



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:

Williamsbridge Center for Rehabilitation and Nursing

Industry:

Skilled Nursing Facility

Address:

1540 Tomlinson Ave Bronx NY 10461

Contact Information:

718-892-6600 Ext.110

Owner/Manager of Business:

Daniel Prero- Administrator

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?

1. The facility will limit resident visitors between the hours of 10am-12pm and 2pm-4pm.
2. Visits will be limited to 30 minutes maximum.
3. The facility will limit the number of visitors to 2 per resident. Individuals under 18 will remain with an adult at all times.

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

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

It will be managed by the recreation department who does not have a shift change at this time.

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?

PPE including face masks and hand sanitizer is available for staff, residents and visitors at no cost.

The facility has no shortages at this time.

- 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? Signage will be posted in regards to when it is appropriate to change PPE.

- 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?

High touch area will be cleaned frequently.

Staff, residents and family will be reminded to wash hands frequently and have PPE in place while in the facility.

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?

Recreation department will be responsible for cleaning and tracking the cleaning schedule with the direction of housekeeping.

- 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 stations and signage posted throughout the facility regarding proper hand hygiene.

- 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?

Area used for visitation will be cleaned and sanitized between each visit.
Family and residents will preform hand hygiene after each visit.

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?

Receptionist will hold the log for a week and then it will be given to administartion.

- 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?

Administrator and DON

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?

Daily screening for anyone entering the facility as well as weekly testing for all employees.

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

Masks and hand sanitizer is provided at reception.

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?

COVID-19 approved disinfectants are being used.

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?

All residents on said staff members unit will be monitored Q-shift. All employees and residents will be notified.

IV. OTHER

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

The Facility shall implement visitation on or after 9/1/2020 with the following criteria in place that are consistent with NYDOH Guidance dated 7/10/20.

1. The facility will limit resident visitors between the hours of 10am-12pm and 2pm-4pm. Scheduled visitation will not occur during resident meal times.
2. Visits will be limited to 30 minutes maximum.
3. The facility will limit the number of visitors to 2 per resident. Individuals under 18 will remain with an adult at all times
4. Designated location will have proper ventilation
5. Designated area will allow for 6' of social distancing between resident and visitor with a max of 6 people at a time in area.
6. Designated area will be cleaned in between each visitation with EPA approved product
7. Number of visits will not exceed 10% of our census at one time
8. The facility will screen visitors immediately upon arrival and prior to visit. Visitors must pass a COVID 19 screen for visitation to commence.
 - a. Screen will include:
 - i. First and last name of visitor
 - ii. Physical (street) address
 - iii. Daytime and evening phone number
 - iv. Date and time of visit
 - v. Email address if applicable
 - vi. Actively taking their temperature
 - vii. Any recent signs and symptoms of COVID-19
 - viii. Recent international travel
 - ix. Recent Travel to or from current states on Commissioner ' s travel advisory
9. Facility will maintain an electronic recording of completed screens
10. The visit must be scheduled in advance with the Recreation Department and must be scheduled 24 hours prior to the visit. The visitors must be listed when the visit is scheduled. Visitors must show identification at check in.
11. Facility will instruct visitor to notify the facility if they test positive for COVID-19 or exhibit symptoms of COVID-19 within fourteen days of the visit.
12. Visitors will not be allowed into resident care areas (this includes the use of facility bathrooms) and must wait in designated area prior to visiting.
13. The visitor(s) must wear a face covering during check in and during the visit.
14. The resident must wear a face mask during transport to and from visit. The resident is required to wear a mask during the visit (if medically able).
15. The visitor and resident must remain 6 feet apart at all times during the visit. Physical contact during the greeting and termination of the visit is prohibited.
16. Visitation is dependent on permissible weather conditions, availability of outdoor space, and sufficient staffing at the facility to meet resident care needs, as well as the health and well-being of the resident. Visits may be cancelled because of inclement or unsafe weather conditions (e.g. high humidity/heat, poor air quality).
17. Residents will be provided appropriate protection for weather conditions (i.e. sunblock, jacket, etc.)
18. Food is not permitted during the visits. Visitors may bring items for the resident but must leave the package at reception or another location, as directed by the facility.
19. Visitors may bring their own water which cannot be shared with the resident. The facility shall provide appropriate hydration for the resident during the visit.
20. The facility reserves the right to terminate a visit and suspend future visitation if a breach of the visitation requirements is observed by staff.
21. A resident who is suspected or confirmed to be infected with COVID-19; or quarantined for an exposure to a COVID-19 case cannot be visited except for an end of life situation. A resident who has been diagnosed with COVID-19 may be visited only after they have met the criteria for discontinuation of isolation.
22. A staff member will transport the resident to and from the visitation area. During transport, the resident will wear a face mask. A staff member will be designated to monitor the visitation area.

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

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](#)

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.