



# 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 businesses 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:**

Adults and Children with Learning and Developmental Disabilities-ACLD

**Industry:**

Special Education Preschool-4410

**Address:**

807 S. Oyster Bay Rd.

**Contact Information:**

Robert Goldsmith, 516-822-0028, goldsmithr@acld.org

**Owner/Manager of Business:**

Robert Goldsmith, Executive Director

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

Anne Marie Sime

## 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?*

Classroom and clinical staff will be required to assist children with developmental disabilities that may not allow for 6 feet of distance between staff and children at all times. Staff will wear face masks and practice good personal hygiene including washing hands with soap and water for 20 seconds or using hand sanitizer immediately following contact situations that are less than 6 feet of distance. Children will be encouraged to wear masks if they can tolerate them. A staff zone defense schedule will clearly outline staff responsibilities. Distancing markers will be placed on the floor to give a visual reminder of a 6 ft. distance. Face coverings are required at all time. Face shields and gloves are available. Diapering will require close contact and staff will be required to use of appropriate PPE, hand hygiene, Universal Precautions and cleaning and disinfecting.

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

Essential Visitors to our schools will have limited access to mitigate unnecessary risk and exposure to our staff and the children we support. All visitors that must enter our facilities will be required to wear at minimum a face covering and to maintain physical distancing of no less than 6 feet of space from others. Temperature checks and COVID health screening are conducted for all upon entry to the building. Vendors will drop deliveries off in a designated area and will call f to alert staff.

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

Bus drop off/pick up and parent drop off/pick up will be staggered to ease congestion and assure social distancing. Cohort groupings of children will be set up to minimize exposure. Classroom setup will be modified to maintain social distancing and limit close contact, where possible. Staff schedules will be staggered to allow for social distancing upon arrival to work. Common lunch spaces will be closed. Staff can have lunch after children leave in their work space or they can leave the building. All congregate activities (ie, open school night, staff meetings) will be suspended and held virtually. Trainings will be held via a virtual platform whenever possible. If in person training is required to assess trainees skills, proper PPE will be used, social distancing will be observed and windows will be opened for ventilation.

## 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 will be available and will be monitored by the PPE school nurse. The school nurse will alert the Administrative Assistant when supplies need to be ordered. We will maintain the following PPE: Adult Disposable Face Masks, Adult Cloth Face Masks, Children's Disposable Face Masks , Children's Cloth Masks, Face Shields, Disposable Gowns, Foot coverings and Disposable Gloves. These supplied will be ordered from medical supply companies.

- 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?*

All staff will receive both cloth and disposable masks. They are responsible to clean their cloth masks on a daily basis. Staff are also issued long sleeve smocks which they are responsible to keep clean. They have received and have ongoing access to disposable gowns, face shields and gloves. These will be stored in the health office and inventory monitored by the school nurse. All employees must be trained on hygiene and the use of PPE's by the school nurse. They will receive a handbook outlining protocol and procedures, including the appropriate use and discarding of PPE, for which there is receipt signature, indicating understanding and agreement.

- 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?*

Staff will have access to a Keurig Coffee Pot, microwave, copier and other office machines, a water cooler and vending machine. Gloves are available as well as cleaning and disinfectant products. Commonly touched areas will be cleaned throughout the day and this will be logged. Protocols include use of EPA approved disinfectant wipes and signage for expected cleaning and hand hygiene upon use.

## **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?*

The school maintenance staff and nightly cleaning crew are responsible to complete daily logs. The cleaning will be kept at the reception desk of each building and maintained by the building office manager or designee.

- 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?*

Every classroom has access to a sink, and most classroom bathrooms provide use of an additional sink to staff and children. Two portable sinks were installed at each school to provide additional opportunity for expected hand hygiene. One in the motor room and one in the front lobby. Hand sanitizer (of at least 60% alcohol base) in each classroom and throughout the buildings. Hand washing protocols and procedures have been reviewed with the staff by the school nurse. Signage has been put in all areas reminding staff and children to use 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?*

Policy has been implemented to identify only EPA approved COVID effective products of OXIVIR, and when not available, the CDC approved 10% bleach solution is to be used. Procedures have been developed that 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 documents date, time, and scope of cleaning. The cleaning logs shall be completed by cleaning supervisors/ maintenance staff and will be kept at the reception desk of each building and maintained by the building office manager or designee.

ACL D cleaning services will clean and disinfect all classrooms, office spaces, hallways, common areas, kitchens, training rooms, meeting rooms, reception areas, lobbies, and bathrooms on a daily basis and record and maintain the information in a cleaning log. A disinfectant will be used to sanitize all shared objects including door knobs, light switches, bathrooms, kitchen areas, coffee machines, vending machines, microwave ovens, etc.

Alcohol and Bleach based disinfectant wipes, in addition to an OXIVIR spray are available for use on all non-porous classroom surfaces. Cleaning and disinfection will not be done in close proximity to children. Medical grade gloves will be distributed to all classrooms and offices so that staff can sanitize toys, therapeutic equipment, tables, desks, monitors, keyboards, telephones, etc.

**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?*

A visitor's log will be maintained by the entry door receptionist, of every person, including employees and essential 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. This log will include documentation of health screening and temperature checks, and be kept at the reception desk.

- 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?*

• If a worker tests positive for COVID-19: the employee will be directed to leave the agency facility, contact supervisor and HR representative, and must provide a medical note for the initial absence and a secondary note for clearance before they can return to full duty. The appropriate program or department director will notify the Principal and ACLD Chief Compliance Officer who in turn will notify the local health department and cooperate with contact tracing efforts, including notification of potential contacts, such as other employees, students or essential visitors who had close contact with the individual, while maintaining confidentiality required by state and federal laws and regulations.

### 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 practice includes a mandatory health screening assessment (e.g. COVID questionnaire and temperature check) before employees begin work each day and for all essential visitors, asking about (1) COVID-19 symptoms in the 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 or if the person traveled from a state that requires a 14-day mandatory quarantine. All employees and essential visitors will be required, at minimum, to wear a mask before entering any agency facility. A screening station will be set up in a designated lobby space to conduct a mandatory health screening assessment. Employees and essential visitors are the only adults permitted access to the buildings and will be made aware by signage of expected practices of social distancing. Employees and essential visitors will have to stop at the screening station where their temperature will be checked using thermal imaging equipment or a no-touch thermometer. The receptionist or other designated employee will be responsible to complete the health check. All training will be provided by the school 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?*

Personnel assigned to the screening station will be issued masks, gloves, gowns and face shields and at minimum will be required to wear a face covering when conducting screenings. The school nurse office will maintain an ample stock of PPE and will ensure adequate supplies are available to all responsible for the screening process.

**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?*

Our plan includes use of an isolation room for sick children. A sick employee would be denied entry to the building or immediately sent home. In the case of confirmed COVID-19 in a child or staff member, we will close off the area(s) occupied or used. We would open outside doors and windows to increase air circulation in the area, and wait 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle. Additional procedures include cleaning and disinfection of all areas used by the individual who is sick, such as offices, bathrooms and all frequently touched common areas within the congregate setting. EPA registered and approved products found effective against the COVID 19 virus or a 10% bleach solution will be used to disinfect or sanitize. The products will be acquired through our cleaning and maintenance personnel and made available daily for staff use by the school nurse, in addition to alcohol and bleach based disposable wipes. Soap and water in addition to an OCFS approved bleach soaking solution will be used for toys and objects used by multiple children or mouthed by a child.

**IV. In the case of an employee testing positive for COVID-19, how will you trace close contacts in**

In the event an employee tests positive for COVID-19 responsible parties will cooperate with state and local health departments contact tracing, isolation and quarantine procedures. Our daily sign in and out logs as well as class cohort assignments would identify contacts within the workplace. School and agency leadership will undertake partnering with local health department to train staff to undertake and participate in contact tracing efforts required within school facilities.

the workplace? **OTHER**

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

See the attached Family Handbook and Family Handbook COVID 19 Addendum.

As guidance changes, updates will be made to these policies as necessary and as circumstances may dictate. We will notify families via REMIND Application or email, in addition to written updates mailed or sent home via child backpacks.

**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.

*How will you inform close contacts that they may have been exposed to COVID-19?*

## 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.