



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

COVID-19 Reopening Safety Plan

Name of Business: Aspire of WNY

Industry: Community Based Supports- Community Habilitation and In-Home Respite (Self-Directed and Traditional), Community Pre-Vocational, SEMP

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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?

Community based services are provided in the community, peoples' homes or place of employment. Most common situations that could compromise the social distance requirement would be:

- A.** Transportation in employee owned/agency owned vehicles during service delivery. Safety measures:
- CILS Transporting in Employee Vehicle Policy
 - Agency Transportation Policy
 - Training for employees on Policies and Safety Measures while transporting into the community
 - Limiting number of people being transported at a given time during service delivery
 - Hygiene Guidelines (hand washing/sanitizing)
 - Face Covering Use Guidelines
 - Cleaning/Disinfecting Guidelines
 - COVID Safety Care Kits distribution/training (includes: Disinfectant, Thermometer, Hand Sanitizer, Gloves, Face Covering, Alcohol Wipes & COVID-19 Training Tool Kit.
- B.** Provide face to face (in-person) care/learning/employment opportunities. Safety measures:
- Keeping People Safe When Providing In-Person Care/Learning/Employment Opportunities Policy
 - Training of employees on policies and safety measures when providing in-person supports
 - Hygiene Guidelines
 - PPE Guidelines
 - Cleaning/Disinfecting Guidelines
 - COVID Safety Care Kits distribution/training

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

Customer notification and training on social distance policies and safeguard measures when 6 feet cannot be maintained (Keeping People Safe When Providing In-Person Care/Learning/Employment Opportunities Policy), COVID-19 Safety Care Kit Training Tools, Customer Education On Prevention/Risk Reduction Measures For Community Based Supports Policy

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

Staff training/guidelines on adhering to community established physical distance guidelines signage and flow when providing supports in the community. All staff are given a COVID-19 Training Tool Kit as part of a COVID Safety Care Kit. General guidelines for social distance, inclusive of tools to train people supported are included.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

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- 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?

- A.** Community Habilitation, In-Home Respite, CPV and SEMP provide services in the community. Each community based staff is given a COVID-19 Safety Care Supply Kit inclusive of the following items:
- Spray Disinfectant
 - Alcohol Wipes
 - Hand Sanitizer
 - Thermometer
 - Gloves
 - Extra Face Coverings
 - COVID-19 Training Tool Kit
 - ❖ The Training Tool Kit is inclusive of the following guidelines/instructions/resources:
 - Training kit sign off acknowledging COVID safety measures, implementation and what to do if there is a concern
 - COVID-19 Keeping People Safe When Providing In-Person Supports Guidelines
 - Essential Staff Status letter
 - CDC COVID-19 Plain Language Flyer
 - COVID-19 Screening Process For Community and Independent Living Support Services
 - Instructions for Use of Thermometer/Temperature Taking
 - Stop the Spread of Germs Poster
 - General Use of Face Coverings (care/cleaning/storage) and what to do if replacement is needed
 - General strategies to help individuals with IDD wear a face mask or face covering
 - How to Hand Rub/Sanitize Guidelines
 - How to Wash Your Hands Guidelines
 - FAQ Cleaning and Disinfecting for COVID-19
 - COVID-19: Transportation Safety Training-Keeping People Safe
 - General Guidelines for Social Distancing
 - On Call Manager Poster
 - How to Document COVID-19 Measures When Providing Services

Staff are trained to check their supplies prior to community service delivery to verify they have adequate supplies including PPE, disinfectant, sanitizer, ability to take temperatures, etc. per the division COVID-19 Keeping People Safe When Providing In-Person Supports. Staff have been trained to not provide service delivery without the safety supplies needed and to contact their supervisor immediately for further guidance.

- B.** The program has developed a COVID Supply Policy that defines a minimum/maximum supply that is kept on site at three different agency locations that the program managers have access to. The managers will be able to replenish the staff supplies as needed and distribute new kits as new staff start as part of the onboarding process.
- C.** When the program supply reaches minimum identified levels, reordering by the program manager will be done through the agency COVID Supply Process - see agency policy. An assigned coordinator of program will check supplies weekly and order according to minimum/maximum program policy/guidelines.

- 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 community based services and staff follow the Agency Policy/Guidelines regarding the cleanings, 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. Community based 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.

- 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:

- shared items within the community
- shared items within individuals home

Safety measures:

- COVID-19 Safety Car Supply Kit and Training Tools
- Keeping People Safe When Providing In-Person Care/Learning/Employment Opportunities Policy

Staff are provide with training and supplies needed to ensure sanitizing disinfecting when providing community supports. Guidance is given to minimize the touching of shared objects when possible and how to sanitize/disinfect when needed.

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 employee providing in-person services will be responsible for keeping documentation of the situations they were in that required COVID-19 safety measures implemented during in-person service delivery, inclusive of disinfecting/PPEs/screening, etc.

The employees are trained on how and where to document these measures provided. How to Document COVID-19 Measures When Providing Services in the Community Guidelines is a part of the COVID-19 Training Tool Kit given to staff.

- 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?

The community based staff will be given a COVID-19 Safety Supply Kit. Hand Sanitizer is included in the kit along with a training tool that instructs proper hand rubbing when using hand sanitizer and proper hand washing guidelines when that option is available.

The program has a replacement process in place when the employee is in need. See COVID-19 Training Tool Kit.

- 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?

- Transportation Policy
- Keeping People Safe When Providing In-Person Care/Learning/Employment Opportunities Policy
- COVID-19 Safety Supply Kit/COVID-19 Training Tool Kit

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?

- 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?

Refer to Agency Policy on COVID Reporting and Contact Tracing and CILS Division Policy on Communication Reporting Guidelines for COVID-19 Exposure and Positive Results.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

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- 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?

See CILS Division Screening Policy. Community based staff will have a thermometer in their COVID-19 Safety Care Supply Kits along with instructions for use as well as screening questions to ask. The employee will self-monitor their own temperature and take the temperature of individuals supported upon arrival for services. Staff have been trained to not deliver in person services if screening of questions or temperature indicate a potential risk of exposure and to notify their supervisor immediately for further guidance.

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

Refer to CILS Division Screening Process and Policies

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?

Community based staff - communication will be sent to individuals supported with recommended cleaning advice. Employees are provided with appropriate cleaning disinfecting products and guidelines in their COVID Safety Care Kits.

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?

Refer to Agency Policy on COVID Reporting and CILS Division Policy on Communication Reporting Guidelines for COVID-19 Exposure and Positive Results. All staff have been trained on COVID-19 disinfectant safety measures and have been given a COVID-19 Safety Tool Kit to ensure they have the supplies/PPE necessary when needed.

See:

- **Transportation-Keeping People Safe Policy**
- **Keeping People Safe When Providing In-Person Care/Learning/Employment Opportunities Policy**
- **COVID-19 Safety Supply Kit/COVID-19 Training Tool Kit**
- **Division Min/Max Supply Policy/Protocol**

OTHER

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

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In addition to the COVID Safety Care Kits with COVID Training Tools/guidelines provided to all staff, the CILS program has established the following policies:

- Keeping People Safe When Providing In-Person Supports
- COVID-19 Safety Care Kits for Community Based Employees
- COVID Screening Process for Community Based Supports
- Communication Reporting Guidelines for COVID-19 Exposure and Positive Results
- Customer Education/Risk Reduction Measures for Community Based Supports
- Wellness Checks/Assessing Changing Needs During COVID-19 For Community Based Supports
- Covid-19 Safety Measures During Service Delivery Documentation
- Reintroducing Community Supports into Local Community Guidelines

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.