



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:

Fieldston Operating LLC DBA Independence Care Center for Nursing and Rehabilitation

Industry:

Healthcare

Address:

666 Kappock Street Bronx Ny 10463

Contact Information:

Jonah Cohen, 718-549-10463 EXT-704

Owner/Manager of Business:

Jonah Cohen, LNHA

Human Resources Representative and Contact Information, if applicable:

Jennifer Oliveras, 718-549-10463 EXT-706

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?

Overlapping appointments of visitors. The facility will ensure appointments are supervised to ensure people are maintaining social distance. Facility will adhere to the guidance that no more than 10% of the residents shall have visitors at any one time. Visits will be limited to more than 30 minutes in time.

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

The facility will communicate with all resident and families regarding the policies of the facility in regards to visitation, social distancing and the use of face masks or face coverings while visiting with their loved one. These will be communicated through the website, via email, via written and/or verbal communication and posted in the facility.

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

The facility has clear markers in common areas such as the lobby to help staff and visitors maintain at least 6 feet of social distance.

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 has ample supply of hand sanitizer, isolation gowns, surgical face masks, face shields/goggles and N95/KN95 masks. Requests are made to OEM for supplies when necessary and they are often provided. The facility also purchases items through New Goldland purchasing group who is our purchasing vendor and 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 use. The facility has properly educated out staff and has ongoing education on donning and doffing PPE and cleaning and storing re-usable 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?

Common items that may be used between employees are laptops, med/treatment carts, vital machines. The facility has disinfecting polices which include instructions on when and how to properly wipe such surfaces before and after each use. High-touch areas of the facility are disinfected daily or more frequently if needed. 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. Cleaning logs are maintained by the environmental services department in their 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 is equipped with multiple hand sanitizing stations. They are located at the front desk, time clock, outside each resident's room, in each elevator and in the hallway of the administrative suite and in the main dining room. Staff also have access to portable bottles of hand sanitizer to keep on their person should the choose. The environmental services dept check daily to ensure all dispensers are filled.

- 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 has policies in place ensuring all residents shared equipment is disinfected before and after each use. When cleaning and disinfecting a resident room EPA hospital grade disinfectants are used. The same EPA grade disinfectant is used to clean the common areas, rest rooms, shared medical equipment. All products are inspected prior to use to ensure they are 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 an electronic Kiosk that all employees, visitors and/or vendors must sign in on. The facility Kiosk is located in the lobby of the front entrance to the facility. Reception staff ensure all who enter have their temperature taken and that all sign in and fill out the electronic health screening questionnaire. Recreation staff will be responsible to maintain the Visitor Screening log for all resident visitation scheduled. Previous months logs are 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 or DON is responsible for completing the HCS HERDS survey Daily COVID-19 report which has a section to report when a staff member is tested positive.

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?

Every employee must enter through the main entrance to be screened and is screened at the start of their shift and every 12 hours thereafter. The RN supervisor or receptionist remind the temperature check and screening for signs/symptoms of COVID-19 if staff need to be re-screened after 12 hours. All visitors are screened as well before they can proceed past the reception area. Screening logs are maintained in the Administrators office.

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 provides surgical face masks for all employees once they have entered the facility. The PPE is located at the reception desk. The employee dons a face mask, has their temperature taken, uses alcohol-based hand sanitizer, and signs into the Kiosk. Receptionists ensure adequate supply of PPE is available at all times. Visitors will be provided PPE by facility staff if they do not arrive with their own PPE.

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?

In the event an employee tests positive at work the area will be fully disinfected utilizing appropriate healthcare grade disinfectant products that are effective against COVID-19. The facility purchase all products through New Goldland which is the facility's primary source for 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 at work the facility will review work schedules to identify which 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 Recreation department will schedule all resident visitation. The scheduled days and times will be communicated to the reception and nursing staff. Visitation may take place outside on the patio (weather permitting). Limited indoor visitation will begin March 1, 2021. There will be no more than three scheduled visits at a time. The location of indoor visitation will take place in the Main Dining Room. Indoor visits will have no more than 3 residents at a time and will be able to have 1-2 visitors, for no more than 30 minutes on particular scheduled days as deemed by the Recreation department. All visitation will be monitored by staff to ensure Social Distancing.

All residents and visitors will be informed of the facility's safety plan and the policy regarding social distancing and the use of face masks and/or coverings. Visitors will be screened upon arrival; temperature will be taken, health and travel related questions must be answered appropriately and they must wash their hands or use hand sanitizer. Any visitor whose status is questionable will be assessed by the RN Supervisor. All visitors, including the LTC ombudsman, prior to access to the resident, will be swabbed for COVID-19 at the facility.

The number of visitors to the nursing home will not exceed ten percent (10%) of the resident census at any time and only two visitors will be allowed per resident at any one time, for no more than 30 minutes.

The resident will be placed 6 feet from the visitors seating area and the visitor will sit opposite them at least 6 feet away.

Indoor visits will have a plexiglass barrier between the resident and their visitor(s). Social distancing markers will be visible.

The visitor/s and resident (if tolerated) will be required to wear a mask. Staff will monitor all visitation. All visitors will be provided with PPE if the visitor does not have their own PPE for the visit.

Visitors, including the LTC Ombudsman must present a verified negative test result within the last week (7 days). Visitation will be refused if the individual(s) fails to present such negative test results.

Visitation is strictly prohibited in resident rooms or care areas with few exceptions such as end of life visits. In those instances visits are limited to no more than 30 minutes and 2 visitors at a time. Proper PPE and hand hygiene must be followed.

The Administrator will oversee the plan and 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](https://www.forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://www.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](#)

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.