



# 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](https://www.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:**

Lifetime Assistance, Inc.

**Industry:**

Provider of Day habilitation services with intellectual developmental disabilities

**Address:**

906 Elmgrove Road, Suite 1, Rochester, NY 14624 (see attached list of sites)

**Contact Information:**

Amy Mitchell, Director of Day Services 585-426-4120 x 3304

**Owner/Manager of Business:**

Lifetime Assistance, Inc.

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

Joanna Davis, Vice President 585-426-4120 x 3028

## 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?*

Signs will be posted on each door indicating maximum occupancy. Masks will be required of all staff and people receiving services at all times excluding meal times, med times, and during scheduled breaks at which times social distancing will occur.

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

Signage will be posted and all will be advised of rules for social distancing and masks upon entry. Signage will indicate that visitors who are non-essential to program operations will not be allowed to enter the facility.

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

Staff will be trained on social distancing rules. Signage will indicate on doors the maximum number of people allowed in program rooms, offices, and indicate required space for social distancing. Staff will be required to wear masks when not able to social distance. If the buildings permit, there will be separate entrance and exit and traffic flow signs that will be posted.

## 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?*

We have 4,000 medical masks, and will order and reorder medical masks through the United Way, DDAWNY, and other various vendors. We have cloth masks available and continue to have our supply replenished by voluntary community members. We continue to research different designs of face coverings for the people we support. We also have various sized gloves available for staff to use as needed. We will continue to replenish all PPE supplies as needed and order any new PPE as advised by medical personnel.

- 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?*

Staff and people we support will be trained per the DOH guideline sheet on the wearing, cleaning, storing, and discarding of face masks. Staff will be trained to provide proper oversight to assure these guidelines are being followed for the people they are supporting. All PPE will be readily available to staff and people we support. Any used face masks will be discarded in a secure manner.

- 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 will be expected to use the provided hand sanitizer before and after using each high-touch surface. All building areas will be disinfected and cleaned each day. High-touch surfaces include: door handles, door knobs, tables, counters, printers, time-clocks, light fixtures, and work/activity materials. The work/activity materials will not be shared between the people we support unless disinfected between use. The people we support and their families will be advised that personal items that cannot be sanitized and disinfected cannot be brought into the program location.

**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?*

A designated employee for each site will be assigned to maintain a cleaning log. The cleaning log will be kept in the reception area at a designated location.

- 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 will be provided at each entrance, by time-clocks, in office areas, breakroom areas, and accessible throughout all program areas while assuring proper safety measures are followed. Handwashing signs with instructions will be posted in each bathroom and changing room areas.

- 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 building is being cleaned each day and each employee is being expected to clean their personal equipment. We will assure that we are providing cleaning and disinfectants that are effective in eliminating the COVID-19 virus.

**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?*

There will be a designated employee responsible for assuring all people who enter the building sign in and sign out when they leave. This designated employee will be in charge of maintaining and securing the sign-in log for the site.

- 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?*

A designated Human Resources representative has frequent contact with the County Health Departments and will continue to have contact with them. If anyone is exhibiting signs or symptoms of COVID-19, upon arrival, they will not be allowed to enter the program building. If someone begins to show signs or symptoms while at the program site, they will be sent home. If someone tests positive, they or a supervisory staff will call and notify a designated HR representative who will assure OPWDD is notified. The provider of the COVID test notifies state and local health depts.

### 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?*

All employees will be required to take their own temperature upon arrival to work as well as a review of COVID-19 symptom questions. The people receiving services will also be screened and temperature taken upon arrival. Supervisory staff or LPN will be taking the temperature and performing health checks for people receiving services. These staff be trained by the RN prior to the start date. The thermometer will be sanitized between uses if touch to use. Support staff will monitor and order PPE as needed to assure a constant supply.

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

PPE will be provided to each staff and they will take their own temperature and assure the thermometer is disinfected after use. The assigned personnel screening the people receiving services will be provided a thermometer, a face covering, gloves, and needed disinfecting materials.

**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 areas of the building will be cleaned. Evacuate and secure the infected area until thoroughly sanitized and disinfected. We have cleaning supplies on site that have been identified as effective against COVID-19. We will continue to proactively order the cleaning products as needed. All needed supplies will be kept on site, and use monitored and ordered by the support staff on a regular basis to assure a constant supply.

*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?*

Employees and people receiving services will be notified if there was a coworker who tested positive for COVID-19. Sign-in logs and staff assignment sheets will assist us in determining who needs to be notified. Appropriate County and state entities will be contacted of a positive COVID-19 case. The leadership team will provide notifications based on the given instructions by the COVID hotline (Human Resources) on who needs to 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.

We have implemented travel guidelines for employees. A COVID-19 employee hotline (Human Resources) for any employee with questions and if an employee is sent home with a temperature or signs and symptoms related to COVID-19. The employee cannot return to work until the COVID-19 team at Lifetime Assistance, Inc. has cleared them to work based on circumstances. The agency has a templated letter that explains and outlines if they are not to come back to work due to COVID-19 along with the reasons why and a contact to reach out to.

As of 8/3/20

Day Hab Sites: 425 Paul Road, Rochester, NY 14624; 906 Elmgrove Rd., Suite 1, Rochester, NY 14624

Notification to OPWDD will be made as other opening dates are scheduled.

Day Hab Sites: 465 Paul Road, Rochester, NY 14624; 100 Horizon Park Drive, Brockport, NY 14420; 133 State Street, Brockport, NY 14420; WOW Sweden 133 State Street, Brockport, NY 14420; WOW 2 Sweden Center; WOW 4 TSE; 3173 Chili Ave. Suite 100, Rochester, NY 14624; 707 Weiland Road, Rochester, NY 14626; 27 Old Scottsville Road, Rochester, NY 14624; WOW 1 TSE; WOW 3 Gates Library; 400 Airpark, Suite 50-60, Rochester, NY 14624; 2800 Spencerport Rd., Suite A7, Spencerport, NY 14559; 761 Elmgrove Road, Rochester, NY 14624; 10 Vantage Point Drive, Rochester, NY 14624; 103 Canal Ldg Blvd, Suite 1, Rochester, NY 14626

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.

**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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