



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](https://www.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:

Queens County Educators For Tomorrow dba Charles R. Drew Early Learning Center

Industry:

Child care

Address:

109-45 207th Street Queens Village, NY 11429

Contact Information:

Lisa Cogswell-Jones

Owner/Manager of Business:

Lisa Cogswell-Jones

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?

Situations that may not allow six feet of distancing between individuals are: joint care of a child and breaks. All employees will be given PPE upon entering the Center. The staff schedule will be shortened and staggered to avoid hallway congestion. Parents will no longer enter classrooms. Breaks will be staggered.

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

Management will make parents and visitors aware of our screening and social distancing protocols upon arrival to the program. We will also provide parent training on our revised safety plans.

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

We will manage child care specific social distancing by having staggered start times, limiting working hours, staggered breaks, restricting parents to a hallway drop-off and providing full PPE.

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?

A large supply of PPE equipment will be secured from the vendors that our agency uses.

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- 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?
Staff members are provided with two face masks per day. Face masks are required to be changed by the middle of the employees work day, disposable aprons will be provided to protect clothing. Gloves are provided to prevent contact with bodily fluids. Eye glasses and face shields are also available upon request. All PPE is disposable and should be changed when soiled.

- 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?
The time clock, computer keyboards, and telephones are shared between employees and should be wiped with an alcohol wipe after each use.

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 classroom will have a daily maintenance log and they should be kept within the classroom.

- 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?
There will be a hand sanitizing station at the entrance of the building. All employees and visitors must sanitize their hands upon entry. Hand sanitizer stations are in each classroom.

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- 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?

All shared objects, restrooms, and common areas will be cleaned twice a day with a germicidal cleaner.

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 Center director will be in charge of maintaining a log of each person that enters the site.

- 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 Center director will be in charge of notifying the state and local health department of positive COVID-19 results at the Center.

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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?

The screening will be done for employees on arrival. Employees will enter the Center and sanitize their hands. Then the employee will take a temperature scan. The employee screener will be by the time clock. Employees must complete them prior to punching in. The procedure will be monitored by Center directors and front desk staff.

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

Screener must have masks and socially distance from employees that enter the building. Staff at the front desk will be guarded with an enclosure to prevent close contact. The Center will provide all 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?

If an employee has COVID-19, the area that they were in contact with will be closed until it can be cleaned with a germicidal cleaner. Cleaners will be purchased from our 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?

If an employee has COVID-19, we will inform classroom staff, office staff, and parents of children they may have been in contact with.

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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 and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

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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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