



## 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](http://forward.ny.gov). If your industry is not included in the posted guidance but your businesses 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:**

Ahana House, SMICR

**Industry:**

Healthcare , ACF

**Address:**

31 6th St Waterford NY 12188

**Contact Information:**

Kelly McGuire

**Owner/Manager of Business:**

Jacqueline Lombardo, Executive Director

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

N/A

### 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?*

Facility offers the space to socially distance for employees and residents to the best of their ability given the scope of service.

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

All visitors will complete a COVID-19 screening upon arrival, visits will be limited to (3) resident/visitor at one time to adhere to decreased max capacity parameters. All resident visits/visitors will be conducted outdoors at this time. (weather permitting) Masks are available to visitors, as well as sanitizing stations all through out the facility. Any one refusing screening will not be able to visit.

All business vendors adhere to screening procedure as well.

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

Staffing numbers allow for socially distant shift change. 2 to 1 , medical office allows for 6ft of spacing. Staff participates in breaks in a socially distant manner as well as meals. Following outdoor socially distant markings, as well as those indoors

## 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?*

average 12-18 per day for staff and visitor.  
SMICR orders from commercial vendor and obtains needed supply for OEM.

All visitor and vendors are required to wear a mask at all times when on-site

- 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?*

All masks distributed by SMICR to staff or visitor are single use.  
All soiled PPE is doffed and placed in trash receptacle to be discarded.

- 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?*

writing implements  
office supplies

All common use office items will be wiped with medical grade sanitizer after/in between use. (Medical grade EN-Viorox)

**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?*

Staff on duty (PCA, CCC, ED, FSC, have daily tasks in their regular job description, COVID-19 enhanced protocols have been in place for common area/high traffic/visitation areas to be disinfected regularly (1-2 hourly) or whenever post occupy.

Medical grade disinfectant (EN-Virox) and disinfecting wipes/hand sanitizing solutions kept throughout facility.  
Wipes/log for documentation will be kept in the medical office.

- 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 sanitization signage will be posted throughout facility as well as in the outdoor visiting area.

Sanitizing stations (auto dispensers, pump bottles) located all throughout facility. Soap/sink located in all restrooms, med room, resident kitchenette are accessible to staff/visitor/vendor.

- 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?*

Staff on duty (PCA, CCC, ED, FSC, have daily tasks in their regular job description, COVID-19 enhanced protocols have been in place for common area/high traffic/visitation areas to be disinfected regularly (1-2 hourly) or whenever post occupy.

Soap/sink located in all restrooms, med room, resident kitchenette are accessible to staff/visitor/vendor.

Lysol disinfecting wipes



**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?*

On duty staff (PCA, CCC, Admin, ED) will be in charge of the screening process. To be completed the medical office. Log to be kept in the medical office of all visitors. (Business or personal)

- 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?*

Administrator

### 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?*

Employees are screened (self assessment) upon arrival to work. (temp/symptom assessment) recorded in STAFF LOG, Staff log will be monitored by the CCC or AHA daily for any indication of exposure. Staff will complete a COVID-19 screening questionnaire upon arrival, which will be kept in the medical office. Staff will be in-serviced on how to identify symptomatology when completing self assessment.

All visitors will be screened by staff (PCA,CCC), the screening is within the PCA/CCC scope of practice/job description.+

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

Mask/glove required .  
Provided by facility through continuous purchase from distributor.

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?*

Isolate area where staff has been conducting work. (if all through facility) a deep disinfection of the building will take place with medical grade disinfectant on hand. Third party facilitator will be contacted for disinfection overhaul.

EN-Virox, lysol, monk wipe- (McKesson/ATSCO products)

*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?*

All on duty staff is logged in via time clock, visitors are all logged in/out via hand kept log, residents are logged via daily census.

Phone call to each individual logged on site in the contamination period will be placed, post notification of NYS DOH.

#### IV. OTHER

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

- Personal Visitation time:  
M-F 1000am-400pm (to afford the consistent supervision of multiple staff on site)
- Outdoor visits only at this time (weather permitting)
- COVID -19 screening upon arrival to facility (personal visit or vendor) \* should an individual not pass the temperature/questionnaire (visitor log to be kept in medical office) OR refuse they will not be able to visit
- Staff monitoring for social distancing practice
- Designated visiting area
- (3) residents are to have visitors at any given time (within visiting hours) should a resident sign-up need to be utilized, one shall be implemented at that time.
- Staff to disinfect with medical grade cleaner after EACH visit/visitor \*\* as well as the enhanced CV-19 cleaning protocols set forth previously\*\*
- Masks must be work by staff AND visitors AT ALL times when on facility property, and social distance in unable to be met.
- Social distancing markings placed in the outdoor visiting area for all to see
- Hand hygiene notification posted throughout facility
- Sanitization stations located throughout facility, visiting area, and in all rest rooms, common kitchen and medical office
- Visitors will be afforded a "VISITOR GUIDELINE" handout
- Those not adhering to visitor guidelines will not be able to visit and will be asked to refrain for returning until the SOE/Covid-19 crisis has been lifted.

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](http://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](http://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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