



# 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](http://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:**

Betsy Ross Nursing Home Inc.

**Industry:**

Skilled Nursing Facility

**Address:**

1 Elsie Street Rome NY 13440

**Contact Information:**

Helen Norine Administrator    hnorine@betsyrosscares.com    315-339-2220

**Owner/Manager of Business:**

Donald Altman; Leslie Kay; Joanne Chiarlaluca

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

Darcy Rashid 315- 339-2220

## 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?*

Personal care for residents - Policies / procedures currently exist for hand hygiene, social distancing, and PPE use. All staff must wear face masks and goggles or face shields when on duty, in the presence of residents or within 6 feet of coworkers.

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

Visitors will be limited to 3 per resident. They will be required to pre-schedule their visit. Visitation will occur on the patio (preferred), in resident's rooms, and in other designated areas where residents other than the one receiving visitors will not be frequenting. Visitors will be required to hand sanitize upon arrival, they will be given a face mask to wear (if they do not have a face mask on.) Scarves or other face covering will not be acceptable. Visitation will be monitored by Unit staff during the in-person visitation. Visitors will be screened in accordance with NYSDOH directive, contact information obtained. If a visitor is found to be "a risk" through screening by answering in affirmative any question or presenting with

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

Staff and contractors enter facility via back entrance (Receiving Entrance ) either to be screened or come in building if breaking outdoors and exit via front entrance or patio exit for end of shift or break time. Staff break room has had markings on floor placed to assure social distancing as well as chairs removed to equal overall number of available seats.

## 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?*

Maintain at minimum 90 days supply of PPE.

- ✓ 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?*

Masks are single use and discarded. Employees change out face masks when moist or soiled and discard the previous one. We have 812 cloth isolation gowns that are laundered between use along with 700+ disposable single use gowns. Employees who are fully vaccinated will not be required to use safety goggles. Employees who are not fully vaccinated must wear either safety goggles or a face shield. If the employee chooses to wear a reusable face shield it is issued to the employee. They are good for 14 wears. The employee turns in their used face shield for a replacement if damaged or worn 14 times. At this point we are not cleaning and disinfecting PPE for reuse except gowns, as we have adequate +

- ✓ 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?*

All frequently touched surfaces, are disinfected with an approved EPA disinfectant twice per day. Medical equipment (e.g. BP cuffs, thermometers, pulse oximeters, etc) are disinfected after each use. Staff hand sanitize/perform hand hygiene upon arrival to or return from break to work, before and after resident contact, personal toileting and before leaving facility. Disposable medical gloves are used with resident contact

**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 Housekeeping will maintain and keep cleaning logs

- ✓ 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?*

Each resident's room has a working sink, soap dispenser and towel dispenser. There are 16 Pod areas and each has two alcohol based hand sanitizer dispenser. Patio, kitchen, medication carts, dining rooms, service hallway, front/patio /back entrances have hand sanitizing dispensers installed. Facility also has an adequate supply of bottle of hand sanitizer.

- 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 public rest rooms are cleaned and sanitized twice daily and as needed. All frequently touched surfaces are disinfected twice daily and as needed, resident dining tables are disinfected after each individual use either for an activity or meal and resident care equipment is disinfected after each use if not for single resident use.

**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?*

Screening logs are updated daily by "screening staff" and kept in the Administrator's office. In person visitation logs will be transformed into an electronic log by the Receptionist after each day of visitation, maintained on a thumb drive and made available upon request by NYS DOH personnel.

- 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?*

Infection Control Nurse or Director of Nursing

### 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?*

Any individual who enters the building does so via the Receiving Entrance in the back of the building. A screener asks all screening questions and takes the temperature of the individual. If any question is answered with an affirmative or the individual has a temperature of 100F or greater the screener will contact the Infection Control Nurse/designee (Director of Nursing or Administrator) for further guidance. The individual is not allowed access into the facility proper at that point. The screeners were all trained by the Administrator (who is also a nurse of 45 years) or the DON / Infection Control 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?*

Facility has adequate supply of PPE (gloves and face masks) and hand sanitizer including alcohol wipes (to disinfect the thermometer) to assure screening takes place. We currently have 100+ days supply of face masks, 100 days supply of gloves, 150+ days supply of hand sanitizer.

**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?*

The Infection Control Nurse works with the County Department of Health and the employee to complete contact tracing. the Director of Housekeeping works with the the Infection Control Nurse to assure that all potential contaminated areas are thoroughly disinfected with an EPA approved disinfecting solution effective against COVID-19

*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?*

The Infection Control Nurse / Designee will be responsible for tracing close contacts of residents and coworkers in the workplace. All residents considered to have close contact will be placed in Enhanced Transmission Based Precautions and screened / monitored including pulse oximetry and temperature for symptom development for the subsequent 14 days from contact. All residents /designated representatives will be informed of the positive staff person with 24 hours of identification by Nursing and those residents identified as having close contact will be informed of the enhanced precautions and screening. Any staff member meeting the criteria as having "close contact" per NYS DOH definition will

## IV. OTHER

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



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://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://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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