



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:

Chase Memorial Nursing Home and Rehab

Industry:

Skilled Nursing/ Long Term Care

Address:

1 Terrace Heights New Berlin NY 13411

Contact Information:

Gabriella Skillen, Executive Director, 607-847-7000

Owner/Manager of Business:

Michael Keenan, President/ CEO/ Gabriella Skillen, Executive Director

Human Resources Representative and Contact Information, if applicable:

Linda Parke 607-724-2477

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?

Staff will be assigned to accompany residents who are participating in visitation to ensure that social distancing is maintained at all times.

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

The facility provide education to visitors and residents prior to scheduled visitation to ensure that recommended guidelines are followed. The education will be provided via a face sheet that includes visitor expectations and expectations for hand hygiene and face coverings.

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

Physical social distancing will follow all NYS guidelines for nursing homes during visitation (i.e. social distancing signage, floor markings, monitored visitation etc.)

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 facility has a sufficient supply of face coverings and hand sanitizer for staff assigned to monitor visitation, residents, and visitors. All PPE will continue to be procured through current vendors. Visitors will be encouraged to supply their own mask but the facility will provide disposable masks if visitor does not have one,

- ☒ 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?

The facility will use disposable masks for all staff and residents. Visitors will be encouraged to use their own mask but the facility will provide disposable face masks if visitor does not have one. Visitors will be asked to discard masks upon exiting the visitation area/ facility.

- ☒ 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?

Sharing of any objects during visitation will be discouraged. If any inadvertent contact is made with a shared object, hand hygiene will be performed by the resident and the visitor. High touch areas will be disinfected using an EPA-approved disinfectant between all visits.

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?

Director of Environmental Services will maintain the cleaning log and it will be kept in the directors office. For the purposes of visitation, staff assigned to monitor the resident visitation area will perform cleaning of seating and high touch areas with a CDC approved disinfectant.

- ☒ 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 is readily available upon entry to the visitation areas. Signs will be used to cue visitors and residents to perform hand hygiene prior to entering the visitation area and upon exit of the visitation area. All visitation areas will be located in an outside setting that includes but is not limited to: Separate area of dining room.

- ☒ 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?

All current policies in place address NYS DOH guidelines/ regulations and will continue to address regular terminal cleaning of visitation areas.

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 facility Executive Secretary is responsible for maintaining a daily log of each person that enters the facility grounds. The log is kept at the front lobby screening station for use each day and is then submitted to the Executive Director when complete for the proceeding two weeks.

- ☒ 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?

Carole Kane, Assistant Director of Nursing, is responsible for notifying state and local health department if a worker tests positive for COVID19.

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 health screening consisting of a temperature check and screening questions that include travel to areas designated under the commissioner's travel advisory, are completed prior to an employee reporting to their work areas. The receptionist/designee will perform the screening, logging the temperature and a pass or fail mark. A secondary screening will be performed by a RN if any temperature is noted or any part of the screening questions are failed. Individuals performing the screening were educated on required screening using the NYS DOH guidelines for screeners.

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

Receptionist/ Designee performing COVID-19 screening and the person being screened are required to wear a face covering to limit contact. Receptionists/ designee are behind a clear barrier. Social distancing will be maintained except for the few seconds required to perform a thermo-scan temperature check. The facility will provide all PPE to the individuals performing the screening utilizing current supply vendors.

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?

Any areas considered contaminated by the employee/ visitor who has tested positive for COVID-19, that has not already undergone disinfection using an EPA approved disinfection product in the course of daily cleaning, will be terminally cleaned by housekeeping or designated staff.

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?

Carole Kane, Assistant Director of Nursing will be responsible for contacting any employee who tests positive for COVID-19. The RN will follow NYS DOH guidelines when discussing course of action. The ADON will also contact anyone considered a close contact that may also be employed at the facility to give guidance on potential self-isolation, furlough from the workplace upon the direction from the NYS DOH and the local health departments. Close contacts determined to be outside of employment of the facility will be contacted by the local health department of health.

IV. OTHER

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

All areas indicated in the NY Forward Safety Plan have been addressed as indicated using NYS DOH and local department of health guidance's as applicable to skilled nursing facilities. The July 10, 2020 DAL referring to Skilled Nursing Facility Visitation was used to guide this visitation plan and processes.

The nursing home is currently in compliance with all state and federal requirements, state Executive Orders and guidance, submission of COVID-19 data to the National Healthcare Safety Network (NHSN).

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.

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](#)