



# 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](http://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:

New Horizons Resources Inc., 123 West Road Day Hab

### Industry:

OPWDD Day Services

### Address:

123 West Road, Pleasant Valley NY 12569

### Contact Information:

[Mae Smith, Chief Program Officer, \(845\) 473-3000 x1370, msmith@nhrny.org](mailto:msmith@nhrny.org)

### Owner/Manager of Business:

New Horizons Resources, Inc.

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

Diane Capizzuto, Chief Human Resources Officer, (845) 473-3000 x1338, dcapizzuto@nhrny.org

## 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?*

- We support participants who require one or two staff to be within the six feet distance in order to attend to health and personal care needs. When this occurs, staff will wear all necessary PPE.
- Masks for staff will be required in the vehicle.

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

- All entrances will be locked.
- All employees, essential visitors, and participants will be screened with the COVID-19 health screening assessment upon entrance.
- The health screening assessment asks about (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, (3) close contact with a confirmed or suspected COVID-19 case in the past 14 days and/or (4) travel from within one of the designated communities/states with significant community spread. Assessment responses must be reviewed every day and such review must be documented.

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

The Day Hab has 30 participants. The total space of 2586 square feet which provides more than adequate room for social distancing. There are no confined spaces in the building that will require a reduction in occupancy.

Masks must be worn in bathrooms.

If a participant is unable to tolerate a mask while using the bathroom – staff will ensure the bathroom remains single occupancy. Staff may at times – need to assist with personal hygiene of participants and the staff will remain masked.

The floors will be marked to show 6 foot spacing and pathways for everyone to ensure social distancing. The entrance will have floor marking denoting where biometric screenings will occur and where people are to stand. People will be admitted one at a time.

Additional table will be available for a quiet area for people who may require time by themselves with just staff supervision. Snacks and lunch will be eaten at the assigned tables. Staff will bring the lunches to each person from the refrigerator.

Staff will be provided specific locations for paperwork, breaks and lunch which will maintain social distancing

There are no shift changes.

## 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?*

New Horizons Resources has a system in place to secure PPE for the entire organization. This is accomplished through collaboration with other providers and retail. The RN for the Day Habilitation Program will maintain a one-month supply of KN95 masks, surgical masks, gloves and hand sanitizer which will ensure that everyone has a new mask for each day. There will be an emergency PPE which will contain gowns, face shields and KN95 masks for situations that warrant those supplies. All employees will receive training in PPE usage.

- 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?*

New Horizons Resources will supply masks to everyone associated with the day hab. These will be replaced minimally on a daily basis and other times as needed.

- 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?*

- Any shared workspaces or equipment will be cleaned and disinfected between each use.
- Personal objects from home, that are unable to be sanitized will not be allowed in the building unless the object is specific to an individual and deemed necessary by the person's team. If such an object is deemed necessary, staff will ensure that the individual object is not shared and remains 6 feet away from others. The object must be washed and sanitized prior to coming back each day.

**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 site supervisor will be responsible to ensure that all employees document daily sanitizing activities. This will be done electronically in the electronic documentation system. This will allow for review by agency administration that do not work on site. Sanitizing will occur following all activities on any area that can be touched. All surfaces will be sanitized at the end of the day using approved products. All products will be locked in the storage closet to ensure safety of the people participating in the program. Any shared workspaces or equipment will be cleaned and disinfected between each use.

- 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 five sinks on site with soap and hand sanitizers.
- There are two hand sanitizer stations.
- Staff will be trained on proper handwashing techniques as per NYS, DOH and CDC guidance. Training will instruct staff on what conditions and or situations require handwashing and will also encourage staff to wash their hands frequently. Anyone entering the building will hand wash / use sanitizer upon arrival and throughout the day. Staff will monitor participants when they use sanitizer and wash their hands.

- 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?*

Staff will be trained in and will adhere to sanitation requirements contained in guidance from NYS DOH. There will be a rigorous disinfection of high risk/high touch areas utilizing only EPA registered products for proper disinfecting nonporous areas. All cleaning will be performed in accordance to the manufacturer's recommendations for proper usage, dwell times, and proper ventilation. Cleaning logs will be maintained. All cleaning products will be secured and out of reach of participants. Gloves and used disposable cleaning materials will be tied in a bag and removed from the environment frequently.

Any shared workspaces or equipment will be cleaned and disinfected between each use.

All areas contacted by anyone who exhibits symptoms will be disinfected immediately. Staff will ensure that all equipment and areas are cleaned and disinfected.

Personal objects from home, that are unable to be sanitized will not be allowed in the building unless the object is specific to a participant and deemed necessary by the person's team. If such an object is deemed necessary, staff will ensure that the object is not shared and remains 6 feet away from others. The object must be washed. and sanitized prior to coming back each 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?*

At typical times of arrival, the supervisor (designee) or health care professional will be stationed at the side entrance to screen and take the temperatures of all staff, participants and essential visitors prior to entry into the secure (FOBBED) program area. This staff member will wear at minimal a mask and gloves and will document on the screening form if the person passed or if the person was sent home, no health information will be recorded.

All exterior doors will remain locked.

- 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 Chief Quality and Compliance Officer – Thomas McCluskey (or designee) will notify the Local DOH as well as making the required OPWDD and Justice Center notifications.

### 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?*

At typical times of arrival, the supervisor or health care professional will be stationed at the side entrance to screen and take the temperatures of all staff, participants and essential visitors prior to entry into the secure (FOBBED) program area. This staff member will wear at minimal a mask and gloves and will document on the screening form if the person passed or if the person was sent home, no health information will be recorded.

The health screening assessment asks about (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, (3) close contact with a confirmed or suspected COVID-19 case in the past 14 days and/or (4) travel from within one of the designated communities/states with significant community spread. Assessment responses must be reviewed every day and such review must be documented.

The current health screening questions will be asked of all participants, staff and essential visitors. Screening questions will be asked and answered by participants or their staff/families prior to boarding a vehicle, and they will not be permitted to travel to Day Program should they not pass the screening. All staff, essential visitors and participants will be instructed to wash/sanitize their hands upon arrival/entry. Anyone leaving the building will be rescreened upon their return.

All staff will be trained on how to recognize signs and symptoms and report them to their supervisor. The supervisor (or designee) will check on all participants periodically throughout the day to ensure health and wellbeing.

NHR shall ensure that all DSPs and Coordinators will complete all OPWDD required training relating to nursing tasks. It is the responsibility of the delegating and supervising RN to provide initial and on-going individual-specific

*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 supervisor or health care professional will be stationed at the side entrance to screen and take the temperatures of all staff, participants and essential visitors prior to entry into the secure (FOBBED) program area. This staff member will wear at minimal a mask and gloves

The PPE will be part of the inventory that will be maintained on a monthly basis. The inventory will be replenished monthly.

#### 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?*

If an employee tests positive for COVID-19 the entire program will be sanitized following agency protocol. A 10% bleach solution will be used to clean all surfaces including all tables and chairs. All chairs are made of metal products and are easily sanitized. Bleach, spray bottles and cleaning cloths will be purchased through the agency process and an inventory will be maintained and replenished monthly.

*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?*

Thomas McCluskey, the Chief Quality and Compliance Office or designee will immediately notify the local health department, OPWDD, and Justice Center upon being informed of any positive COVID-19 test result by an individual or staff at their site.

Thomas McCluskey can be reached at (845) 473-3000 ext. 1301, [tmcccluskey@nhrny.org](mailto:tmcccluskey@nhrny.org).

If an individual tests positive, the local health department will be notified and NHR will assist as needed to trace all contacts and notify the health department of all individuals who entered the facility dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive.

## IV. OTHER

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

Please see the OPWDD COVID-19 Safety Plan for Certified Day Program Reopening.

The HVAC has been equipped with a filter of Minimum Efficiency Reporting Value (MERV) of 13 and ultraviolet light technology.

The thermostat has been updated to a "circulate" option that allows the fan to run every 20 -25 minutes.

### 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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