



## 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](http://forward.ny.gov)

### COVID-19 Reopening Safety Plan

**Name of Business:**

Aspire of WNY SVLE-Erie

**Industry:**

Human Services

**Address:**

7 Community RD. Cheektowaga, N.Y. 14225

**Contact Information:**

716.505.5529

**Owner/Manager of Business:**

Liane Agro CDSO

**Human Resources Representative and Contact Information, if applicable:**

### 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?*

SVLE is a Community Based program. We do not have a site that participants and staff work out of every day. We are volunteering in the Community at various locations and need to obey all of the guidelines not only from NYS but also that the individual volunteer sites have in place as well. Employees as well as Participants are educated on Aspires' social distancing practices and also each volunteer site. Staff ensure that each participant in their group understands and follows the set guidelines.

1. When Staff meetings are held, they will be socially distanced or masks will be worn. +

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

1. While groups sometimes get together for recreation to support friendships during the recreation portion of the day, this has been put on hold until all phases of reopening are complete.
2. All volunteer sites that the SVLE Program is choosing to partner with at this time are also in compliance with NYS guidelines.
3. At this time there will be no visitors to volunteer sites and this includes Care Coordinators and Family.

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

1. Each group is either purchasing take-out or packing lunch from home at this time. They are able to utilize parks and Socially distanced break rooms in a few of our Community Volunteer Sites.

## 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?*

1. Each Staff has been given a Sanitizing kit. This kit includes: Hand Sanitizer, 21L disinfecting wipes, Gloves, and a thermometer. These supplies can be refilled at our E & S Department at any time.
2. Each Staff has been given at least 2 cloth face coverings. (Extra on hand in Office)
3. Each Participant has been given a cloth face covering. (Extra on hand in Office)
4. N95 Masks, Gowns, Face Shields are kept at the office in case there is anyone that has a confirmed case of COVID-19 and needs to be transported home or in any other emergency situation. +

- 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?*

Each staff has been given a document describing the proper cleaning and storage of their cloth masks. This Document has been signed by each staff and stored in their personnel file in the CDSO's office. This is also trained as they are working with each participant. (See Attached)

- 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?*

1. 21L disinfecting wipes are used to wipe down all tables and door knobs each day after employees have been in the office areas.
2. Fridays, each week, concentrated Bleach wipes are used to disinfect all surfaces in the office areas and allowed to sit untouched for the duration of the weekend.
3. Gloves are provided to each Staff member to be used in situations where Universal Precautions are observed and as a voluntary measure if they would like to use them for cleaning purposes.

**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. Managers will share the duty of cleaning and sanitizing the office. Cleaning log is posted near the main door to the office.
2. Cleaning logs are kept with each staff and will be maintained with times that the van is cleaned every day they attend program. (See Attached)

- 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. Each staff has been given a sanitizing kit which has hand sanitizer. This can be refilled at any time.
2. Volunteer Sites have restrooms where staff can wash their hands and also have extra sanitizing stations where hand sanitizer can be used frequently.
3. Staff also have access to restroom facilities in the Community where they can wash their hands with soap and water.

- 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?*

1. Each Agency vehicle will be cleaned with 21L or bleach wipes thoroughly twice per day. This will occur at the beginning and end of each shift. Common areas include: Door handles, seats, dashboards, seatbelt buckles, armrests, window buttons and any other surface that is used during the day. (Document: "Aspire of WNY Cleaning list for Personal and Agency Vehicles").
2. Between activities these common surfaces will be wiped down with 21L disinfectant wipes.
3. Each Staff has been trained and acknowledged the cleaning and sanitizing responsibilities for the agency or personal.

**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?*

1. This is completed through Aspire as a whole. SVLE is a Community based program and does not hold activities for participants at any of our facilities at this time. Staff will need to comply with Aspires' guidelines any time they need to visit any one of the facilities.
2. All SVLE staff have agency email and can be kept up to date on all changes or directions regarding COVID-19 or NYS guidelines.

- 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?*

1. Supervisors will be responsible for contacting Aspires' QA department who will in turn contact NYS Health Department and OPWDD.
1. Supervisors will be responsible for sending out Contract Tracer Letters to all those in contact with the COVID positive person.

### 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?*

Each staff member is required to self monitor for symptoms of Covid-19 and take their own temperature daily before beginning work with any individual. Thermometers have been provided to all staff working in the SVLE program. Upon the manifestation of any new symptoms, fever over 100 degrees, close contact with someone in quarantine or positive for COVID-19, has traveled outside of the country or to states specified by NYS guidelines, they are to report immediately to their supervisor and remain home from work. Once evaluated they will receive further instruction.

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

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?*

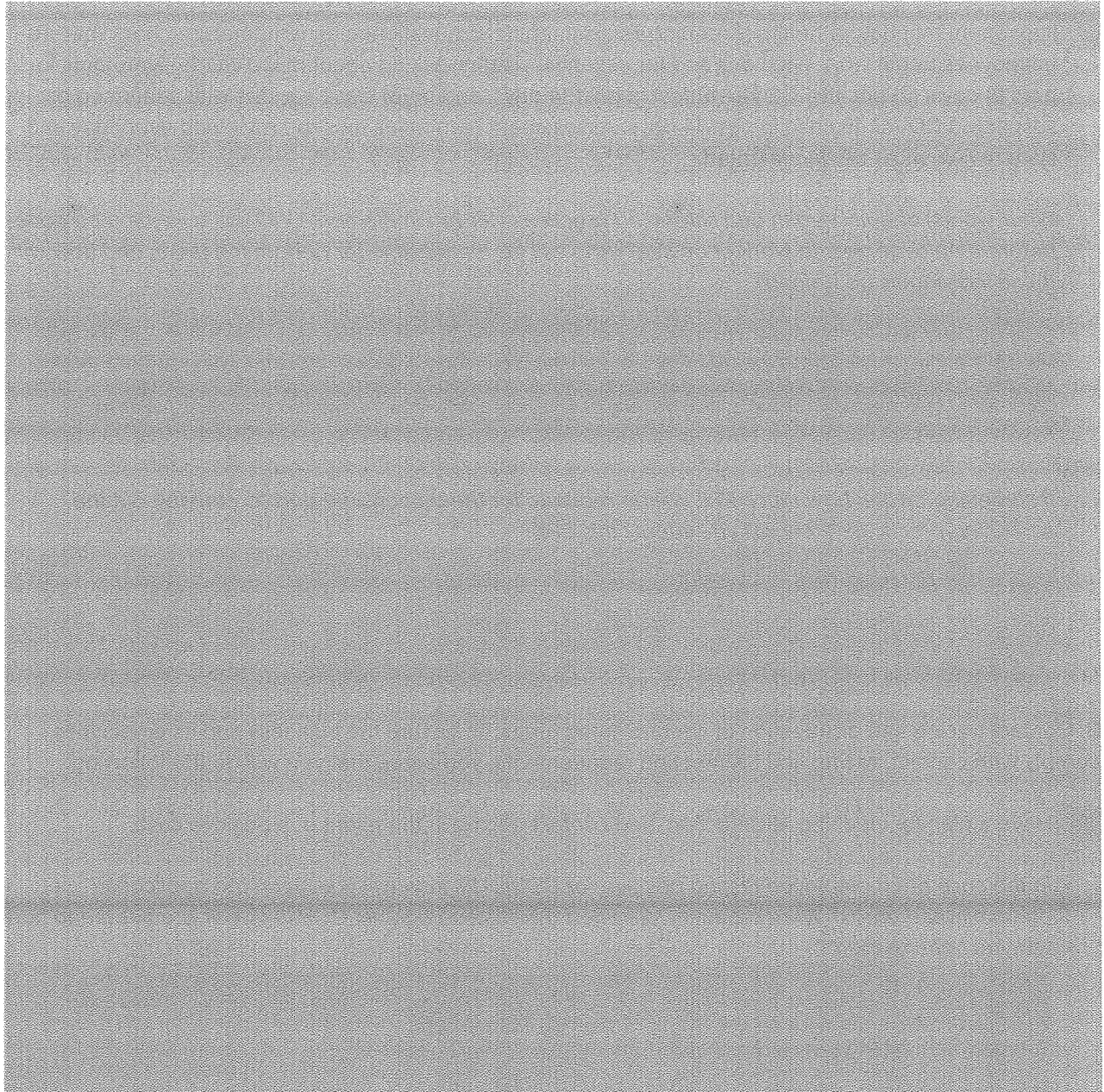
1. SVLE is equipped with 2 kits and N95 masks in case there is a positive case of COVID-19. Supervisors will be responsible for disinfecting the contaminated areas which will be the vehicles that the staff member has used and common surfaces in the office while picking up or dropping off paperwork.  
2. All kits and extra supplies are available from the E&S department at Aspire.

*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. See attached Aspire Protocol for "If Participants or Staff develop symptoms of COVID-19".  
2. All Supervisors at Aspire will be given instruction on how to and who to send to, letters that explain contact tracing and what that means for them during this time of COVID-19.

#### 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:

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](http://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.

**STAY** HOME.

**STOP** THE SPREAD.

**SAVE** LIVES.

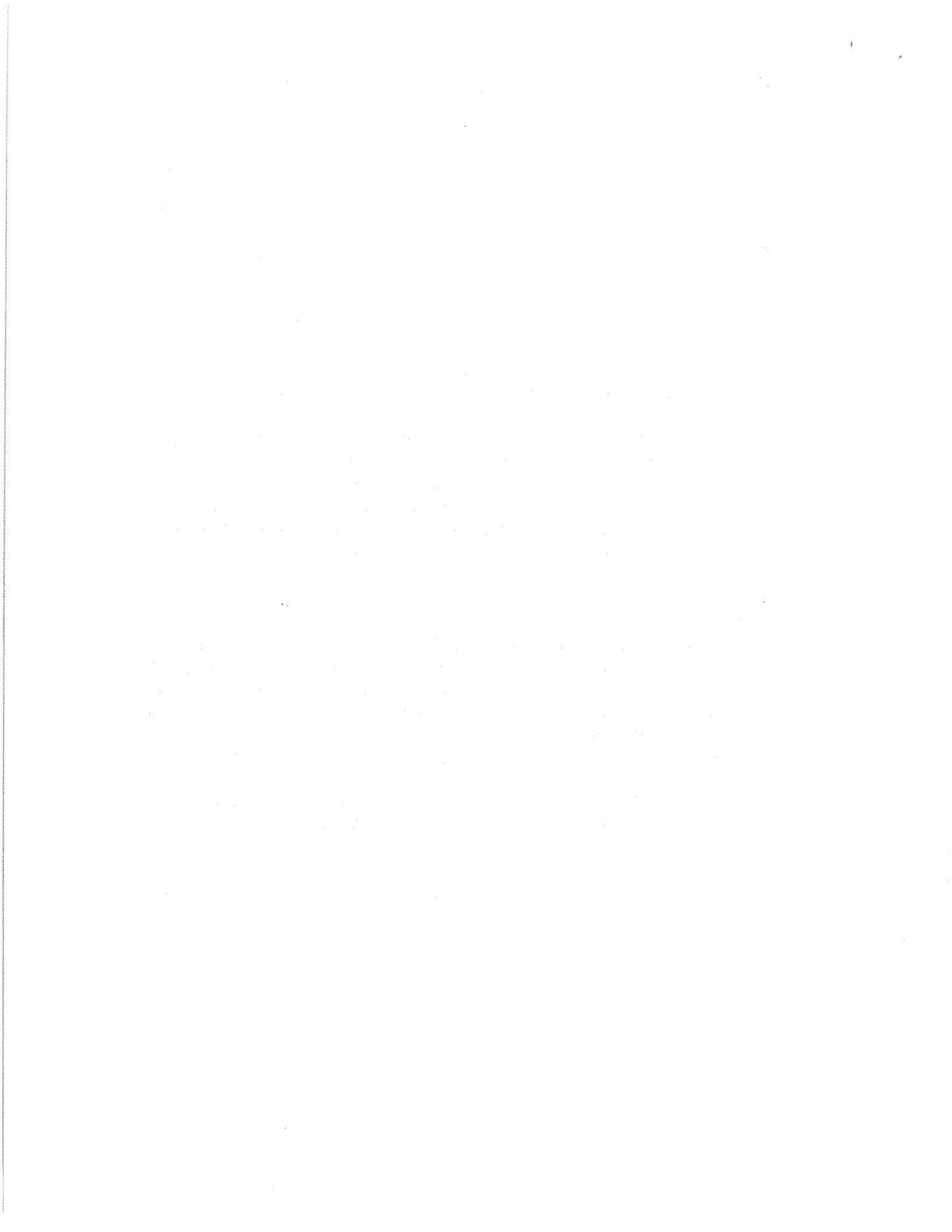
## SVLE- Safety Plan Additional Information.

### I. PEOPLE

- A. List Common situations that may not allow 6ft. 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 do not have a site that participants and staff work out of every day. We are volunteering in the Community at various locations and need to obey all of the guidelines not only from NYS but also that the individual volunteer sites have in place as well. Employees as well as Participants are educated on Aspires' social distancing practices and also each volunteer site. Staff ensure that each participant in their group understands and follows the set guidelines.*
- 1. When Staff meetings are held, they will be socially distanced or masks will be worn.*
  - 2. While transporting Participants, masks will be worn. (...unless there is a medical situation in which this cannot be done). (Please reference document: "If a Person Displays symptoms during program time").*
  - 3. Each staff will be supporting 2 participants if using their own vehicle which is one less than normal in order to uphold NYS guidelines. Three Participants will be allowed while using an Agency Vehicle where 50% occupancy can be maintained.*
  - 4. Paperwork pick-up or drop-off will be designated to the end of the day. When drop off is not possible and to limit people in the office, Supervisors will make a pick-up on Mondays to staff that work south of the town of West Seneca.*

### II. PLACES

- B. *1. Each Agency vehicle will be cleaned with 21L or bleach wipes thoroughly twice per day. This will occur at the beginning and end of each shift. Common areas include: Door handles, seats, dashboards, seatbelt buckles, armrests, window buttons and any other surface that is used during the day. (Document: "Aspire of WNY Cleaning list for Personal and Agency Vehicles").*
- 2. Between activities these common surfaces will be wiped down with 21L disinfectant wipes.*
- 3. Each Staff has been trained and acknowledged the cleaning and sanitizing responsibilities for the agency or personal vehicle. This is kept in their personnel file on site, in the CDSO's office. ("Aspire of WNY Cleaning list for Personal and Agency Vehicles" Sign off)*
- 4. Please reference document: "Aspire of WNY COVID-19 Cleaning Protocol for Day Services".*





Questions to attend SVLE:

- Do you have any new symptoms? (Fever, cough, running nose, sore throat
- Have you traveled outside the country or to any of the following states: Alabama, Arkansas, Arizona, Florida, North Carolina, South Carolina, Texas or Utah in the past 14 days?
- Have you been around anyone that has been in quarantine for COVID-19?
- Have you been exposed to anyone that has COVID-19 that you know of?

Questions to attend SVLE:

- Do you have any new symptoms? (Fever, cough, running nose, sore throat
- Have you traveled outside the country or to any of the following states: Alabama, Arkansas, Arizona, Florida, North Carolina, South Carolina, Texas or Utah in the past 14 days?
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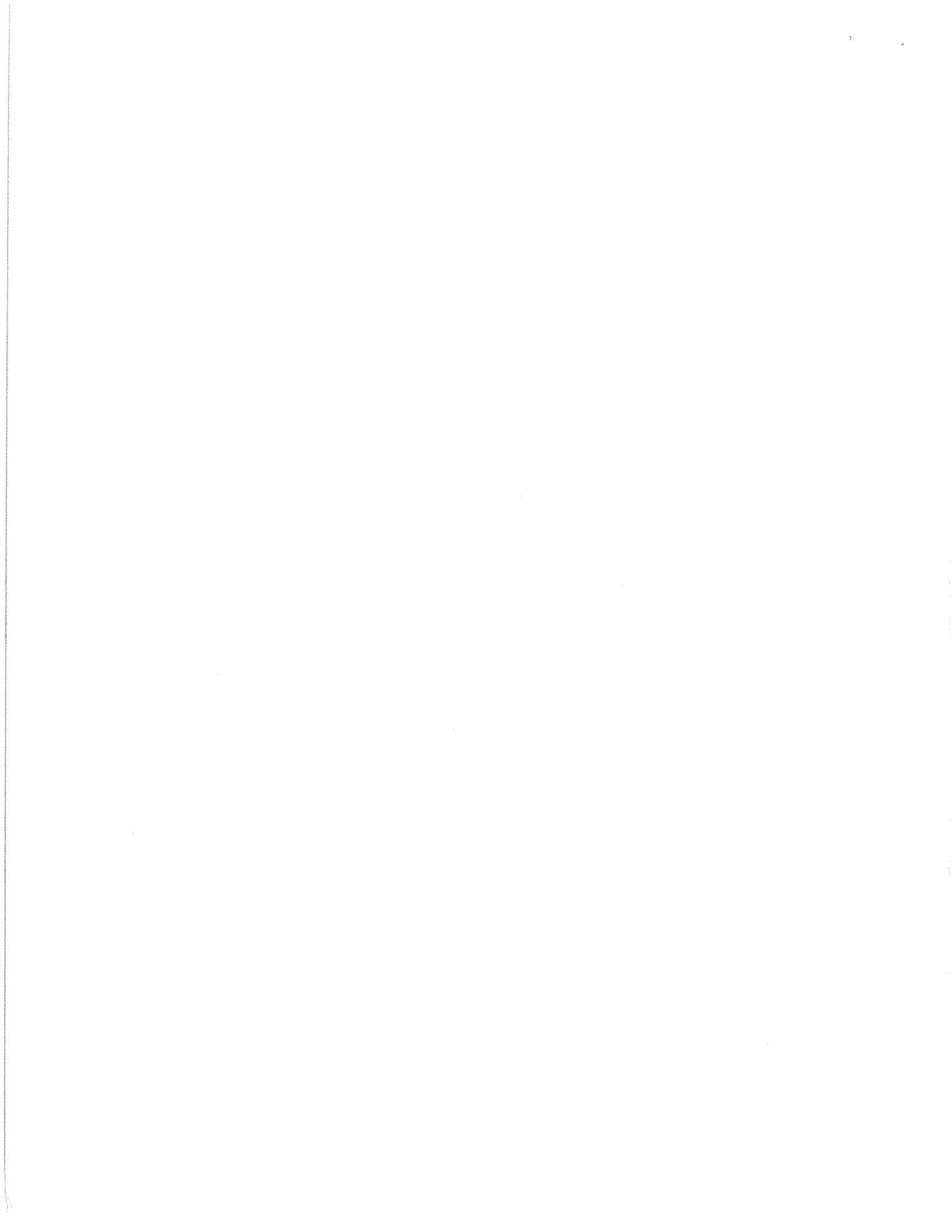


## Cleaning Checklist for SVLE Personal and Agency Vehicles:

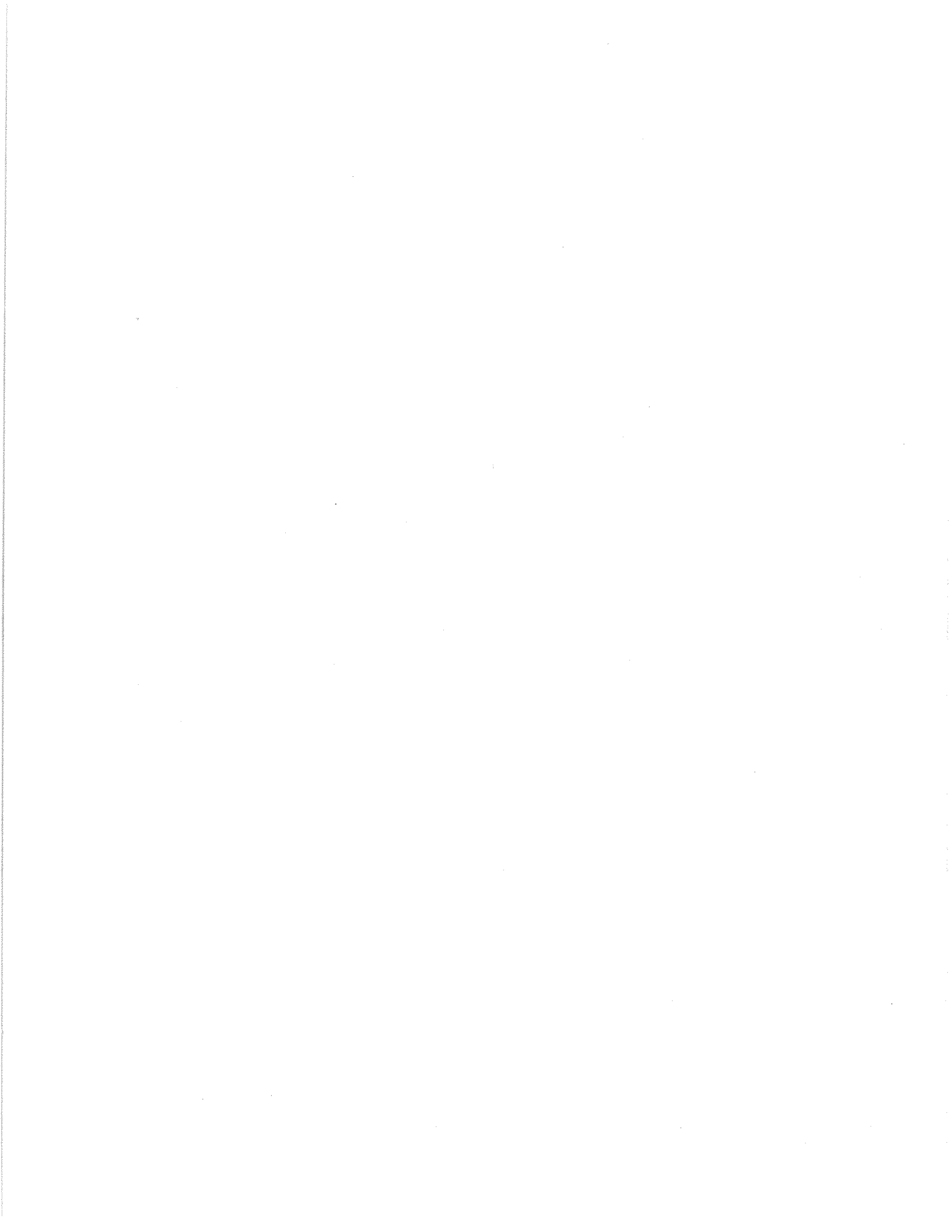
- Sanitizing solution, Wipes, Gloves and Hand Sanitizer will be provided to you.
- It is expected that you thoroughly wipe down your vehicle before and after each shift in the following areas:
  - Doors and Door Handles both inside and out
  - Arm rests
  - Cup Holders
  - Seat Belt Straps and Buckles
  - Steering wheel
  - Seats (if vinyl)
  - Binder and Pen
  - Any other frequently used surface.
- Keep each participant in the same seat throughout the day.
- Door Handles should be wiped down between each activity.
- If you need additional Supplies please notify your supervisor. Make sure that you have an adequate amount of all supplies BEFORE leaving to provide services for the day.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_







## **FAQ: Cleaning and Disinfecting for Coronavirus**

### **Who should be cleaning and disinfecting at agency locations?**

All staff are responsible for keeping the work environment clean and disinfected, in order to prevent the spread of infectious diseases. Even in sites with assigned housekeepers, regular cleaning & disinfection of frequently touched surfaces should be completed by all employees.

### **What are “frequently touched surfaces”?**

Any surface that comes in contact with hands frequently and/or where cough droplets can easily land. Examples include: doorknobs, railings, phones, remote controls, computer keyboards, microwave keypads and handles, faucet & toilet handles, refrigerator & cabinet handles, light switches, shared coffee pots, tables, countertops, etc.

### **What is the proper way to clean and disinfect?**

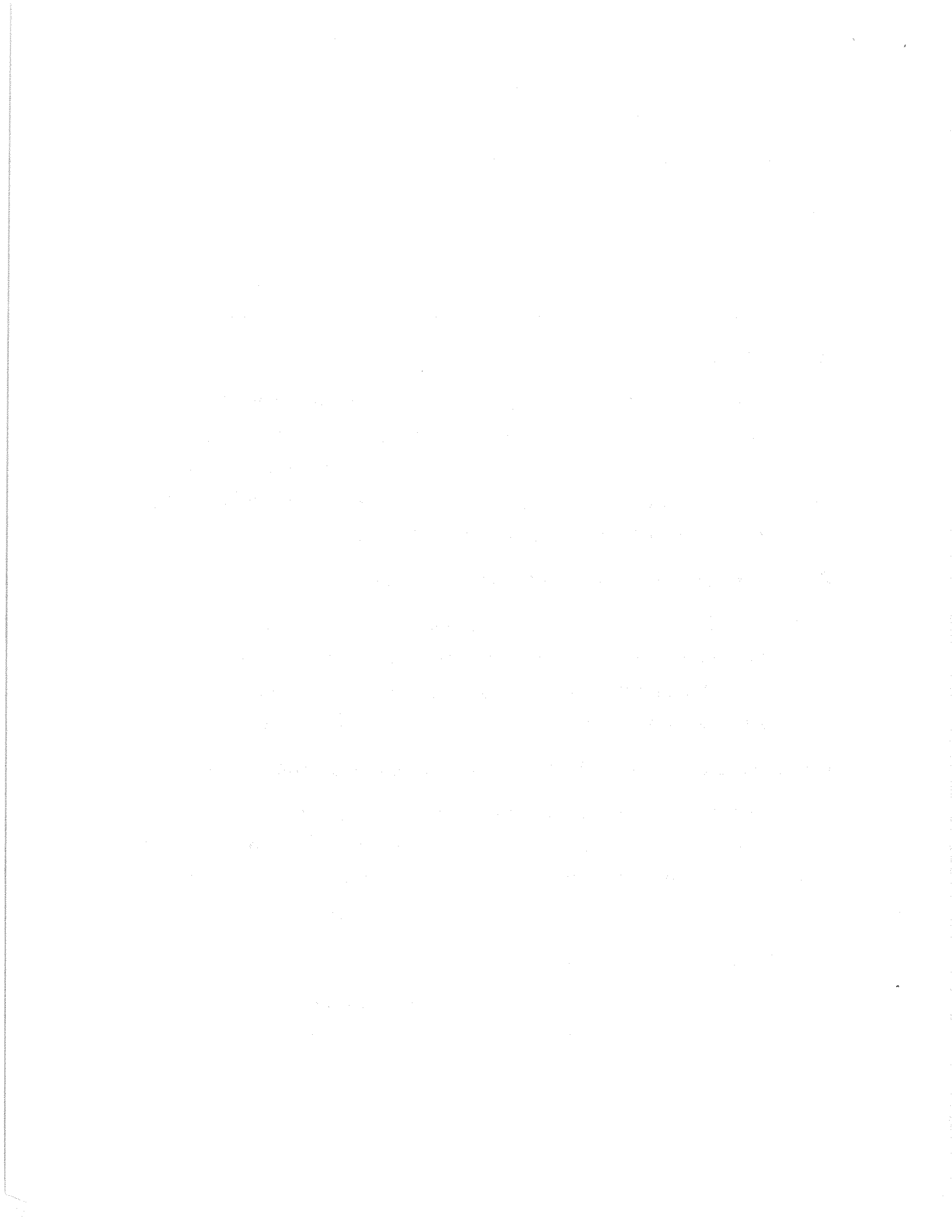
First, clean dirt off of the surface, using soap and water. Then wipe the surface with disinfectant. Leave the surface you are cleaning wet with disinfectant for as many minutes as the product instructions require. This step is key, and people often miss this important step.

### **What precautions should I use when cleaning and disinfecting?**

Wear disposable gloves while cleaning and disinfecting. Follow any other guidelines on the manufacturer’s label. Masks are generally not required for respiratory protection while cleaning. However, staff should ensure adequate ventilation when using approved disinfectants.

### **How do I get cleaning supplies?**

All agency programs should have access to 21 disinfectant and disinfectant wipes. If you are in need of these supplies or are running low, please notify your supervisor.





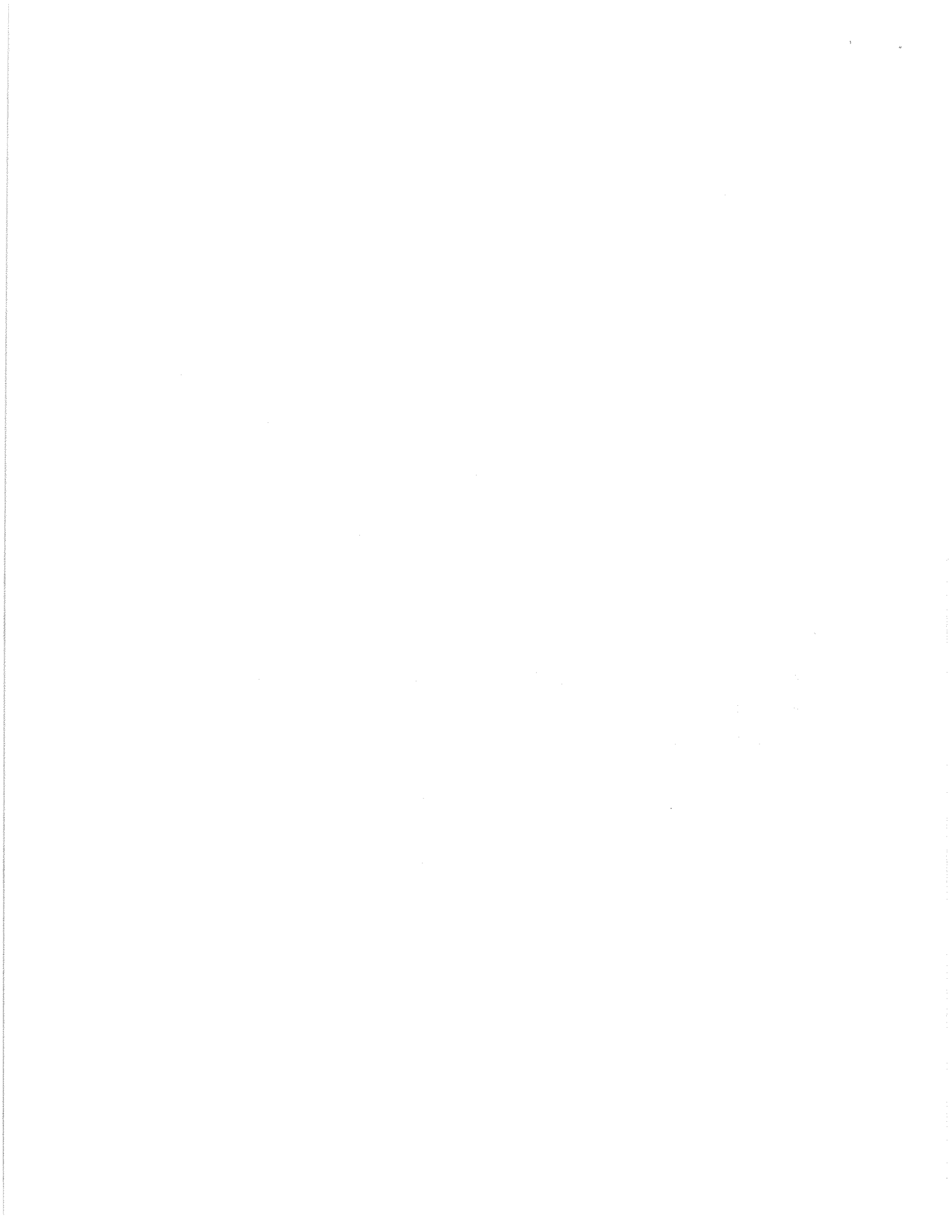
## **Staff and COVID-19-**

### **Hygiene and Sanitation:**

- Wash hands frequently
- If using hand sanitizer, make sure it contains greater than 60% alcohol.
- Sneeze or cough in the corner of arm.
- Sanitize frequently touched surfaces like door handles.
- If sharing a vehicle is a must, keep a log of when the vehicle was last sanitized. Make it a part of the daily checklist.
- Use disposable gloves, if required by volunteer sites or when deemed necessary.
- Use Universal precautions and common sense when using public bathrooms.
- If possible bring food from home or use curbside pick-up or take out.
- Wash hands before eating.
- Sanitize phones regularly.

### **Participant/Staff Interaction:**

- Understand "Social Distancing"- staying at least 6 feet apart.
- Avoid crowds.
- Stay at home when not at SVLE.
- Pre-Plan interaction; where are we going? Who will we see?
- Does the Staff have enough: Gloves? Hand sanitizer? Surface wipes?
- Masks are essential in the vehicle and when you cannot Social Distance.
- Precautions must be taken before and after putting the mask on. (wash hands before and after and hold by the ties or boots)
- Follow protocol that Volunteer Sites have in effect as well as adhere to all Aspire protocols for interaction.



# Aspire of WNY

## General Guidelines for Employees regarding use of Face Coverings-05/2020

Aspire of WNY Supervisors will provide all Aspire Employees who are reporting to work with a covering for their face.

It is the employee's responsibility to keep the face covering on their person, in good condition and clean. Should a face covering become damaged, it is the employee's responsibility to request a replacement from their supervisor.

The following are instructions for reuse and storage of cloth face coverings:

- Cloth coverings can be machine washed, no fabric softener. (If they have a K95 insert or filter, it must be removed.) Air drying is recommended.
- Hang or use a paper bag for storage. Consider designating an area for storage. Ensure there is a way to clearly identify the owner of the mask.
- Storage containers should be disposed of or cleaned regularly.

The following are instructions for reuse of the KN95 mask:

- If the microfiber cover is stained, use a damp cloth to wipe gently. Do not use a lot of water, soap or detergent for washing.
- The microfiber cover can be wiped with an alcohol wipe.
- Do not fold or flatten mask for storage after opening. Hang or use a paper bag for storage. Consider designating an area for storage. Ensure there is a way to clearly identify the owner of the mask.
- Storage containers should be disposed of or cleaned regularly.
- Length of reuse cannot exceed 7 days or if it becomes ripped, damaged or heavily soiled.

The following are instructions for reuse of surgical masks:

- Surgical Masks cannot be reused once they have been soiled, ripped, or damaged.
- Length of reuse cannot exceed 3 days.

Considerations for all face coverings:

- Clean hands with soap and water or an alcohol-based hand sanitizer before and after touching or adjusting the mask.
- Avoid touching the inside of the mask.

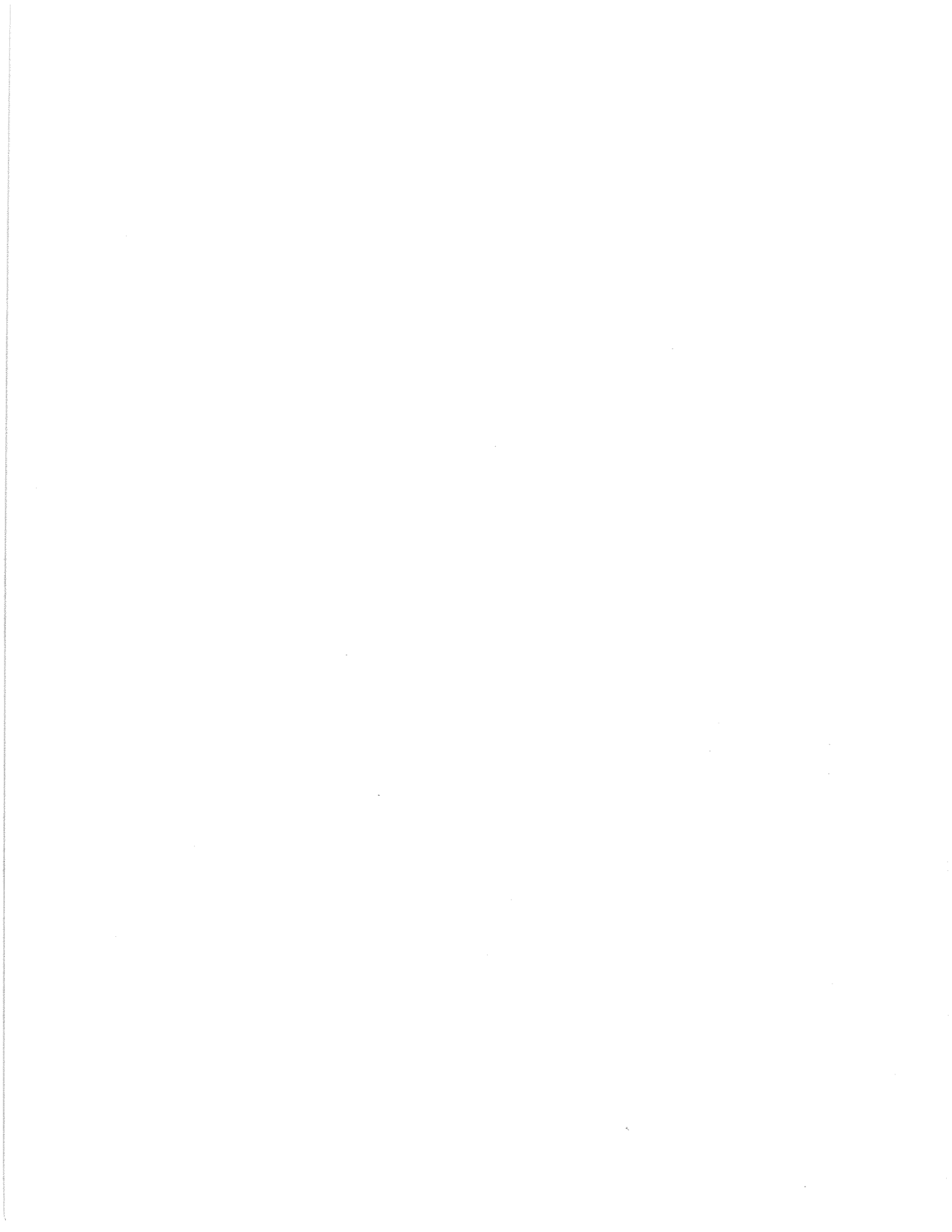
**Employees are required to wear the face covering:**

- **When they are in close or direct contact with a service recipient, a co-worker, or the public. Close or direct contact means within 6 feet of the person.**
- **In common areas of Aspire buildings, homes, properties, etc.**
- **In public**
- **In a vehicle with another person**
- **As required by Aspire Protocols**

*Executive Order 202.16-Effective 8:00 PM, 04/14/2020: For all essential businesses or entities, any employees who are present in the workplace shall be provided and shall wear face coverings when in direct contact with customers or members of the public. Businesses must provide, at their expense, such face coverings for their employees. This provision may be enforced by local governments or local law enforcement as if it were an order pursuant to section 12 or 12-b of the Public Health Law.*







## **Aspire of WNY COVID-19 Cleaning Protocol for Day Services**

The best way to prevent the spread of COVID-19 is to do frequent hand washing and clean commonly touched surfaces.

All staff are responsible for keeping the work environment clean and disinfected, in order to prevent the spread of infectious diseases. Even in sites with assigned housekeepers, regular cleaning and disinfection of frequently touched surfaces should be completed by all employees.

Clean frequently touched surfaces and objects once per day and more frequently if clearly dirty or after use (e.g., tables, arms of chairs, light switches, doorknobs, and cabinet handles) using a regular household detergent and water. Clean any surface touched after any outside visitor has been in the program area.

Objects and equipment used by staff and individuals that we support will be cleaned after use.

- First, clean dirt off of the surface. Then wipe the surface with disinfectant. Leave the surface you are cleaning wet with disinfectant for as many minutes as the product instructions require. This step is key and people often miss this important step. It is not enough to just wipe a surface with a rag dampened with disinfectant.
- Clean high-touch areas such as door handles, phones, remote controls, light switches, microwave keypads and handles, refrigerator handles, and bathroom fixtures. Clean horizontal surfaces such as countertops, tables, desktops, and other places where cough droplets could land frequently. The most important factors to disinfecting are: cleaning frequently, thoroughly, and using the cleaning product correctly.
- Use Aspire provided products and always follow the disinfectant manufacturer's instructions for use, including:

- Use the proper concentrations of disinfectant.
- Allow required wet contact time.
- Pay close attention to hazard warnings and instructions for using personal protective items such as gloves and eye protection.
- Follow the safety data sheets (SDS) for each disinfectant chemical



## Symptom Protocol for Day Services

Should a day program participant become ill during the course of the day services programming time (non-Covid 19 or suspected Covid 19), site will complete the following:

- That person will be removed from classroom or other programmatic space with other individuals.
- Location will be disinfected per the housekeeping policy for cleaning standards/frequency.
- Management team at site will be notified as well as a medical professional if one is available.
- Person with staff will be supported while isolated in a designated location in the program building.
- The affected person will be encouraged to wear an N-95 mask. If they are unable to keep a mask on, staff working within 6 feet of that person should wear an N-95 mask.
- Staff will use PPE that they have available on site including gloves and gown during their support of affected person.
- Family or Group Home will be notified about the affected person and will request immediate pick up of this participant.
- If necessary, other safe accommodations will be made to transport person.
- Person with assigned staff will remain in isolated location until staff or family arrives for transport.
- Management Team will request the person arriving to transport participant remain in their vehicle and contact the program when they have arrived on site.
- Program staff will ensure that there isn't anyone else in the hallway before leaving the isolated location.
- Staff working with that person will assist person out of the program area and to their assigned staff/family member.
- Person/family member will be instructed to contact their healthcare provider for assessment and testing.
- Day program will notify OPWDD and Aspire's Incident Management to report.
- Once person has left the facility, the isolated location will be disinfected after a 24 hour waiting period, following CDC guidelines.
- Before the person can return to program they must provide written documentation from their PCP stating that they are free from symptoms of illness. Documentation must be provided to day program 24 hours in advance of returning to program.

- If someone were to test positive the following steps would be taken:
  - Contact QA
  - QA will contact the DOH and utilize contact tracing
  - A letter will be sent by the supervisor to individuals identified through contact tracing
  - Environment and Safety will come in and clean with approved cleaning products including 17L and 21L to sanitize common areas.