



## 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 INC.

**Regarding:** Travel in Agency Owned Vehicles

**Address:** 3330 Clinton Street, West Seneca, NY 14224

**Contact Information:** 716-505-5500

**Responsible Divisions:** Transportation, Environment and Safety, Day Services, Residential Opportunities, Agency Outreach and Central Intake, and Community and Independent Living Supports

## 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 vehicle occupants, unless safety or core function of the work activity requires a shorter distance. Any time securements and loading and unloading activities prevent physical distancing less than 6 ft. apart from one another, staff and service recipients must wear acceptable face coverings (as tolerated by service recipients.) Refer to Aspire of WNYs Face Covering Guidance.

Only individuals and staff traveling to and from the same day program should be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation.

**Exception: Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction.**

Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. (Exceptions can be made for service recipients.) If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

Establish designated areas for pick-ups/drop offs and limit 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?*

1. Loading/Unloading
  - Employees will be required to wear face coverings
  - Employees will be required to practice hand hygiene after contact with a person, wheelchair, or personal belongings of a passenger.
2. Securement of Safety Belts and Wheelchair Tie downs
  - In addition to Face Coverings, employees will have access to wear face shields or safety goggles should they desire to do so. If a service recipient's condition warrants the use of extra protective equipment, their Driver Cards would be updated to reflect the equipment the driver should don to ensure mitigation efforts.
  - Employees will be required to practice hand hygiene after contact with a person and/or wheelchair.

*How you will manage engagement with Employees, Passengers and Care Givers on these requirements (as applicable)?*

1. Refer to COVID-19 Van Transportation Layout. **Exception: Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction.**
2. Supervisors will review the Safety Plan with Employees.
3. As applicable, the responsible Division will communicate safety plan expectations via written communication with service recipients and care givers.
4. **Only Aspire Employees** and **passengers** will be allowed on the vehicle.

## 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.

1. [Refer to Agency Policy Face Coverings 06/2020.](#)
2. [Refer to Agency Policy Minimum PPE and Disinfecting Supplies Inventory.](#)

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.

1. [Refer to Aspire Face Covering Guidance 06/2020.](#)
2. [Refer to PPE Sequence Donning and Doffing.](#)

Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, 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?*

1. Driver cockpit, instrument panel and controls, key fobs, steering wheel, inside / outside door handles, seats, arm rests, adjacent walls and windows, seat belts and buckles, W/C tie downs belts and buckles.
  - Cleaning Schedules- After each trip
  - Employees will be required to practice hand hygiene after contact with shared or frequently touched objects and surfaces.

### 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?*

1. The driver will assume responsibility for documenting cleaning occurred.
2. Cleaning will be documented on the [Driver Trip Log](#) kept in the Vehicle Binder.
3. Retention and Purging of the Cleaning Logs will be the responsibility of the Program Manager where the vehicle is assigned. Cleaning Logs will be destroyed according to agency record retention policy.

**Section B Continued: Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:**

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?*

1. Driver's will be responsible for bringing a stocked COVID Kit onto the vehicle prior to the trip. The Vehicle Kit includes Alcohol wipes for hand hygiene in lieu of Hand Sanitizer. **Warning: Hand Sanitizer cannot be stored in vehicles due to the risk on hand sanitizer over 80% alcohol at risk of combusting in temperatures over 120 degrees.**

Conduct regular cleaning and disinfection at least after every trip or more frequently as needed.

*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?*

1. [Refer to Agency Cleaning 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.

1. Signage is posted in all buildings owned or operated by Aspire and in the Vehicle Driver Log Book.

Establish a communication plan for employees, passengers, and care givers with a consistent means to provide updated information.

1. Aspire Leadership and Administration determine agency response for compliance with regulations and requirements of Federal, State and Local regulators.
2. Policy decisions are communicated down from the Division VPs/Directors to supervisors.
3. Supervisors and Program Managers are responsible for communicating with employees timely and in a consistent manner.

Maintain a continuous log of every person on the vehicle for every trip, including employees and passengers. Logs must document the date and time of the trip, the name and address of all stops and final destination of each trip.

*Which employee(s) will be in charge of maintaining a log of each passenger on the vehicle, and where will the log be kept?*

1. The driver will assume responsibility for documenting the trip in the Driver Trip log.
2. The [Driver Trip Log](#) will be kept in the Vehicle Driver Log Book. Retention and Purging of the trip log will be the responsibility of the Program Manager where the vehicle is assigned. Driver Trip Logs will be destroyed according to Agency record retention policy.

**Section C. Continued: Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:**

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 passengers 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?*

1. [Refer to Agency COVID-19 Reporting and Contact Tracing Policy.](#)

### **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 passengers, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, (3) close contact with confirmed or suspected COVID-19 case in past 14 days, and (4.) Travel outside NYS in the 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?*

1. Refer to Agency Screening Policy.
2. Refer to Program Specific Screening Protocols.

**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 or passenger 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?*

1. [Refer to Agency Cleaning Policy.](#)

*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?*

1. [Refer to Agency COVID-19 Reporting and Contact Tracing Policy.](#)

## IV. 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:

1. Aspire's Leadership and Administration receives COVID-19 updates and guidance through affiliations with provider associations, business counsels, and regular monitoring of NYSDOH, CDC, OPWDD, and SED websites.