



# 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 businesses 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:

Terrace View LTC

Industry:

Skilled Nursing Facility

Address:

462 Grider St. Buffalo, NY 14215

Contact Information:

Valerie Killion, Interim Director of Nursing

Owner/Manager of Business:

Erie County Medical Center Corporation

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?*

**Kitchen and server areas and some offices.**

The facility makes every effort to reduce common use of office space with less than 6 ft. distance between desks. If this is not feasible, we require personnel less than 6 ft. apart to wear PPE and maintain facility compliance with testing requirements. Tables in the break rooms and lobby/café have been spaced apart to promote social distancing. Signage has been posted to promote social distancing. Conference rooms have signage designating the maximum amount of people in the room at any one time. Facility utilizes video conferencing whenever possible. Families are able to drop off/pick up items from a table as you enter the facility. The area has physical barriers including tables and crowd control stachions to prevent families from entering beyond the drop off table.

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

These requirements will not affect customers or visitors, as social distance precautions have been communicated and implemented in all common areas that customers and visitors will occupy.

Family visitation will be reinstated on March 6, 2021 in our lobby area. The facility visitation will be Monday thru Friday with 6 visiting sessions: 10-10:30am, 11-11:30am, 1:30-2pm and 2:30-3pm. On Tuesdays and Wednesdays visitation is from 6:30-7pm, and on Saturdays and Sundays 10-10:30am and 11-11:30am. All visitors will be social distanced in the lobby. The lobby will have 6 designated visiting areas with a long banquet type table in between the resident and the visitor(s). There will be signage indicating social distancing, maintaining of mask wear throughout the visit at each visiting area. Each visitor will have to sign in, receive educational materials, complete a health questionnaire, show proof of a negative COVID test within 72 hours of the visit, and have their temperature taken prior to initiation of their visit. An employee will monitor the visiting sessions for compliance with PPE, social distancing and length of visit.

Additional visitation will be set up in the lounge area on our Ventilator unit. Visitation will be on Tuesdays from 1-1:30pm and Wednesdays from 11-11:30am. Following each visitation session the high touch surface areas will be cleaned following appropriate cleaning schedules.

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



Terrace View has implemented social distancing precautions in all areas of the building to include social distancing signage, limited access to individuals on elevators, and change of physical environment to promote social distancing (e.g. spacing out tables in break areas).

## 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?*

**Securing appropriate PPE through Hospital Central Supply, we ensure that we have accounted for all staff and visitors upon arrival and screening in the facility.**

**We calculate that we will need an additional 100 masks per day to accommodate the 10% of census visitor regulation is met. We will add an additional 50 masks as extra.**

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?*

**See attached COVID-19 Addendum Policy**

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?*

**Nursing carts are to be sanitized in between shifts**

**Employees are not to share gowns, gloves, masks or any other form of PPE**

**Unit phones are to be sanitized after each use**

**Food or drink is not to be brought in to the facility to be shared**

**Common surfaces such as nursing stations are sanitized regularly**

**Equipment including wheelchairs, transport chairs, physical therapy equipment, hoist lifts, feeding equipment etc. are to all be sanitized regularly**

**Shared office equipment is to be sanitized regularly**

**Any high touch surface areas are cleaned regularly**

**Any surfaces utilized during visitation such as tables and chairs will be sanitized between visits**



**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 Environmental Service employees are responsible for maintain the cleaning log. The cleaning log will be kept on the individual neighborhoods/cleaning assignments. Following completion of the log they will be kept in the Environmental Services 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?*

**Designated hand washing stations on each unit as well as Purell Hand sanitizer wall mounts in each hallway on the units.**

**Facility promotes good hand hygiene thru Inservice Education, rounding, audits and review at Team Huddles.**

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?*

- **Unit staff are responsible for wiping down equipment after use with acceptable disinfectant products as provided by Environmental Services Department. Examples include nurse station telephone and medication carts.**
- **The Environmental Service Department employees will complete a daily log to ensure a regular cleaning/disinfection schedule for routine cleaning such as resident rooms and frequent cleaning throughout the facility to include common areas such as restrooms and break rooms.**
- **Terrace View currently contracts with a cleaning service (J & J Services) to provide cleaning on evening shifts Monday - Friday on all high touch and high traffic areas on the clinical units and common areas.**

**C. Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

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- 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?*

**Front Desk staff will be responsible for maintaining the log of each visitor to the building including name, address, phone number, email address and proof of a negative COVID-19 test. Each visitor will be provided with educational materials outlining required PPE and expectations for their visit and will be required to complete and pass a health screening which includes a temperature check before visitation will be allowed.**

**This log will be kept at the front desk and reviewed as needed by facility administration.**

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?*

**Valerie Killion, ADON, Director of Infection Control, or designee will contact the DOH.**

### 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 visitors and employees that enter Terrace View receive a health screening upon arrival (questionnaire attached). They must complete the questionnaire and submit to our health screener for review, who takes and documents their temperature on the questionnaire, prior to entering the facility.

- Health Screeners are trained at orientation and have additional educational materials available at their work station.

The Health Screening questionnaires are kept in the nursing supervisor's office and are reviewed as needed.

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

PPE is tracked and ordered through Central Supply both onsite and at our supporting hospital on campus. Each health screener will have access to PPE, trained on use of PPE, and expected to wear PPE for the entirety of their shift while screening visitors/employees.

At the initiation of the health Screeners shift, mask gloves and goggle or face shield is provided. The Health Screener has the ability to change them as often as they feel appropriate.

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?*

**All contaminated areas will be cleaned with an approved disinfectant (provided by Central Supply) by Environmental Services Personnel. An additional cleaning will be performed utilizing our contract cleaning service (J & J Services).**

*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?*

**Infection Control will review staffing sheets for all departments to determine who was in close contact with COVID-19 positive employees. Infection Control department will contact all by phone alerting them of possible exposure.**

#### **IV. OTHER**

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



**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.

**State and Federal Resources for Businesses and Entities**

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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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