



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:

Delmar Center for Rehabilitation and Nursing

Industry:

Skilled Nursing Facility

Address:

125 Rockefeller Road Delmar, NY 12054

Contact Information:

518-439-8116 x 222

Owner/Manager of Business:

Rafi Lehmann, Administrator

Human Resources Representative and Contact Information, if applicable:

Ali Govel, Director of Human Resources

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?

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

Resident visitation will be restricted and permitted daily only between the hours of 1:00pm and 4:00pm.

Resident visitation will be limited to two visitors per resident. Individuals under the age of 18 will remain with an adult at all times.

Signage will be posted conspicuously for awareness and enforcement.

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

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?

Personal Protective Equipment is available for employees and visitors. Hand Sanitizer is available for employees and visitors. Our facility has no PPE shortages at this time.

- 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?

Visitors will be required to wear face covering(s) upon entrance into our facility, throughout the duration of each visit, and upon exiting our facility. The facility will provide PPE to any and all visitors who do not possess PPE upon entering the facility.

- 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?

Our facility will continue to practice proper hand hygiene through hand washing and constant use of PPE.

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?

The Recreation Department and Front Desk Personnel will maintain the cleaning log. The Environmental Service Department will ensure proper sanitizing.

- 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 Dispensers are mounted throughout the facility. Our facility constantly conducts education related to hand hygiene and infection control.

- 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 worksite is constantly cleaned and sanitized throughout each day. Cleaning and sanitizing will be maintained on an ongoing basis.

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?

Log to be maintained at the Front Desk Entrance Area

- 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?

Administrator, Director of Nursing, and/or Infection Control Nurse.

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?

Health Screens are conducted daily for all individuals entering the facility. In addition, every employee is tested weekly in accordance with New York State requirements (Executive Order 202.30).

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

Masks are provided, along with hand sanitizer, in the Entrance Area.

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 Service Department utilizes a disinfectant spray approved for disinfecting COVID-19. Disinfectant Spray is purchased from vendor.

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?

All residents treated by that particular employee will be monitored each shift for an appropriate period of time. Testing will be conducted as necessary.

IV. OTHER

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

Visitation Plan

The Facility shall implement visitation on, or after, November, 3rd 2020 with the following criteria in place that are consistent with NYSDOH guidance dated July 10, 2020.

1. The facility will limit resident visitors between the hours of 1pm - 4pm.
2. The facility will limit visitation to 30 minutes maximum.
3. The facility will limit the number of visitors to two (2) per resident. Individuals under the age of 18 will remain with an adult at all times.
4. Designated location will have proper ventilation.
5. Designated area will allow for six (6) feet of social distancing between resident and visitor with a max of 10 people at a time in area.
6. Designated area will be cleaned in between each visitation with EPA approved product.
7. Number of visits will not exceed 10% of our census at one time.
8. The facility will screen visitors immediately upon arrival and prior to visit. Visitors must pass a COVID-19 health screen for visitation to commence.
 - a. Health Screen Includes the Following Criteria
 - i. Full Name of Visitor
 - ii. Address of Visitor
 - iii. Daytime and Evening Contact Information of Visitor
 - iv. Date and Time of Visit
 - v. Email Address of Visitor (if applicable)
 - vi. Temperature Check
 - vii. Any recent signs and symptoms of COVID-19
 - viii. Recent International Travel
 - ix. Recent Travel to/from restricted states on Commissioner's Travel Advisory
9. Facility will maintain an electronic recording of completed screens
10. The visit must be scheduled in advance with Recreation Department and must be scheduled 24 hours prior to the visit. The visitors must be listed when the visit is scheduled. Visitors must show identification upon entry.
11. Facility will instruct visitor to notify the facility if they test positive for COVID-19 or exhibit symptoms of COVID-19 within fourteen days of the visit.
12. Visitors will not be allowed into resident care areas (this includes the use of facility bathrooms) and must wait in designated area prior to visiting.
13. The visitor(s) must wear a face covering during check in and during the visit.
14. The resident must wear a face mask during transport to/from visit. The resident is required to wear a mask during the visit (if medically able).
15. The visitor and resident must remain 6 feet apart at all times during the visit. Physical contact during the greeting and termination of the visit is prohibited.
16. Food is not permitted during the visits. Visitors may bring items for the resident but must leave the package at reception or another location, as directed by the facility.
17. Visitors may bring their own water which cannot be shared with the resident. The facility shall provide appropriate hydration for the resident during the visit.
18. The facility reserves the right to terminate a visit and suspend future visitation if a breach of the visitation requirements is observed by staff.
19. A resident who is suspected or confirmed to be infected with COVID-19; or quarantined for an exposure to a COVID-19 case cannot be visited except for an end of life situation. A resident who has been diagnosed with COVID-19 may be visited only after they have met the criteria for discontinuation of isolation.
20. A staff member will transport the resident to/from the visitation area. During transport, the resident will wear a face

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.



Delmar Center for Rehabilitation and Nursing



Visitation Plan

The Facility shall implement visitation on or after November 3rd 2020 with the following criteria in place that are consistent with NYDOH Guidance dated 7/10/20.

1. The facility will use the main resident dining room limiting resident visitors between the hours of 1PM & 4PM. Scheduled visitation will not occur during resident meal times.
2. Visits will be limited to 30 minutes maximum.
3. The facility will limit the number of visitors to 2 per resident. Individuals under 18 will remain with an adult at all times
4. Designated location will have proper ventilation.
5. Designated area will allow for 6' of social distancing between resident and visitor with a max of 10 people at a time in area
6. Designated area will be cleaned in between each visitation with EPA approved product
7. Number of visits will not exceed 10% of our census at one time
8. The facility will screen visitors immediately upon arrival and prior to visit. Visitors must pass a COVID 19 screen for visitation to commence.
 - a. Screen will include:
 - i. First and last name of visitor
 - ii. Physical (street) address
 - iii. Daytime and evening phone number
 - iv. Date and time of visit
 - v. Email address if applicable
 - vi. Actively taking their temperature
 - vii. Any recent signs and symptoms of COVID-19
 - viii. Recent international travel
 - ix. Recent Travel to or from current states on Commissioner's travel advisory
9. Facility will maintain an electronic recording of completed screens
10. The visit must be scheduled in advance with Recreation Department and must be scheduled 72 hours prior to the visit. The visitors must be listed when the visit is scheduled. Visitors must show identification at check in.
11. Facility will instruct visitor to notify the facility if they test positive for COVID-19 or exhibit symptoms of COVID-19 within fourteen days of the visit.
12. Visitors will not be allowed into resident care areas (this includes the use of facility bathrooms) and must wait in designated area prior to visiting.
13. The visitor(s) must wear a face covering during check in and during the visit.
14. The resident must wear a face mask during transport to and from visit. The resident is required to wear a mask during the visit (if medically able).
15. The visitor and resident must remain 6 feet apart at all times during the visit. Physical contact during the greeting and termination of the visit is prohibited.
16. Visitation is dependent on permissible weather conditions, availability of outdoor space, and sufficient staffing at the facility to meet resident care needs, as well as the health and well-being of the resident. Visits may be cancelled because of inclement or unsafe weather conditions (e.g. high humidity/heat, poor air quality).
17. Residents will be provided appropriate protection for weather conditions (i.e. sunblock, jacket, etc.)
18. Food is not permitted during the visits. Visitors may bring items for the resident but must leave the package at reception or another location, as directed by the facility.



Delmar Center for Rehabilitation and Nursing



19. Visitors may bring their own water which cannot be shared with the resident. The facility shall provide appropriate hydration for the resident during the visit.
20. The facility reserves the right to terminate a visit and suspend future visitation if a breach of the visitation requirements is observed by staff.
21. A resident who is suspected or confirmed to be infected with COVID-19; or quarantined for an exposure to a COVID-19 case cannot be visited except for an end of life situation. A resident who has been diagnosed with COVID-19 may be visited only after they have met the criteria for discontinuation of isolation.
22. A staff member will transport the resident to and from the visitation area. During transport, the resident will wear a face mask. A staff member will be designated to monitor the visitation area.
23. Facility will monitor visitation to ensure appropriate infection control practices and resident safety.
24. Each resident participating in visitation will be monitored for signs and symptoms of COVID 19 for 14 days following visitation.
25. The facility shall provide instruction / fact sheet, before visitors visit patients, on hand hygiene, limiting surfaces touched, and use of PPE according to current facility policy.
26. Facility will have a system of communication to alert families if facility has to suspend visitation at any time
27. The facility will honor each resident's right to have and choose visitors and to make preferences. The facility should consult every resident to determine who the resident would wish to visit with in person.
28. The facility reserves the right to suspend outdoor visitation if an increase in COVID 19 infections occur with residents and/or staff within the last 28 days.