



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. 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.

Industry:

Administrative Offices of OPWDD Voluntary Agency

Address:

123 West Road, Pleasant Valley NY 12569

Contact Information:

Samuel Laganaro, Executive Director, (845) 473-3000 x1304, slaganaro@nhrny.org

Owner/Manager of Business:

Samuel Laganaro, Executive Director, (845) 473-3000 x1304, slaganaro@nhrny.org

Human Resources Representative and Contact Information, if applicable:

Diane Capizzuto, Chief Human Resource 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?

- The entrances will be kept locked. Only authorized visitors and employees will have access.
- Deliveries will be in the vestibule.
- There will be no common seating areas in the lobby.
- Elevators will be for one occupant at a time with signage.
- The kitchen will be closed.
- Employees are required to wear masks in common areas of the building at all times.
- The agency will utilize ZOOM for meetings as much as possible.
- Adequate signage has been posted in regards to masks/face coverings being required, proper hand washing, and how to maintain a 6ft distance.
- Stairwells and hallways have been marked with decals to indicate flow of traffic.

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

- All entrances will be locked.
- COVID-19 signage has been posted in the vestibule (before the locked doors) and through the building
- All employees and authorized visitors will be screened with the COVID-19 health screening assessment with temperature check 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.

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

- NHR has implemented a limited return to work policy to limit the number of authorized visitors and employees.
- There is a shared calendar of employees who will be working at the administrative building.
- Visitors will be limited with only essential needs.
- There are no shift changes.
- Lunch breaks will be outside (socially distanced) at the picnic tables or in the office with the door closed.
- Only one staff will be assigned per office per day.

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 Director of Nursing will maintain a one- month supply of 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 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 provide masks to everyone entering the building. These will be replaced minimally on a daily basis and other times as needed.

Gowns and gloves are also available, and will be discarded after each use.

- 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 sanitized as needed.
- Personal objects from home, that are unable to be sanitized will not be allowed in the building.
- Bathrooms will be sanitized after each use.

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?

- Senior administrators will be responsible to ensure that all employees document daily sanitizing activities.
- The log will be kept in the reception area.

- 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?

- Sanitizer stations will be located by the photocopiers, the timeclock, the front desk, and each bathroom.
- Soap, water and paper towels in each bathroom.
- Hand sanitizer will be provided for each desk.
- 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 sanitizer upon arrival and throughout the day.

- 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 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.

Any shared workspaces or equipment will be sanitized 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.

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?

Senior administrators will be in charge of maintaining a log of each person that enters the site.

All exterior doors will remain locked.

All health screening logs will be kept in the reception area.

- 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?

Administrative staff assigned to 123 West Road will self-screen. Essential visitors will be screened by the employee that is hosting.

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.

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.

All staff will be trained by a Nurse.

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 staff will wear at minimal a mask.

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

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 site will be sanitized.

Administrative staff will assign appropriate personnel to perform the cleaning.

The agency has procured appropriate cleaning supplies and an ample supply is available.

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.

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.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

IV. OTHER

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

Each office has been equipped with sanitizing spray, wipes, and hand sanitizer

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 and applicable Executive Orders at [governor.ny.gov/executive orders](https://governor.ny.gov/executive-orders) on a periodic basis or whenever notified of the availability of new guidance.

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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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