



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: NORTH WESTCHESTER RESTORATIVE AND NURSING CENTER

Industry: NURSING HOME

Address: 3550 LEXINGTON AVENUE
MOHEGAN LAKE NY 10547

Contact Information:

ANGELA CURRO 914-528-2000

Owner/Manager of Business:

TREETOPS REHABILITATION

Human Resources Representative and Contact Information, if applicable:

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?

pushing residents in wheelchairs,
surgical masks provided and hand sanitizer

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

recreation staff member present at
all times to ensure compliance

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

one staff member per table 6-10
feet apart in main dining room

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?

- 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?

garbage receptacles at the exit of patio for discarding of PPE

- 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?

telephones, computers, laptops, ipads, all shared equipment is cleaned and sanitized between users

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 RECREATION Jeanine Spiliadis
Log will be kept in recreation office

- 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?

Entrance to patio will have hand sanitizer dispensers for staff and resident AND visitor entrance.

- 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?

BEFORE AND AFTER EVERY VISIT, THE RECREATION STAFF WILL DISINFECT ALL SURFACES, EX: table, CHAIRS.

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? Director of Recreation

Jeanine Spiliog

- 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?

ANGELA CURRO ADMINISTRATOR

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?

Temperature check and health screening assessment will be completed on arrival by recreation staff, after appropriate competency has been met and verified by Director of Nursing.

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

The Facility will supply surgical masks and hand sanitizer for three visitation allowable hours daily with a maximum of ~~five~~ ^{three} visitors for each time slot.

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?

With an 8.25% ^{sodium} hypochlorite solution, all surfaces will be disinfected as per policy.

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?

Tracing of close contacts is done by identifying unit that employee was working and assignment schedule. Close contacts are notified immediately by phone.

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 DESIGNATED OUR OUTDOOR PATIO
AREA FOR RESTRICTED VISITATION.

THERE WILL BE A LIMIT OF TWO FAMILY
MEMBERS AT A TIME FOR THREE
RESIDENTS AT ONE SCHEDULED TIME.

PLEASE SEE ATTACHED

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](#)

North Westchester Restorative Therapy and Nursing Center

Guidelines for Visitors

All Visitors are required to comply with the following guidelines during scheduled visits:

Visiting Hours are by appointment only-

7 days per week, Mon -Fri 11am-12pm , 2pm-3pm ,

T-W-TH 5pm-6pm , M, F, Sat , Sun 4pm-5pm

Contact Jeanine Spilios (Director of Recreation) at (914) 528-2000 to schedule appointments that can be booked up to 7 days in advance

Arrival on time will allow for the check in process, a 45-minute visitation appointment, and disinfection prior to the next appointment.

- Facial covering must be worn covering your nose and mouth at all times while visiting NWRT
- Please adhere to social distancing rules during your visit. Chairs have been placed at proper distance in the visiting area, please do not move the tables or chairs during your visit.
- Hand sanitizer is readily available, please utilize before and after your visit.
- Please refrain from physical contact with all residents during your visit, and please limit your interaction to the resident that you are scheduled for visitation with.
- We ask that no food/beverages be consumed during visitation so that facial coverings are not removed. Please continue to utilize current procedures for bringing in any special food/beverages for your loved one.
- At this time, to coordinate proper disinfection of the visitation area between appointments, all visiting will be limited to the patio area in the backyard (weather permitting). Visitation may be adjusted or restricted by the facility as needed. As per DOH regulation there is NO visitation in any resident room at any time.
- Punctuality is crucial to ensure that the visitation process goes smoothly and to allow for disinfection. Lateness will not extend your appointment time, and all visits must conclude promptly as scheduled.
- The limit of two family members at a time must be strictly enforced at this time to allow for appropriate distancing and a maximum of three visits per resident weekly will allow for all residents to have a chance to visit with their loved ones. At least one of the visitors must be over the age of 18.
- Any communication with staff should continue to take place with current procedures. Enjoy this time with your loved one who has been looking forward to your visit.