

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: Human Service

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• 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?

SVLE is a community based program. We are volunteering in the community and will obey all guidelines from NYS and the individual volunteer sites. When in program areas all staff will be required to wear face coverings and participants will wear face coverings as tolerated. Program rooms will be arranged to accommodate social distancing. Employees as well as Participants are educated on Aspires' social distancing practices. Staff ensure that each participant in their group understands and follows the set guidelines.

- When staff meetings are held, they will be socially distanced and/or masks will be worn. See Aspire of WNY Face covering Policy and Procedure
- While transporting participants, staff will wear a mask at all times and participants will wear a mask as tolerated. Participants will be screened before entering the vehicle at their home. See Aspire of WNY Transportation Safety Plan.
- Staff and program participants will be trained to wash hands after every interaction with another individual, when removing gloves and throughout the day as needed. Everyone will have access to bathrooms and hand sanitizers. See How to Hand wash/Hand rub Instructions.

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

Required screening will take place before staff begin their shift. See Aspire Screening Protocol.

No Visitors will be allowed at Program sites or Volunteer sites. See Aspire of WNY COVID-19 Visitor Protocol for Day Services.

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

There are no shift changes. Lunch breaks are taken while the staff are working with the participants, they will chose a place for lunch where social distancing is possible. When in the program areas face coverings will be worn and social distancing will happen when possible. Rooms are set up with chairs 6 feet apart. All rooms will be sanitized after every use and cleaning log will be signed.

- **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.

Refer to Agency Policy Minimum PPE and Disinfecting Supplies Inventory.

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?

Refer to Agency Policy Minimum PPE and Disinfecting Supplies Inventory.

All PPE will be supplied by Aspire, including: masks, gloves, gowns and shields

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

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.

See Aspire Face Covering Guidance

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?

Computers will be assigned to specific people and only those people will use them. They will be sanitized after each use.

Additional activity materials will be purchased so the need for sharing of materials will be limited. Materials that need to be shared will be sanitized after each use and at the end of the day.

21L disinfecting wipes are used to wipe down all tables and doorknobs each day.

Employees will follow the Aspire Transportation Safety Plan to clean and disinfect the vehicles.

Gloves are provided to each Employee to be used in situations where Universal Precautions are observed and for cleaning purposes.

See Cleaning Protocol for Day Services

- **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 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?

Each Employee will follow the cleaning protocol and sign off that it has been completed. The log will be kept on site, the manager will routinely review to assure proper cleaning has taken place.

When using Agency vehicles; the log will be kept in the vehicle for the month and then kept in the manager's office. A new log will be started each month.

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 will be hand sanitizing stations by the computers, the activity areas and bathroom. There will be signs posted instructing the proper way to sanitize and wash hands at each station.

A COVID-19 kit will be provided for each vehicle. There will be hand sanitizer and instructions for proper usage in this kit to be used by staff and participants when entering and exiting the vehicle. They will also have access to rest rooms in the community to wash hands using soap and water whenever needed.

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 identified as effective against COVID-19?

All work sites and surfaces touched will be sanitized regularly throughout the day and at the end of each day with Agency approved cleaners that are effective against COVID-19.

For the Vehicles conduct regular cleaning and disinfecting at least after every trip or more frequently as needed.

Refer to Agency Cleaning policies

- **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.

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

Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

Aspire Leadership and Administration determine agency response for compliance with regulations and requirements for Federal, State and Local regulator. Policy decisions are communicated down from the Division VP's to supervisors. Supervisors are responsible for communicating with employees timely and in a consistent manner.

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?

Each SVLE employee will be responsible for screening and logging in the people that they pick up at their home before getting into the vehicle. The log will be kept in a notebook that will travel with that vehicle and turned into the manager at the end of the day to the manager. All employees will be screened upon entering any building. Refer to Agency Screening Protocol.

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 COVID-19 Reporting and Contact Tracing Policy.

- **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 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 Employees will be screened at the main door by the assigned screener for the building. The screener will be trained by an RN or manager.

The participants will be screened at their home by staff before getting onto the vehicle . The staff will be trained by an RN or manager.

Refer to Agency Screening Policy

Refer to Day Program specific Protocols.

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

The screener will wear a mask, have hand sanitizer and a touch-less thermometer. All PPE will be supplied by the Agency.

- **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?

Refer to Agency Cleaning Policy and Day Services Cleaning Protocol.

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 COVID-19 Reporting and Contact Tracing Policy.
Should a day program participant become ill during the course of the day services programming time (non-covid-19 or suspected COVID-19) the program will follow Aspire Symptom Protocol.

- **OTHER**

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

Each participant will be given a designated area to keep their personal belongings. There will be no sharing of personal items allowed.

If there are any changes or updates to the program or COVID-19 updates, a letter will be sent to the participants and/or their families.

Staying up to date on industry-specific guidance:

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.