

**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 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/)

# COVID-19 Reopening Safety Plan

## Name of Business: Aspire of WNY

**Industry: Saturday Respite – Site based programs (two locations)**

**Address: Location 1: 7 Community Drive, Cheektowaga, NY 14225**

**Location 2: 819 Central Ave., Dunkirk, NY 14048**

**Contact Information: Carrie Spence, VP/** [**cspence@aspirewny.org**](mailto:cspence@aspirewny.org) **/ 716-456-3122**

**Owner/Manager of Business: Renee Filip, CEO /** [**rfilip@aspirewny.org**](mailto:rfilip@aspirewny.org) **/ 716-505-5500**

**Human Resources Representative and Contact Information, if applicable: Melissa Roth /** [**mroth@aspirewny.org**](mailto:mroth@aspirewny.org) **/ 716-505-5500**

1. **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 Spaces:

Saturday Respite is operated in one large classroom, within a day program with one bathroom off of the room and a small meal prep area.

This Safety Plan will cover the spaces inside and out.

Inside:

Front Door – Signage is posted for all visitors and employees to stop and be screened prior to entering. It also refers to face coverings required in all common areas and where 6 foot social distancing cannot be maintained.

Meal Prep Area – Service recipients are expected to bring their own lunches. No food prep will occur. One staff will assist with microwave warm ups as needed one lunch at all times, disinfecting between uses and face coverings to be worn at all times. One staff will retrieve lunches stored in refrigerator disinfecting after putting them in and taking them out. Individuals will sit in assigned chairs for meal time which ensures 6 feet of distance.

Bathroom – Maximum capacity one person if a service recipient needs support staff and service recipient will wear masks due to social distancing not being able to be maintained.

Program Room and Outdoor Areas –Signage is posted to identify 6 ft distances, face coverings and disinfecting. Chairs are arranged at tables at 6 foot spacing with “extra” chairs removed as indicated/needed.

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

Letters and FAQ’s have been sent to all Service recipients explaining program requirements. Signage is posted for visitors

and employees. No visitors outside of emergency maintenance technicians are permitted at this time.

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

Staff are trained on social distancing, signage posted, rotating schedules as needed and furniture/room arrangement with assigned seating as needed.

# PLACES

## 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 CILS Division has developed a COVID Supply Policy that defines a minimum/maximum supply of PPE that is kept on

Site. The managers will be able to replenish staff supplies as needed. Also, see Agency Supply/Procurement Policy for PPE.

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?*

* PPE – Face coverings have been distributed to all employees. Employees have been trained via the Agency Policy/Protocol regarding face coverings and how to care for face coverings and to notify their supervisor if in need of replacement. Face coverings are to be worn in all common areas and in situations that reduce the 6 ft. social distance guidelines by people supported and worn at all times by staff. Staff have been trained on cleaning, storing, removing and putting on PPE. Visual signs/instructions are posted for staff to reference.

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?*

* Shared object and shared surfaces
  + Shared objects/surfaces are limited wherever possible.
  + Shared items/surfaces are to be disinfected prior to and after use.
  + All employees are responsible to clean/disinfect services before and after use.
  + See Agency Policy on Disinfecting/Cleaning
  + See Cleaning Protocol for Cleaning/Disinfecting for Saturday Respite
  + Separate supplies will be given to participants to use for activities. Needed items will be disinfected after use.

## 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**](https://www.cdc.gov/coronavirus/2019-ncov/index.html)(CDC) and [**Department of Health**](https://coronavirus.health.ny.gov/home) (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 staff have all been trained on cleaning/disinfecting

See Agency Policy on Housekeeping/Cleaning/Disinfecting

See Cleaning Protocol for Cleaning/Disinfecting for Saturday Respite with cleaning log

Staff will be assigned outside of housekeeping hours to clean/disinfect common areas per schedule and document on the cleaning log designed for the program. The program leader will keep copies of logs on site.

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 located in the program room and bathroom for handwashing. Hand Sanitizer is located in all the community spaces. Staff have been trained as well as communication shared with service recipients on handwashing and hand sanitizing protective measures. Signage is posted on how to hand wash and hand sanitize. The agency does have a handwashing policy that staff are trained on.

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***](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf) *identified as effective against COVID-19?*

The staff have all been trained on cleaning/disinfecting for COVID-19

See Agency Policy on Housekeeping/Cleaning/Disinfecting

See Cleaning Protocol for Cleaning Disinfecting for Saturday Respites with specific cleaning logs for documentation

Staff will be assigned outside of housekeeping hours to clean/disinfect common areas per schedule identified in protocol/logs

## 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?*

Saturday Respite has an employee/visitor screening form that will be maintained. They also have daily documentation for service recipients screening and attendance. The program manager will keep record of the logs in the event it is needed for contact tracing. Staff will be assigned to check log daily for completeness.

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?*

See Agency Policy for Reporting and Contact Tracing

See Division Policy for Communicating/Reporting Exposure/Positive Results

# PROCESS

## 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**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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 will follow the Saturday Respite Screening Process for Employees and Visitors (essential).

Service Recipients parent or guardian will complete the Saturday Respite COVID-19 Service Recipient Health Screening prior to arrival and then staff review it and take the service recipients temperature and log it.

Signage is posted.

*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 Agency Protocol for Screening

## 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?*

See Agency Housekeeping/Cleaning/Disinfecting 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?*

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.

OTHER

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

## Transportation: If external transportation (public) is used, the program will seek the safety plans and

## share with program participants/families. If staff use agency vehicles for transport,

## they will follow Agency Transportation Vehicle Safety Plan. If staff use private

## vehicle to transport, they will follow CILS Division Safety Plan for Transporting in

## Private Vehicle.

**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**](https://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.