

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:

Industry: **Absolut Nursing and Rehabilitation at Three Rivers**

Skilled Nursing Facility

Address:

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Contact Information:

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Owner/Manager of Business:

RCA Healthcare

Human Resources Representative and Contact Information, if applicable:

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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.

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- 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?

All nursing home employees are screened upon entry with temperature check and screening questionnaire log. Masks must always be worn by all. Employees will be tested per guidance from the NYS Health commissioner. 6 feet of distance will be strictly enforced except when transporting residents or providing necessary care.

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

Visitors will also be screened prior to visitation with temperature check and screening log. Info will be maintained electronically. Both visitor and resident will wear masks and must remain 6' apart, which will be designated by floor markings. Visitation will be supervised. Visitations will occur by appointment only in 30-minute slots. Visitation will not exceed 20% maximum of census at any one given time. Each resident will only be allowed 2 visitors at any given time. Movement in the facility is limited, including no walking around halls of the facility. Visitors should go directly to the designated visitation area. Visits for residents who share a room should not be conducted in the resident's room unless the roommates are spouses. For situations where there is a roommate and the health status of the resident prevents leaving the room, facilities should attempt to enable in-room visitation while adhering to the core principles of COVID-19 infection prevention. The facility will test all visitors prior to their scheduled visit. Visitors should plan to arrive 15 minutes before their appointment for testing. Tests will be done outside of the designated visitation area and results will be reported to the NYSDOH within 24 hours.

Visitors under the age of 16 must be accompanied by an adult 18 years of age or older.

Current COVID-19 positive residents, residents with COVID-19 signs or symptoms, and residents in a 14-day quarantine or observation period remain ineligible for in-person visits. In these instances, every effort will be made to accommodate visits using electronic devices and alternative visitation techniques.

Adequate staff will be present to allow for personnel to help with the transition of residents, monitoring of visitation and cleaning and disinfecting of areas used for visitation after each visit using an EPA-approved disinfectant.

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

Employees socially distance in the break room. Chairs have been removed to ensure employees are spaced apart. Additional seating has been provided in main dining room for social distancing purposes.

Visitation will always be monitored by an employee to ensure safety is being maintained. Visitation slots will not occur during shift changes or lunch breaks in the event an employee is unable to supervise visitation.

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?

Employees are all provided with a surgical masks upon entry to the facility. Visitors that do not provide their own face covering will be provided with a surgical mask. We are procuring all supplies through private companies and local Office of Emergency Management. We report our number of supplies of PPE daily to NYSDOH. N95, procedure/surgical masks, gowns and goggles/face shields will be supplied on each unit where contact/droplet precautions are in place.

Adequate PPE must be made available by the facility to ensure residents wear a facemask, if medically able to utilize a face covering during visitation. Visitors must wear a face covering and eye protection when on the premises of the facility and maintain social distancing. The facility will have adequate supply of masks on hand for visitors and make available to visitors who lack an acceptable face covering.

- 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?

Surgical masks (and N95 respirators, if necessary) are to be replaced each shift or if they become wet or soiled. PPE is donned and doffed per policy for each precaution room. Donning and doffing follows all CDC recommendations and posters are visible throughout the facility. PPE is stored in locked rooms accessible to managers and supervisors only. Absolut at Three Rivers maintains a 60-day supply of PPE, on-site and in a central warehouse. PPE levels are monitored, reported and reordered weekly or more. 60-day supply is always accessible.

- 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?

Housekeeping cleans all high-touch surfaces (ie. railings, tables, chairs, doorknobs) and visitor areas daily and as visitors arrive and leave. Hand sanitizer and cleaning wipes are provided at all nursing stations and visitation areas. All cleaning chemicals will be on the N list and determined appropriate to kill Covid-19 virus. If other appropriate chemicals become unavailable a 10% bleach solution will be used for all high touch, floor and surface cleaning. Please see attached policy for further cleaning/disinfectant processes.

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?

Housekeeping staff are responsible for cleaning every room every day. A housekeeping employee rounds the facility and cleans every office and high-touch surfaces daily. The Environmental Services Director or Housekeeping Director do periodic checks to ensure cleaning is done properly. The housekeeping manager maintains a cleaning log and she will maintain a separate log for the visitation areas.

- 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?

60% or > alcohol based hand sanitizer is provided upon entry to the building, in hallways, every nursing station, soiled rooms, visitation areas and any feeding areas. Employees are regularly educated by the in-service department on hand hygiene and infection control. Infection control posters and signage are clearly displayed throughout the facility and in visitation areas.

- 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?*

Housekeeping cleans daily with the following products that are effective against COVID-19: Spartan HDQ and/or 10% diluted bleach solution. Housekeepers and management keep a daily log of cleaned rooms and cleaned equipment for visitors.

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?

Employees are required to electronically sign a screening questionnaire daily. In case of a failure of the electronic log a paper system will be substituted until repair is mad to the other. These logs are monitored by the screener and kept on file with the Administrative Assistant. Visitors for compassion visits or contractors are required to log in as anyone else would..

- 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 facility is contracted with Bio-reference Lab and Medlab, Inc. to perform COVID testing for employees and residents. Either lab will forward results to the facility and report any positive cases directly to the Dept of Health. Also, The Administrator or Director of Nursing notify the DOH of any positive result. Staff tested with POC testing will be reported through ECLRS and contact tracing will be completed to determine staff and resident exposure.

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 person who enters the facility has his/her temperature checked, signs in and answers COVID screening questions. A screener employee performs the temperature check on all those who enter (or an Ipad device is used to record temperature), ensures that visitors/staff sign-in, provides them with a mask and ensures it is donned before leaving check station. The screener performing this test has been trained by the in-service department and was required to demonstrate competency. HR posts a copy of the governor's travel restrictions as they become available.

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 screener will always be required to wear gloves, a surgical mask and eye protection. They are supplied with a box of gloves and masks that gets replenished when supply is low. Answers will be reviewed and if indicating a positive Covid dx, symptoms or exposure individual will be asked to leave the premises and appropriate follow up will be completed.

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?

Housekeeping cleans daily with the following products that are effective against COVID-19: SPARTAN HDQ and 10% Bleach Solution. Cleaning supplies are inventoried and re-ordered on a scheduled basis. Supplies are ordered through Medline. Corporate employees look for other opportunities for additional suppliers and back-up supplies are stored offsite in a location that is accessible 24/7. Electrostatic spraying of potentially infected surfaces is done per manufacturers recommendation.

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?

Positive employees are reported to the Department of Health. The DOH performs contact tracing. The employee is instructed to inform his/her family and to quarantine in the home x 14 days. Interview is conducted with the employee to determine work assignment and exposure to other employees. Families of residents, and other employees are notified within 24 hours by facility if an employee tests positive.

IV. OTHER

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

1. No more than 10% of the residents shall have visitors at any one time. Only two visitors (limited to family members, loved ones, and representatives from the long term care ombudsmen program and advocacy groups) per resident at any one time.
2. Visitation is by appointment only. The facility will have designated days/times for limited visitation. The facility administrator may make exceptions to the above visitation days as able to accommodate resident needs and family schedules, not to exceed the 20% threshold. Examples of such:
 - Scheduled appointments between designated times (i.e. 9am-11am and 2p-5p)
 - Scheduled appointments in incremental time slots (i.e 30 minutes).
3. Visitation will be primarily in outdoor areas, weather permitting. The area under the awning in front of the building will be clearly marked as reserved for residents and visitors. There will be markers where each table is to be placed, flow of traffic will be clearly marked and a separate employee entrance will be roped off. The facility will use designated areas that allow and are marked for social distancing delineations.
4. Some visitations be allowed inside, especially during the winter months. These visits will occur in the main dining room, an area the residents no longer use for communal dining. The dining room has an exit door that opens directly outside to the front of the building. Visitors will enter directly from outside the building after being screened and applying PPE. Such visitation will be in this common area only (main dining room) and visitors are strictly prohibited on units or anywhere else in the building.
5. Current Covid-19 positive residents, residents with Covid-19 symptoms, and residents in a 14-day quarantine or observation period are not eligible for visits. The same rules apply for any residents who are on special precaution for other viral or bacterial infections.
6. Both residents and visitors must remain socially distanced at all times and face coverings/masks must cover both the nose and mouth, if medically tolerated. The only exception to social distancing is when residents are being assisted with wheelchair mobility or necessary care.
7. Adequate staff will be present to allow for assistance with the transition of residents and monitoring of visitation including strict adherence to social distancing and wearing of required PPE.
8. Cleaning and disinfecting of approved visitation areas will be conducted after each visit using an EPA-approved disinfectant. Signs on tables will indicate that a table has been cleaned and disinfected.
9. Visitors under the age of 16 must be accompanied by an adult 18 years of age or older.
10. Visitor Entry:
 - a. All visitors with an appointment will be directed to a designated 'check in' area for screening. Such screening includes:
 - Point of Care Testing (if available and if needed)
 - Observation of any signs or symptoms
 - Temperature checks
 - Questionnaire about symptoms and potential exposure including international travel or travel to other states designated under the Commissioner's travel advisory.
 - Documentation of screening questions and temperature recordings is maintained onsite.
 - Visitors must also provide the following information which is maintained electronically. Such information is available upon the Department's request for purposes of inspection and potential contact tracing.
 - o First and last name
 - o Physical (street) address
 - o Telephone number
 - o Date and time of visit
 - o Email address, if available
 - o A notation indicating the individual cleared the screening (temperature and questions) but does not disclose individual specific information.
 - o Negative Covid test is required on the day of visitation. The facility will conduct testing and submit the results to the NYSDOH.

Visitation privileges will be revoked if procedures are not followed.

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](#)

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