surfaces and high-touch objects will be cleaned and disinfected after each visitation.
- Visitors will be escorted to the visitation area by a staff member.
- Residents and visitors will not travel through any space designated as COVID-19 care space or space where residents suspected or confirmed to be infected with COVID-19 are present.
- Resident visitation will be conducted only in the main lounge located at the entry of the facility. The receptionist will answer the door after visitors ring the bell. She will then screen them as she does essential personnel, ensure hand hygiene and provide a mask if needed. Only 2 visitors permitted with a maximum of two resident visitations at time due to space constraints and proper supervision needs. Once the visitors enter the community, they will be escorted to the visitation station by the receptionists.

Receptionist Cleansing of the visitation station will occur promptly after the visit. Maintenance Director to ensure receptionist has a caddy with proper disinfectants and training will take place prior to opening for visitation.

Outdoor Visitation

- Any outside area that is used simultaneously by more than one resident for visitation, there will be approximately 150 square feet per person to support physical distancing and decrease the interactions between those who are present. The spacing will be clearly marked so visitors and residents are clear where they should be sitting.
- Any tent that is utilized, will be flame retardant and there is no smoking or flames allowed in or near the tent. The tent should not be attached to the building and it will be a *minimum* of 10 feet from the building. Facilities need to maintain documentation that the tent meets NFPA 701 flame retardant standards. Signs on the tent saying no smoking allowed in or near the tent will be present and there will be exit signage.
- N/A

Indoor Common Room Visitation

- Common rooms used for visitation will not be simultaneously used for other purposes. For example, once communal dining has resumed, visits should not be held in the dining rooms. Ideally, common rooms used for visitation should be located as close to the entrance of the building as possible. Use of these rooms should be scheduled in advance and as needed, arrangements should be made to assist the resident to get to the room.
- Any common area that is used simultaneously by more than one resident for visitation, there will be approximately 150 square feet per person to support physical distancing and decrease the interactions between those who are present. The spacing will be clearly marked so visitors and residents are clear where they should be sitting.
- Visitation will occur in the main front lounge. Physical distancing will be achieved using folding tables minimally 6 ft long. The table will be marked with tape indicating where the chairs should remain throughout visitation. Lounge furniture will be removed and put in storage or relocated to north and south lounges. Visitation tables will be placed 150sq away from each other. Visual signs will be placed in the front foyer and the receptionists and housekeepers will be trained on proper disinfection and provided the proper chemicals to ensure sanitization. The visiting tables and chairs will be cleaned after each visit by the receptionists. And cleaning of the lounge area will undergo cleaning from the housekeeping team twice daily.

III. Scheduling, Duration and Supervision of the Visit

- Visitation will be scheduled in advance.
- Duration and frequency of visitation will be pre-determined.
- Unannounced visits are not permissible.
- A facility staff member will supervise the visitation area to ensure social distancing is occurring and that resident safety is being maintained.

- Facility receptionist will schedule appointments in advance. A template will be created that will include time slots. The weekday times will be 10am – 4:15pm & 6pm – 8pm. And weekend times will be 10am - 2pm & 6pm - 8pm. Weekday supervision and oversight will be completed by the receptionists and administrative team and weekend supervision and oversight will be conducted by the receptionists and the weekend manager on duty. Unannounced visitors, like all visitors will have to ring our doorbell where they will be instructed on the proper process for visitation prior to being turned away and given the administrators contact info for any concerns m-f during business hours.

IV. Cleaning and Disinfecting Procedures

- 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.
- Receptionists, housekeepers and all management staff will be trained on proper cleaning/disinfecting techniques either via Relias or verbal Inservice. At the end of each visitation period cleaning verification will be signed by the receptionists.

V. Face Masks and Other Personal Protective Equipment

- Face coverings (cloth or surgical face mask) will be required for all visitors.
- If a visitor does not have a face covering, the facility will provide a face covering (cloth or surgical mask) to the visitor.
- Residents will wear a surgical face mask during the visits.
- Facility will ensure family members are wearing masks and if they do not have one we can provide them with the cloth masks that were provide by the OEM. We will request the family member utilizes that mask for future visits and if/when cloths masks deplete, we will provide surgical masks. Residents will be provided surgical masks as ell and we will reach out to our local OEM for resources as needed.

VI. Hand hygiene

- Visitors will perform had hygiene prior to the entering the visitation area.
- Either soap and water or alcohol-containing hand gel (with at least 60% alcohol) shall be available and used.
- Visitors will perform hand hygiene again before exiting the visiting area.
- Family members will be screened and perform hand hygiene as all essential visitors currently are. This will take place in our foyer prior to entering the building and hand sanitizer will also be provided at each visitor table for frequent use.

VII. Clear Communications Plan

- The facility will have signs posted at the entrance to the facility, instructing visitors that they must coordinate visits with 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 instruction, before visitors visit patients, on hand hygiene, limiting surfaces touched, and 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 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 and 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 actions based on findings.
- Administrative staff to notify families via phone of the plan and expectations of visitors. Residents will be notified as well. Signs will be posted at the front entrance and at the sanitation station in the foyer. The visitation policy will also be laminated and placed at each visitation station for review along with education of occurring symptoms, self-isolation and notion to healthcare providers and facility.

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 who cannot tolerate wearing masks.
- Facilitating visits for those residents with cognitive impairment may be challenging. Staff will utilize the following tips to allow a meaningful visit to occur –
 - Encourage residents to wear face coverings, if able
 - Encourage visitors to sit across from the resident or opposite angles of tables
 - 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 attention is poor or when increased agitation occurs
- The weekday times will be 10am – 4:15pm & 6pm – 8pm. And weekend times will be 10am - 2pm & 6pm - 8pm. Staff monitoring have already been trained in infection control

and resident safety. Wandering residents N/A. Challenging residents to be monitored and if needed the visit will be cut short in order to decrease agitation.