



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business 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)

COVID-19 Reopening Safety Plan

Name of Business: Aspire of WNY

Industry: Free Standing Respite (Overnight Respite Program) – OC# 61840800
Reopen Date 8/20/20

Address: 2630 North Forest Road Getzville NY 14068

Contact Information: Carrie Spence, VP Carrie.spence@aspirewny.org (716) 456-3122

Owner/Manager of Business: Renee Filip, CEO Renee.filip@aspirewny.org (716) 505-5500

Human Resources Representative and Contact Information, if applicable: Melissa Roth
Melissa.roth@aspirewny.org (716) 505-5500

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?

The Free Standing Respite is a weekend overnight respite program. It operates Thursday afternoon through Monday morning. There are six bedrooms and two bathrooms. The program will re-open at reduced capacity (up to 3 people at a time). The weekend stays will be split into two sessions. Session I, Thursday afternoon to Saturday midmorning. Session II, Saturday afternoon through Monday morning. Bedrooms will only be assigned to one person per weekend (ie bedrooms 1, 3, 5 for Session I and bedrooms 2, 4, 6 for Session II).

Reduced capacity will support social distancing needs. The following situations/areas have been identified as potentials for compromising social distance opportunities.

- Meals – The dining room will only support two people with designated (marked) placement at opposite ends of the table. An additional eating space has been set up in the living room that will accommodate one person for meals when 3 are scheduled to stay.
- Leisure activities - The living room can accommodate social distancing for TV watching, sitting/lounging. Any table top type activity needs will follow seating arrangements for meals.
- Shared bathrooms – There are 2 bathrooms in the Respite House. Measures are in place to ensure proper disinfecting after use. Only one participant will be in the bathroom at a given time. Staff will wear mask when assisting them and or other PPE as deemed necessary.
- General movement throughout the space within the Respite House – Masks will be encouraged by all participants as tolerated when moving throughout the house if the movement has the potential for compromising social distance with others. Staff will wear face coverings at all times. Staff have been trained on tips to supporting those with IDD to wear face coverings.

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

1. Letters were sent to all service recipients and their families on the roster to include:
 - COVID 19 FAQ's for attending the Free Standing Respite Program
 - Provisions contract with COVID -19 Safety Requirements
 - Medication Policy with COVID -19 Safety Requirements
 - COVID -19 Service recipient Health screening form when attending
 - COVID-19 Emergency contact form
2. Signage is posted that only emergency/essential visitors are allowed in building and will be screened per program and agency policy. Signage also includes social distancing and policies that require masks to be worn when social distancing cannot be met.
3. Thorough training completed with staff on social distancing requirements.

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

Staff are trained on social distancing, signage is posted throughout the site, staff are screened at shift changes or when working a double.

The house has two doors on the front. Staff, visitors and participant drop off/pickups will be encouraged at assigned doors for entering/exiting. In case of fire alarm, staff are trained to use closest exit available.

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?

There is a minimum/maximum ordering process for COVID-19 supplies and the program manager will do inventory and ordering weekly so the program never goes below the minimum supplies needed to protect employees and individuals staying at the program. Staff are trained to notify program manager if they notice a supply is running low so site manager can order immediately. – See Division min/max COVID 19 Protocol and Agency Policy

Free Standing Respite is a six bed certified respite center, we will maintain the following items on hand for staff at all times:

- Spray Disinfectant
- Alcohol Wipes
- Hand Sanitizer
- Thermometer
- batteries
- Gloves
- Extra Face Coverings
- Surgical Masks
- KN95 Masks
- Goggles
- Gowns
- COVID-19 Training Tool Kit
- PPE kits (face shields, KN95 Mask, gloves, gowns)

- 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 Free Standing Respite employees follow the Agency Policy/Guidelines regarding the wearing, cleaning, storing and discarding of face coverings. All staff have been trained on the policy and informed of what to do if they need a replacement face covering. Free Standing Respite employees have been trained and given guidelines on use of face coverings, tools that help explain face coverings to people served and tips/guidelines for those with IDD who struggle to wear a face covering.

The division has a min/max procedure for PPE to ensure supplies are available to staff 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 objects:

- dining room table
- shared bathrooms
- living room furniture
- kitchen counters
- Medication room
- computers

Safety measures:

Employees are provided with training and supplies needed to ensure sanitizing/disinfecting is completed. Guidance is given to minimize the touching of shared objects when possible and how to sanitize/disinfect when needed. Disinfecting signs and disinfecting stations are set up for shared spaces to remind employees to sanitize before and after each use. The agency has policies on disinfecting/cleaning that staff are trained on.

The Respite Program has developed a specific disinfecting schedule for thorough disinfecting process above and beyond the routine disinfecting process.

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 program manager will assign an employee on the duty roster to be responsible for general disinfecting before and after use of items and surfaces. There will be a deep disinfecting of all surfaces on 3rd shift daily, in between the switching of service recipients on Saturdays between 10:00 am and 12:00 pm, when the service recipients leave on Monday mornings and once a week on Wednesday's by housekeeping.

See Free Standing Respite Disinfecting Process (schedule/checklist)

Disinfecting supplies will be available for all staff to use they will be kept secure in the laundry room.

The employees are trained on how and where to document these measures provided. The logs will be kept in the program office.

The program has a min/max procedure to ensure needed supplies are available for disinfecting.

- 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?

There are sinks in the kitchen, bathrooms and medication room. There are hand washing signs at each sink in the program and hand washing guidelines for employees. Hand Sanitizer is readily available when handwashing is not feasible along with a training tool that instructs proper hand rubbing when using hand sanitizer.

The program has a min/max procedure in place to ensure needed supplies are available for disinfecting.

- 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?

- CILS Division Free Standing Respite Disinfecting Protocol/Log
- Agency PPE and Infection Control Policy

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 Med Certified person on duty is assigned the responsibility of screening both participants arriving for program stay via an individual health screening form and temperature taking along with Free Standing Respite staff and visitor screening form and procedure log. The manager will keep the completed forms for each weekend in operation.

- 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?

Aspire has contact tracers in our quality assurance/ incident management department. There is an Agency Policy on COVID Reporting and Contact Tracing and CILS Division Policy on Communication Reporting Guidelines for COVID-19 Exposure and Positive Results. There is a visitors log and staffing log that will be maintained in the program office. The COVID-19 Service recipient Health screening form will be maintained in a binder in the program office for all service recipients.

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 families of service recipients will be required to complete the Covid-19 Service recipient Health screening form prior to arriving at Free Standing Respite, staff will take the service recipients temperature and determine if the stay can continue or will be cancelled. All employees will complete an attestation and have their temperature taken by the medication certified staff prior to the shift starting and if working a double. All emergency visitors (emergency maintenance or lift technicians) will be screened prior to entry.

The program has developed scenarios for decision making with corresponding protocols to be followed for both participants and staff.

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

All staff will have masks on when screening, Gloves and alcohol wipes are available as needed. There is a minimum/maximum ordering process for COVID-19 supplies and the program manager will do inventory and ordering weekly so the program never goes below the minimum supplies needed to protect employees and individuals staying at the program. Staff are trained to notify program manager if they notice a supply is running low so site manager can order immediately.

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?

We have identified 21 L, 17 L, Avistat, Alcohol wipes and bleach wipes all to be effective against COVID-19. We have a detailed disinfecting log that lists all items in each room to be disinfected, program staff will complete the disinfecting a housekeeping will come and do an additional disinfecting once the service recipients have vacated. Aspire has a 90 supply of all disinfecting supplies and PPE available for the program to use. There is a minimum and maximum procurement system to ensure items are on site at all times.

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?

See Agency Communication on Reporting and Contact Tracing

Employees have been trained to report to their supervisor anytime they have been exposed to someone who has tested positive for further guidance and direction. See CILS Division Policy on Reporting.

The program has developed scenarios for decision making with corresponding protocols to be followed for both participants and staff.

OTHER

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

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.