



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business 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

COVID-19 Reopening Safety Plan

Name of Business:

Homemakers Upstate Group, Inc.

Industry:

Home Care

Address:

2465 Sheridan Drive, Tonawanda, NY 14150

Contact Information:

Carmen P Flitt

Owner/Manager of Business:

Homemakers Upstate Group Inc.

Human Resources Representative and Contact Information, if applicable:

NA

EMPLOYMENT BOARD POSTING

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?*

Interviewing and training accommodations are managed through limits on numbers of individuals and mask use  
 Individuals are screened at time of appointment and again prior to appt on day of visit.  
 Offices have been reworked to have ample space (6ft or greater) between desks/workspaces or dividers  
 Phones and computers are not shared and if so disinfected before and after use

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

Employees are encouraged to have curbside pickup of supplies  
 A portion of the office is identified as a waiting area

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

No congregate gatherings are permitted in any lunch or break rooms  
 2 or less at a time  
 Area must allow for 6ft distancing otherwise only 1 at a time/staggered use

## 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?*

These numbers are managed for field staff (corporate tracking) and locally monitored daily for shoe covers, gowns, masks and gloves.  
 Office staff may use either cloth or surgical masks in office if distancing is not possible  
 Supplies are ordered ongoing from various vendors, county emergency management services and other county services.

- 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 have received inservice on use and discard

- 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?*

Phones and computers are not shared and if so disinfected before and after use; pens etc are for personal use housed in desks-if desk is shared it is cleaned before and after use, shared items are discouraged.

Kitchenware is disposable and personal items are labeled if necessary; coffee pots/handles and other shared kitchen items cleaned daily

Printer/scanner is cleaned daily

Files/records and documents handled by staff and handwashing/sanitizer is encouraged before/after touching these

**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?*

Not required to have cleaning logs as our premises are private.

Commonly touched surfaces are cleaned daily or more often if soiled

- 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?*

Hand sanitizer is available to all staff

Posters are displayed in bathrooms and kitchen to promote hygiene and proper handwashing

Soap dispensers are monitored daily

- 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?*

see above

Disinfecting wipes and cleaners are in use

**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?*

Administrators manage logs which contain information on clients and staff who not only visit but require monitoring. Contactless means is encouraged through curbside pick up and deliveries.

- 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/designee is responsible for notification and cooperation. They will notify a member of Governing Body.

**STAY HOME.**

**STOP THE SPREAD.**

**SAVE LIVES.**

### 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?*

All staff conduct symptom self-checks prior to the start of their work day and at the end of their work day. Any symptoms must be reported to the branch administrator/designee immediately. Removal from the workplace is dependent upon the symptoms. This is in consultation with the COO who is an RN.

The means is telephonic and inservicing was done at the beginning of the pandemic.

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

NA

**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?*

Governing Body will consider outside disinfection process of an office to insure the safety of the remaining staff. Cleaning of a private residence will be in consultation with LHD.

*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?*

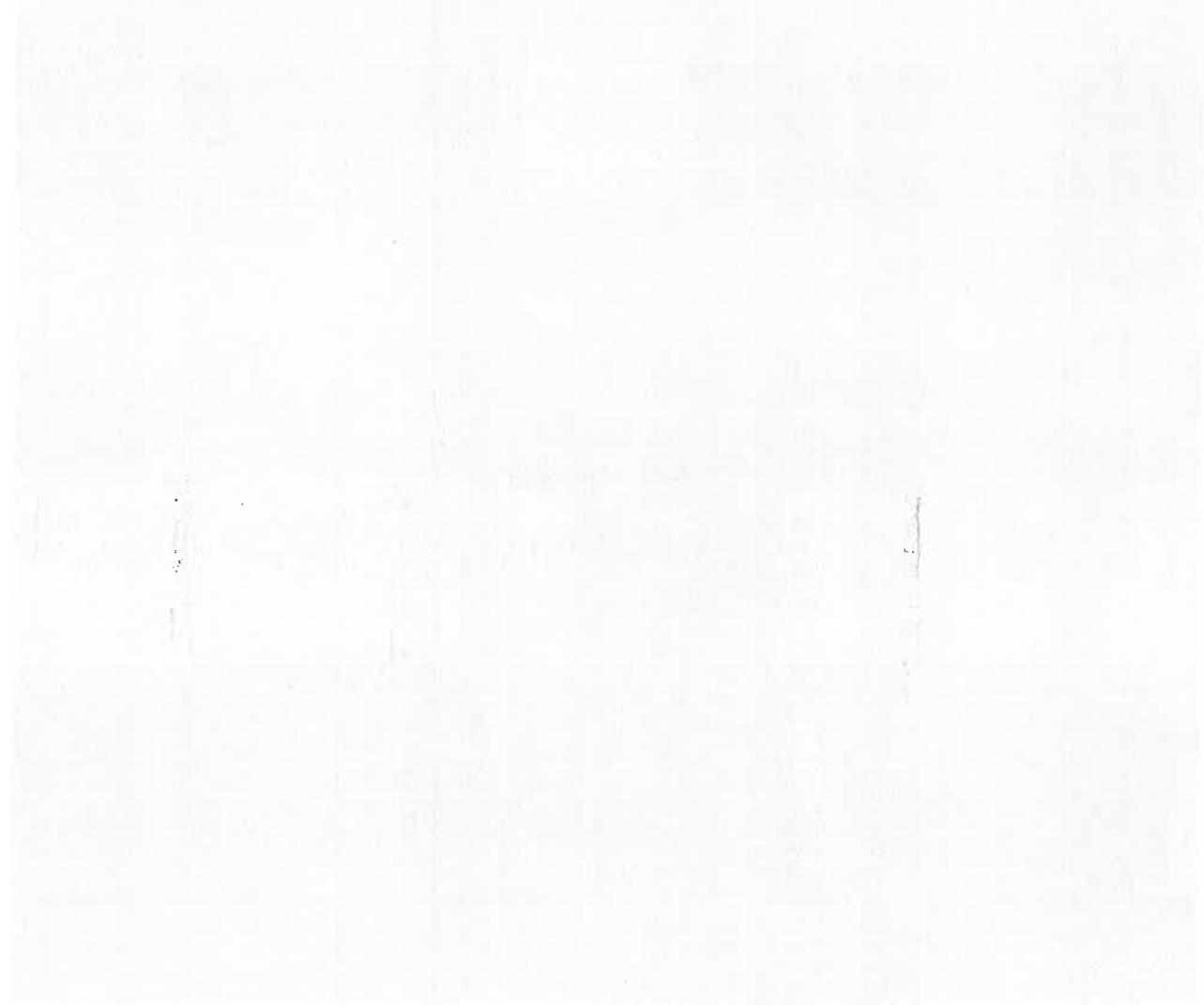
Local Health Dept will take lead-we will cooperate in any way required.

#### **IV. OTHER**

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

Branches and training sites will continue to follow state DOH and CDC guidance as well as any county directives to include a return to work plan for staff post exposure.

Infection control practices have been ammended to include COVID specific directives and ongoing education to all staff.



#### **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.