



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:

The Cottages at Garden Grove

Industry:

Skilled Nursing Facility

Address:

5460 Meltzer Court, Cicero, NY 13039

Contact Information:

Tara Zgoda 315-459-7400 tzgoda@thecottages.org

Owner/Manager of Business:

Tara Zgoda 315-459-7400 tzgoda@thecottages.org

Human Resources Representative and Contact Information, if applicable:

Adam Fitzgerald 315-459-7412

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 might need to assist a resident with ambulation, transfers etc while visitors are present. They will request that the visitors socially distance themselves to the extent possible. They will also wear a kn95 and/or facemask and frequently sanitize their hands.

How you will manage engagement with customers and visitors on these requirements (as applicable)?
Vendors utilize our side or garage entrance(s) and visitors will use the main entrance.

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

This facility is unique in that there are 12 separate cottages with 13 private resident rooms in each of them. There is not a lot of staff in each cottage. They are all over the neighborhood including where they punch in and out. Staff must wear facemasks at all times. They have been instructed to be 6 feet apart to the extent possible including when on lunch and/or smoke breaks. Staff also had to move their offices if they could not be at least 6ft apart.

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?

Currently nursing homes are already required to have sufficient PPE for employees and residents. This is submitted as part of the DOH COVID-19 survey.

- ☒ 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?
This facility has already submitted a COVID 19 Infection Control Plan as well as had a DOH COVID-19 Survey and were found to be in substantial compliance.

- ☒ 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?
This facility has already submitted a COVID 19 Infection Control Plan as well as had a DOH COVID-19 Survey and were found to be in substantial compliance.

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?
This facility has already submitted a COVID 19 Infection Control Plan as well as had a DOH COVID-19 Survey and were found to be in substantial compliance.

Shared equipment will be sanitized after each use. We will maintain current documentation. All staff is required to sanitize after each use.

- ☒ 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?
There are several sanitizer dispensers located throughout each cottage. Some areas are: the entrances, at the end of each corridor, on the med cart and at the hand washing sink near the kitchen.

- ☒ 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?

This facility has already submitted a COVID 19 Infection Control Plan as well as had a DOH COVID-19 Survey and were found to be in substantial compliance.

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 Operations Coordinator will be responsible for maintaining the visitors' screening paperwork. HR maintains staffing assignments.

- ☒ 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?

Lesley Beasley, RN Infection Control
Sue Fannetti, RN Acting 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?

Staff has been completing questionnaire re: covid 19 symptoms since March 2020 at the beginning of their shift. They also have to take their temperature. Screens are reviewed by a RN. Anyone that has Covid-19 symptoms including a fever (100 degrees or over) is tested with a rapid Covid-19 test. It is possible that the staff member is sent home even after a rapid test is negative under certain circumstances.

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

All staff have proper ppe. Current ppe inventory numbers are included in the daily Covid-19 survey.

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?

We will continue to follow our infection control policies which include cleaning and sanitizing areas and surfaces on a regular basis. We have adequate supplies of the cleaning products that we have used since March 2020. We acquire them through our contracted vendors.

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?

We have been maintaining a staff line list. When a staff member tests positive for Covid-19, we immediately contact them as well as the NYS Department of Health.

IV. OTHER

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

We will be open to limited visitation depending upon results from the facility wide testing. (This does not include Compassionate Care Visits. Staff will take a person-centered approach to these visits, working with the residents, family members and Ombudsman)

Visitation: All visits will occur in the resident's room or on the the screened-in porch (one at a time.) Social Distancing, mask wearing and hand sanitizing will be required. The visitor will complete a screen, as well as have their temperature check at the main entrance. A licensed staff member will review the screen prior to allowing the visitor to visit. We will also continue to offer visits via conference call or video chat. (Please refer to the COVID-19 Visitation Policy)

Basic hair services such as shampoo and haircuts will be offered. These services will take place in the spa room in each cottage. Required signage will be posted in each spa. Only one resident will be allowed to receive services at a given time. The spa room door will remain closed for the duration of the appointment. The resident and the stylist will both wear a mask. The stylist will also wear a face shield/goggles and gloves. Proper hand sanitizing will be required. The equipment used will be sanitized after each appointment. Residents will not be allowed to wait outside of the spa room. The stylist will take the temperature of each resident and maintain a log. The stylist will also complete a Covid-19 screen as well as get a rapid test done prior to starting salon services each day.

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](#)