



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:

Pesach Tikvah - Hope Development Inc.

Industry:

Social Services

Address:

620 Foster Avenue Brooklyn, NY 11230

Contact Information:

718-840-3033

Owner/Manager of Business:

Dr. Irwin Shindler

Human Resources Representative and Contact Information, if applicable:

Zack Tepper zteper@pesachtikvah.org

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 and individuals are trained on the proper 6 feet social distancing rule. During free, play in program rooms, it is a possibility that this rule may not be possible. As a precaution staff will wear PPE (mask and gloves) to protect their own health and the health of others. Signage will be posted throughout the building as a reminder to wear a mask, importance of hand washing and to keep a safe social distance of 6 feet.

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

Non essential visitors are not allowed into the facility. Before entering the facility every person will be asked if they have any signs or symptoms of COVID-19, visited places in the last two weeks that are on the quarantine list, in close proximity in the past 14 days of someone who has sign or symptoms of COVID-19. Temperature is be taken daily. Everyone is encouraged to wear a mask at all times. Signs are posted throughout the facility to remind individuals of the requirements to wash hands, wear masks and keep safe 6 feet social distancing.

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

Staff is trained on the importance and proper social distancing. When the appropriate spacing is not possible wearing a mask is imperative. Only two staff members are allowed into the kitchen area at a time. All others will remain outside the door and keep to the marked social distancing markers.

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?

One mask is provided per staff member per shift. Masks will be provided to any individual that does not have one. Gloves are placed throughout the building as needed. Body covering and additional masks are available upon request from the front office. Starplast Inc is the supplier used to purchase PPE, cleaning and sanitizing supplies.

- 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 are trained upon proper usage of face coverings, including disposal and replacement. Appropriate signs are posted in the facility as a reminder. New masks are provided daily and must be changed when soiled. A touchless waste receptacle is provided for PPE disposal.

- 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?

Shared items and spaces include the time clock, restrooms, office supplies and equipment. Anti bacterial wipes are provided for all shared items and placed periodically throughout the building to wipe down shared items. Employees are expected to wipe down shared items before and after each use. Restrooms are sanitized daily. Frequent hand washing or sanitizing is encouraged and signage is posted throughout the building as a reminder.

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?

Front office is responsible to maintain and properly store the cleaning log.

- 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?

Soap and paper towels are located at each sink. Sanitizing products are available throughout the building. Signage with proper hand washing directions are posted to promote sanitary environment.

- 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?

Restrooms and common areas are cleaned daily following DOH guidelines. Staff is encourage and offered supplies to sanitize shared items and equipment before and after each 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?

Non essential visitors are not allowed into the facility. A log is kept at the front desk. The receptionist-front office staff maintain the log.

- 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?

Human Resources is responsible for reporting COVID-19 cases to the health department and OPWDD. Director/Senior staff member at the facility will notify all those who came in contact with the infected individual. The area used by the infected individual will be closed off, cleaned, disinfected and sanitized.

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?

Non essential visitors are not allowed into the facility. All staff, individuals, and essential visitors will be asked prior to entering the facility. Each person will be asked if they have any signs or symptoms of COVID-19, visited places in the last two weeks that are on the quarantine list, in close proximity in the past 14 days of someone who has sign or symptoms of COVID-19. Temperature is taken daily. Everyone is encouraged to wear a mask at all times. Signs are posted throughout the facility to remind individuals of the requirements to wash hands, wear masks and keep safe 6 feet social distancing. The front office staff is responsible for all these tasks. Staff is trained by the director/senior staff +

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 is provided to the staff member performing the temperature checks. The screener will require one mask per shift and gloves as necessary. We estimate 6 sets of PPE per week for the screener. PPE equipment is bought from Starplast Inc.

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?

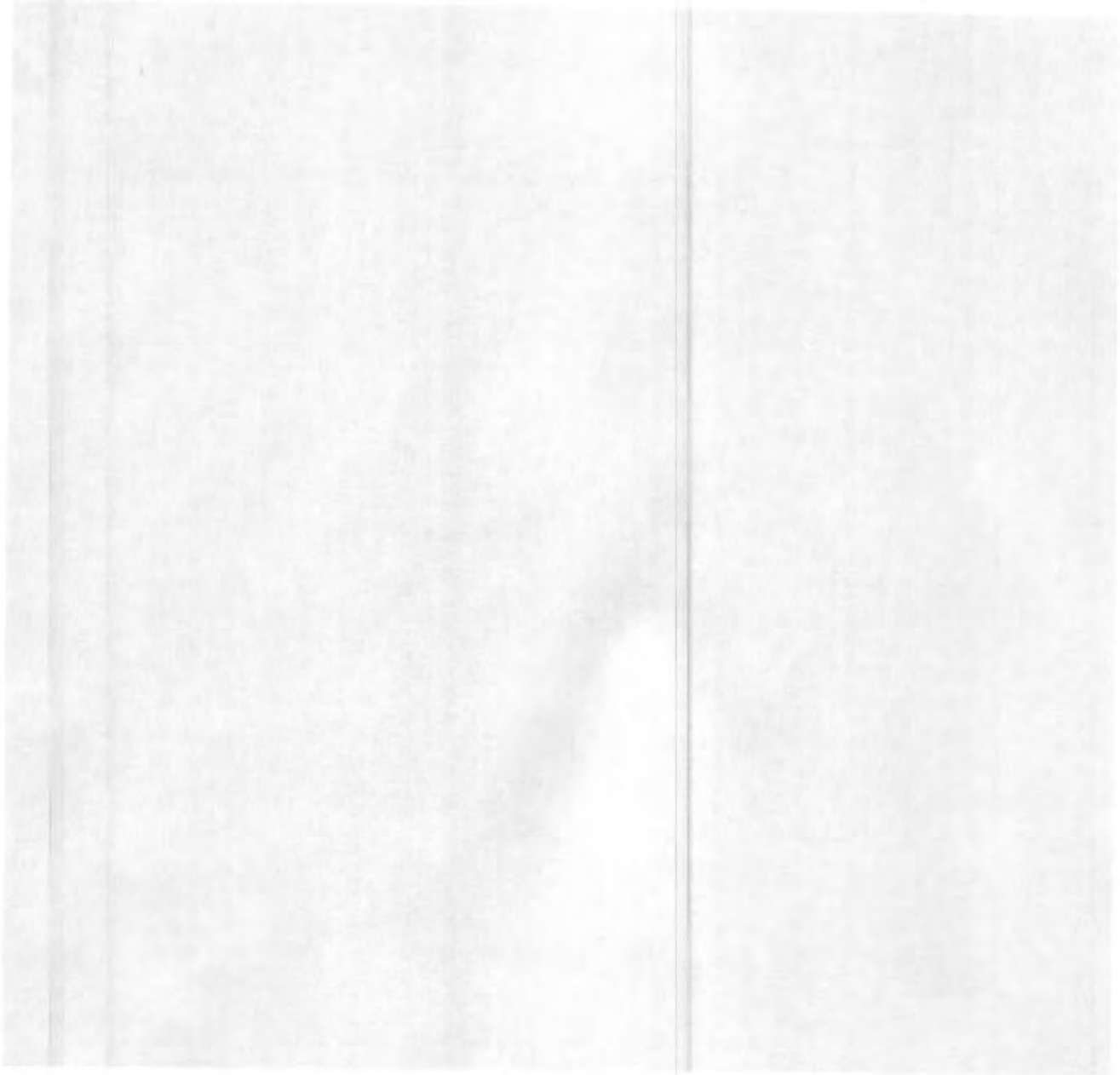
Contaminated areas will be cleaned, disinfected and sanitized by a professional third party company credentialed for COVID-19. The third party company will provide approved products.

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?

Human Resource manager and director/senior staff member will use logs and have a discussion with staff to identify all those that were in contact with the infected individual. The areas the infected individual was in contact with will be identified and closed off. Front office staff will inform all those (or their family) in contact with the infected person regarding their exposure. They will be encourage to contact their healthcare provider immediately to get direction and instruction.

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 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.

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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