



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:

Windsor Park Nursing Home

Industry:

Healthcare- SNF

Address:

212-40 Hillside Ave. Queens Village NY, 11427

Contact Information:

David Abramchik 718-468-0800 Ext. 18

Owner/Manager of Business:

David Abramchik

Human Resources Representative and Contact Information, if applicable:

Jessy Denis 718-468-0800 Ext. 10

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?

During Care of residents, all staff are wearing masks and gloves at all times, and are changing in between residents, as well as using proper hand hygiene.

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

We are only allowing 2 visitors per resident at a time, outdoors only, with everyone wearing masks and keeping 6 feet apart, as well as proper hand hygiene

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

Markers will be placed by the time clocks, front desk, and staff dining area

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?

The facility currently has ample supplies of surgical face masks, hand sanitizer, gloves, gowns and eye protection for both staff, resident and visitor use. The facility will need at a minimum the following quantities of PPE - 5,000 masks, 500 goggles/eye protection, 500 face shields, 10,000 pairs of gloves, 2,000 gowns, and 5 gallons of hand sanitizer. The facility currently meets or exceeds these quantities of PPE supplies on site. The facility also has an agreement with Goldland Purchasing which is our purchasing vendor who has agreed to supply additional PPE if the need arises.

- 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?

The facility currently does not re-use surgical face masks and only has disposable ones. All staff and visitors will be instructed to discard them after their use. the facility currently has a policy to disinfect face shields. mbvTTFR45R W

- 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?

Common items that may be used between employees are laptops, med/treatment carts, vital machines etc. The facility has disinfecting policies which include instructions on when and how to properly wipe such surfaces before and after each use. The facility has appropriate healthcare grade disinfectant and wipes for this purpose

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?

Each department head will be responsible to ensure their staff were trained and educated on hand hygiene. All staff will be educated and have a competency performed to ensure compliance with this. Records will be maintained and stored in the Administrators office.

The Director of Environmental Services shall ensure all high touch areas are wiped down and sanitized at a minimum twice per day and/or after each shift. Logs will be maintained in the Administrators 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?

The facility currently has wall mounted hand sanitizer dispensers in resident and in common areas such as dining rooms, lobby etc. The Director of Environmental Services will check all dispensers daily during rounds to ensure they are full with the appropriate required products. The facility will ensure hand sanitizers will be readily accessible on a PPE cart during resident and family visits.

- 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 facility currently has policies in place ensuring all resident shared equipment are disinfected before and after each use. The facility disinfects all high transit areas at least twice per day. All products are inspected by the Director of Environmental Services prior to its use to ensure it is appropriate against COVID - 19.

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?

The facility has designated the receptionist to screen and all employees / visitors and maintain the logs. This will include health screening as well. Logs will be maintained in the Administrators office.

- 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?

The Administrator and/or Director of Nursing shall immediately notify the appropriate NYSDOH and local DOH offices.

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?

The facility currently has policies in place to ensure all staff are screened before the start of their shift and every 12 hours after. All visitors are screened as well. Health screening includes temperature checks, screening for signs and symptoms of COVID - 19 and a list of questions. All screening is done by the receptionist on duty. When the receptionist is off duty, the RN supervisor on call shall perform the screenings. All logs are maintained in the Administrators office. all staff that perform health screenings are educated on the process and the facility policy.

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

When screening on site the facility will require 500 sets of PPE on hand for screening. The Director of Environmental Services will be responsible to ensure adequate PPE supplies are available at all times.

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?

If an employee tests positive the work area will be fully disinfected utilizing appropriate healthcare grade disinfectant products that are affective against COVID - 19. The facility purchases all cleaning products through Goldland Purchasing which is the facilities primary source for all supplies.

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?

In the event an employee tests positive, the facility will review work schedules to identify which other staff worked the same time as the affected employee. The employees that may have been exposed will be contacted via phone and instructed to self monitor as required.

IV. OTHER

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

The facility shall in - service all staff, residents and visitors on the above safety plan. The Administrator will oversee the plan and its associated policies to ensure compliance at all times.

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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