



# 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 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:**

Kendal at Ithaca Adult Care Facility

**Industry:**

Health Care

**Address:**

2230 N Triphammer Rd, Ithaca, NY

**Contact Information:**

Michael Youmans, 607-266-5310

**Owner/Manager of Business:**

Laurie Mante, 607-266-5303

**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?*

Transporting of residents in wheelchairs, provision of personal care are both situations where 6ft distancing cannot be maintained. Other situations that could be difficult to maintain 6 ft. of distance include medication passes, ambulation in hallway, and meal times (when residents are served). All staff are provided with appropriate PPE and have received training in infection prevention measures including donning/doffing PPE, hand washing, and the disinfecting/sanitizing areas.

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

Staff have appropriate PPE for all interactions with visitors (surgical mask, eye protection). All visitors will be provided with masks (if needed), asked to use hand sanitizer, and given a written summary of visit protocols that include screening requirements, mask usage and strict maintenance of physical distancing. All visitation will be monitored by staff to ensure social distancing is maintained. Visitors will be screened for symptoms, temperature, travel to high risk areas and exposure to potential or confirmed COVID prior to visiting. Visitation will be outdoors, unless there is inclement weather, in which case visiting will be indoors and limited to ten people appropriately distanced. All customers/vendors (Ex. PT/OT/SLP/Equipment Repair) will also be tested at a minimum weekly while working in building and be given instruction on mask usage/eye protection, proper sanitation, or education as identified as needed.

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

Visitation will be in front of the main entrance to the building (currently closed), under a large pavilion with extra tents erected for sun protection. A screener will be posted at the edge of the parking lot to screen visitors before they enter the visiting area. This area can accommodate up to 10% of residents with 2 visitors each while maintaining physical distancing of six feet. If there is inclement weather, visitation will occur in the Activities Room and the screening will occur in the Main Lobby. The visits when conducted indoors, will be in the activities room which is a well ventilated space. There will be no more than 10 individuals in that space at any given time (including staff, visitors, or others). The space does not require visitors to travel through any other resident areas. All break rooms and common spaces where staff could congregate have been marked out but signage on the floor to ensure 6 ft. spacing. Break areas have been shifted to large dining room where each table is marked for one person at appropriate distance. Staff wear appropriate PPE at all times while on unit including shift change.

## 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?*

We maintain a greater than 60 day supply of masks and hand sanitizer at all times. We procure these things through our established supply chain of health care supply vendors. We currently have sufficient supplies of all PPE. Our corporate office and finance (in conjunction with nursing) ensure that appropriate par levels are maintained.

- 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 have been provided with education on properly cleaning eye protection and are provided with sani-wipes which are capable of killing COVID-19 per manufacturer. Face coverings are discarded when soiled, damaged, or at the end of the day in regular garbage cans. Should a resident test positive, then all PPE would be discarded in identified trash bins placed in the positive patient's room. Brown Paper bags have been provided to each staff member to store eye protection per the recommendation of the CDC epidemiologist. All soiled PPE for residents, vendors, and guests will be dispensed in regular garbage cans.

- 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?*

As a health care facility, we have enhanced cleaning schedules for surfaces such as tables, handrails, doorknobs, etc. Staff are instructed to wash hands in between all resident interactions. Visitors will not be permitted to directly hand residents items during visitation. Any item will be given to screener for sanitation prior to delivery to resident. The individuals who will be responsible for handling/sanitizing will utilize disposable gloves and use proper hand washing technique. Common items likely to be shared by employees include computers, pens, medication carts, and medical instruments. Each item should be wiped with a COVID-19 killing disinfectant wipe (Sani-wipes)

**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?*

Environmental Services will maintain cleaning logs of the visiting areas. The logs will be kept in the housekeeping department.

- 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 hand washing facilities and hand sanitizer located throughout the building. We will also have hand sanitizer available at the screening station for visitors and they will be asked to use it prior to visiting residents. Signage about appropriate hand hygiene will be strategically placed around the facility in common areas and bathrooms.

- 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 Environmental Services Department is currently cleaning high touch surfaces at least twice per day. Resident dining tables are disinfected after every meal. All chairs in the visiting area will be disinfected after each visit. All products used at Kendal are effective at killing COVID-19 according to manufacturer. Sani-wipes are also located throughout the facility to promote cleaning/disinfecting of shared items.

**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?*

We have dedicated Screener's (contracted workers) who log all staff, residents, vendors and visitors to the community building. The Health Center visitor log will be maintained electronically and separately. The log will be stored on a shared drive on our secure server. We will log name, physical address, phone number(s), email address, screening status, and date and time of visit for each visitor. The log will be physically maintained in the Human Resources Office and available upon request.

- 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 Executive Director, Health Center Administrator or Director of Nursing. Our lab also notifies the local Health Department.

### 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?*

A screening tool was developed by Kendal in accordance with DOH/CDC guidance. Each employee is screened upon initial entry into the building by a contracted staff member. The contract workers have been trained by HR and deemed competent in asking the screening questions. The screening questions include, signs symptoms (fever, nausea, vomiting, muscle ache, fatigue, etc.), asking the employee if they have traveled to a state on the NYS exempt list in the past 14 days, asking if the employee has been to an identified location where a positive person has been identified (updated daily by local doh), and a temperature check. If the employee says yes to any item or has a fever, the on-call RN is called to assess the employee and determine if it is appropriate to allow them to work

*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 screeners have masks. The temperature check is non-contact. A fresh supply of masks will be stocked at least once daily at the main entrance for screeners and employees by Human Resources. At least a 60 day supply of masks will be maintained by facility at all times. Our corporate office and finance (in conjunction with nursing) ensure that appropriate par levels of PPE are maintained.

**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?*

The Environmental Services department would do a thorough disinfecting of any area the employee accessed. All of our cleaning products are rated to kill COVID-19 according to manufacturers guidance. Contact tracing will be done by facility staff as well as local health department by interviewing positive case to determine potential exposure risks. The products used to kill COVID-19 will be acquired by our Environmental Services Department. A minimum of a 30 day supply will be maintained at all times.

*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 will identify the employee's work area and identify co-workers and residents with potential exposure. We have a phone list of all employees and residents. We will be collecting phone #s from visitors. In consultation with our medical Director and the health department, we will make decisions about the need for quarantining additional staff or residents with high-risk exposures to the positive employee.

## IV. OTHER

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

Kendal at Ithaca may reduce or cancel visiting based on the evolving pandemic situation. Factors that could impact visitation include community infection rate, NYForward Phase for the region, positive COVID among staff or residents, staffing levels, our ability to comply with all Executive Orders, PPE supply, and any other situation that we feel impacts resident safety.

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.

**STAY HOME.**

**STOP THE SPREAD.**

**SAVE LIVES.**