



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:

Crestview Manor ALP

Industry:

Adult Care Facility/Assisted Living

Address:

150 Old Sawmill River Road, Hawthorne, NY 10532

Contact Information:

Monica Houshower, RN Director of Clinical Services, 914-769-1762

Owner/Manager of Business:

Azzy Reckess, Operator 845-462-4000

Human Resources Representative and Contact Information, if applicable:

Beth Zaccheo, Director of HR, 845-242-6171

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?

While Assisting with self administration of medication, staff are required to wear face masks and wash their hands with soap and water or use an alcohol (60% or more) based hand sanitizer between residents.

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

Visitation, when it begins, will be in accordance with our posted visitation guidelines. Delivery persons are not entering the building unless absolutely necessary but only after the health screening has been satisfactorily completed.

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

Staff social distance (6') at the time clock at shift changes and do not congregate during breaks. Staff are required to wear masks at all times when within 6' of another person.

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?

At this time we do not need to procure any PPE and have a sufficient supply on hand for employees and visitors. However, if we should need to procure additional PPE down the line we will do so through our current vendors.

- 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?
We have in place a Respiratory Protection Plan as well as a Infection Control and Isolation Techniques policy.

- 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?
Employees do not regularly share objects, however disposable gloves are available to staff at all times.

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 Administrator is responsible for ensuring that the facility is compliance with requirements from the CDC and DOH. Cleaning logs are kept in the Administrator's office.

- 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 numerous alcohol based (60% or more alcohol) hand sanitizer units on the walls throughout the entire building. All public (staff) bathrooms are equipped with soap, water and paper towels for hand washing.

- 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 Administrator is responsible for ensuring that the facility is compliance with requirements from the CDC and DOH. Cleaning/disinfecting is done regularly usung Swisher Neutral Disinfectant Cleaner which is an approved EPA Disinfectant.

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?

The Administrator is in charge of maintaining the log of who enters the building and it is kept in the Administrator's office.

- 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 Administrator is responsible for cooperating with contact tracing efforts. Additionally, the HCS Coordinator submits and reports daily to DOH through the HERDS survey.

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?

The Health Screening log can be completed by a PCA, LPN, RN, Administrator or designee and is done for all persons entering the building 24/7. Staff who screen have been inserviced by either the Administrator or the Director of Clinical Services. We have a policy and staff have been inserviced to "Employee Temperature Log and Health Checks during COVID-19" Daily health and screening practices include taking the temperature of each employee prior to entering the building at the beginning of their shift and asking them if they have any COVID-19 symptoms.

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

Face masks and disposable gloves are provided to all staff as needed and on request. The infrared thermometer is wiped down with alcohol after temperature screening.

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?

All staff have been in-serviced on "Infection control and Isolation Techniques during COVID-19 State of Emergency" and the "Infection Control and Isolation Techniques for COVID-19 Policy". We have sufficient supplies of cleaning chemicals which are identified as effective against COVID-19 and acquire them from our chemical vendors.

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?

Contact tracing for employees will be done by using the employee schedules and employee daily worksheets to identify which clients were served by the employee.

IV. OTHER

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

As a NYS Licensed Adult Care Facility with an Assisted Living Program, we are proud to say that we have received a COVID Survey Inspection from DOH and have not received any notification of findings and are in compliance with CDC and DOH

Please see our Visitation Guidelines Attached.

All policies and procedures are available from the Administrator.

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/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.