



# NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, 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). If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

## COVID-19 Reopening Safety Plan

**Name of Business:**

Loretto Village Apartments, Enriched Housing Site #5

**Industry:**

Adult Care Facility

**Address:**

750 E. Brighton Ave. Syracuse, NY 13205

**Contact Information:**

Mary Koenig

**Owner/Manager of Business:**

Loretto

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

Tara Bunch, (315) 413-3149

## 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?*

- All employees are wearing surgical masks and face covering consisting of a shield or safety glasses.
- Small spaces where social distancing can not be maintained will not be utilized.
- The facility is outlining 6ft social distancing by use of vinyl floor signs.

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

All outside deliveries are dropped off at the facility vestibule and delivered to the resident by staff. This includes US Postal Service, UPS, and FedEx. Visitors to the facility will be accompanied by staff to ensure that all visiting protocols are followed.

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

During change of shift (and all times) all staff are wearing surgical face masks and remain 6 ft. apart from each other.

The facility designates appropriate spaces in the break room for staff to ensure proper social distancing.

All visitors are advised of the importance of social distancing. Once screened, family visitors are accompanied to and from their visiting stations which are 1. the front porch, 2. the gazebo in the courtyard, and 3. under a pop-up tent in the

## 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?*

The organization maintains a Corporate PPE tracker that is completed 5 days per week by the facility Administrator. This tracker has been set up to include PAR levels for each facility. Based on recorded usage PPE is then delivered to each site on a weekly basis or as needed. The facility maintains a minimum of a two week supply of PPE and much more is maintained at a central location for the Loretto system to be utilized as needed.

- 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?*

On May 7, 2020 a Policy and Procedure was developed by the Quality Assurance team on Protective Eye Wear use and cleaning. This policy was reviewed with all employees and all employees were provided with face covering. Each employee maintains their surgical mask and eye protection in the paper bag labeled with their name in between shifts. Proper sanitation is available on the tables for cleaning of face shields and/or goggles. Visitors are provided with new face coverings prior to entering if they do not have one.

- 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?*

- medication carts
- door knobs
- hand rails
- break room tables
- elevator buttons

**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 cleaning log will be maintained by the facility housekeeping department and reviewed by the Manager of Support Services on a daily basis. The housekeeper will keep the log on a clipboard along with the housekeeping daily checklist and will be turned into the Manager of Support services at the end of each shift.

- 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?*

- Hand sanitizer can be found at:
- main entrances
  - kitchenette areas
  - medication carts
  - public bathrooms
  - personal hand sanitizers for employee use

- 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?*

The facility is utilizing Cavi Wipes and Vital Oxide solution for disinfection. The Quality Assurance team updated the Infection Control Policy back in March which was reviewed with all employees. The Housekeeping department has a common area cleaning schedule and checklist. All common areas are disinfected throughout the day.

**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?*

Screening forms are completed daily and maintained in the main office going back to the date of implementation. The Resident Services Coordinator will be responsible for maintaining these forms.

Electronic info is kept by AccuShield kiosk as of July 9, 2020. The Administrator is responsible for retrieving info from the kiosk as needed.

- 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?*

The facility Administrator will be responsible for notifying the local health department.

### 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?*

All employees are screened before the start of each shift using the AccuShield kiosk. This screening captures daily temperature readings, questions regarding symptoms and potential exposure. Upon implementation of the screening back in March all employees were provided with screening procedures.

All completed forms are maintained in the main office going back to the date of implementation. Electronic info as of July 9th is kept by the AccuShield kiosk.

*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 facility Administrator maintains adequate supply of PPE which is distributed to each employee as needed. The Corporate PPE Tracker is completed daily by 11:00 am. The facility maintains a two week supply of PPE at all times. Additional PPE is available through Loretto's central inventory on an as needed basis.

**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?*

-The facility maintains an adequate supply of Vital Oxide, a hospital based disinfection solution. The supply of Vital Oxide is maintained by the Director of Facilities and Maintenance. All central areas are cleaned with the vital oxide on a daily basis. If an employee tests positive for COVID-19, affected areas will be targeted for additional cleaning with vital oxide and/or micro-kill cleaning wipes. Both the vital oxide and cleaning wipes are available to the facility through Loretto's central inventory system.

*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?*

-The Facility Administrator will take direction from the County Health Department.  
-Close contacts will be traced by employee work schedules and will be notified by a designee of Loretto (via phone call).  
-All employees will be notified of a positive COVID case.

## IV. OTHER

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

The Heritage is a licensed Adult Care Facility and maintains compliance with all requirements set forth by the Department of Health. The facility maintains a COVID Preparedness binder containing all referenced Policies and Procedures.

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](https://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

**STAY HOME.**

**STOP THE SPREAD.**

**SAVE LIVES.**

## State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

### *General Information*

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

### *Workplace Guidance*

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

### *Personal Protective Equipment Guidance*

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

### *Cleaning and Disinfecting Guidance*

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

### *Screening and Testing Guidance*

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

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