



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:

The Hearth on James

Industry:

Assisted Living

Address:

830 James Street

Contact Information:

Jennifer Mellone 315-422-2173

Owner/Manager of Business:

Jennifer Mellone

Human Resources Representative and Contact Information, if applicable:

Christy LeClair 315-453-0561

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?

The Hearth on James is an assisted care facility and will have times during personal care and meals where a 6 foot distance will not be achieved. During personal care duties all aides and nurses will wear the appropriate PPE.

To and from meals all residents are to wear a facemask. Once seated they can remove the facemask.

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

All visitors will be required to wear facemasks and maintain a 6 foot distance between them and the residents at the facility. When residents are meeting with a visitor they will have a designated outside seating area, where we have installed a plexiglass partition between visitors and resident.

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

We have staggered all lunch breaks and made more areas available to take breaks, which allows for social distancing.

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 Hearth on James has a supply of surgical masks, gowns, face shields, gloves, etc., if needed. However, the purpose of this form is strictly regarding outside visitation to facility residents from family and/or friends. Currently in house we have 1250 surgical masks, 6000 gloves, 50 face shields and 250 gowns. Our current private vendors for these products are Med-line and Direct Supply.

- 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 Hearth on James has a Coronavirus (COVID-19) Disease Management. Policy I-430.

- 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 Hearth on James has had 1 infection control survey by the NYS Department of Health on 5/4/2020 where we were found to be compliant.

For visitation purposes, the common objects that may be shared between visitor and resident, visitor and employee and/or resident and employee are hand sanitizer, pen and thermometer. All will be cleaned/disinfected between visits. Objects shared by staff for example: walkie talkies, medication carts etc are cleaned/disinfected between 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?

The Hearth on James has had an infection control surveys by the NYS Department of Health on 5/4/2020 and where we were found to be compliant.

We clean and sanitize all common areas several times a day. The Environmental Services Director is responsible for keeping the logs and task sheets, located in his 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 Hearth on James has had 1 infection control surveys by the NYS Department of Health on 5/04/2020 where we were found to be compliant.

Multiple hand sanitizing station located within the community, restrooms with sink and anti-bacterial soap located within the community. Use of posters and in-services to promote good hygiene.

- 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 Hearth on James in coordination with Hearth Management has developed and are currently following our Coronavirus disease (Covid 19) management Policy I-430 (please see attached policy), which addresses cleaning and disinfecting the building and equipment.

We have invested in a state of the art hospital grade sanitation system located in-house, called Viking Pure (please see attached SDS).

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 Business Office Manager and her reception team will be responsible for maintaining and log of each person that enters the site and the logs will be stored in the Executive Director's 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 Executive Director and/or Director of Nursing will notify the state and local health department. We will follow all NYS DOH guidance on communication and timelines for notification for any positive cases.

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 employees will be screened prior to starting their shift with a temperature check and questionnaire. Front Desk staff will be responsible for performing the temperature and logging the symptoms. They were trained by the Director of Nursing.

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 individuals screening the employees and/or visitors will be wearing a surgical mask; we will use approximately 3 masks for this purpose each day. All necessary PPE will be provided by the ACF to all employees in need of the equipment. PPE is supplied and purchased through Med-line and Direct Supply. The majority of PPE is stored in the Executive Director's office and can be received at that location.

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 Hearth on James in coordination with Hearth Management has developed and are currently following our Coronavirus disease (Covid 19) management Policy I-430 (please see the attached), which addresses cleaning and disinfecting the building and equipment.

We have invested in a state of the art hospital grade sanitation system called Viking Pure (please see attached SDS).

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?

The Hearth on James will use the employee/visitor sign in sheets as well as payroll information to contact trace all people that were potentially exposed to a positive employee, resident and/ or visitors.

We will follow the DOH guidance on contacting all potential exposures within the recommended timeline.

IV. OTHER

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

Policy Title: Outdoor Family Visitation with Residents during COVID Pandemic

Purpose: To prevent outbreaks of COVID-19 in long term care facilities, CMS and CDC recommend restricting visitors. Hearth Management continues to follow this guidance, except end of life circumstances, to restrict family members and friends from visiting residents in our assisted living communities. Hearth Management will attempt to balance the risk of COVID transmission in our communities as well as the need for family, partner, or close friend interactions through outdoor visitation under the following conditions.

Procedure:

1. The Hearth community in Phase 3 regions may resume visitation and additional activities as of July 10, 2020 under the following conditions;
 - a. The Hearth community will complete and submit the NY Forward Safety Plan to covidadultcareinfo@health.ny.gov. The Hearth community will retain the original submission onsite at the community to be accessible upon the request if The Department or Local Health Department.
 - b. The Hearth community has complied with the staff testing requirements to include the furlough of staff having tested positive for COVID-19 and the community has no staffing shortages.
 - c. All of the consenting in house adult care facility residents have undergone diagnostic COVID-19 testing, and the most recently completed HERDS report indicates no ne confirmed staff or resident cases in the last 28 days.
 - d. The Hearth community has undergone an infection control survey on or after May 1, 2020 by The Department and is found to be in substantial compliance.
 - e. The Hearth community is compliant with all reporting requirements associated with COVID-19 response, including but not limited to the HERDS and staff testing surveys and is compliant with all applicable guidance.
 - f. The Hearth community is in full compliance with all applicable state regulations, Executive Orders (and attestation of compliance), and state guidance related to the COVID-19 Public Health Emergency.
 - g. A copy of the Hearth communities formal visitation plan will be posted to their public website and broadcasted via email or social media to provide visitors with clear guidelines for visiting and to announce if and when visitation is paused due to an increase in the number of residents and or staff with a confirmed positive COVID-19 diagnosis.

Policy Title: Outdoor Family Visitation with Residents during COVID Pandemic continued

2. The Hearth community must have no NEW COVID cases that originated within the community, to include residents AND staff, within the past 28 days.
3. The Hearth will prioritize visits for residents that have diseases that cause progressive cognitive decline and experienced changes to include expressing feelings of loneliness.
4. Visitations should only occur on days with no weather warnings that would put either visitors or residents at risk. (example: thunderstorms, tornado warnings)
 - a. The hearth reserves the right to cancel a visit if the weather puts the resident(s) at risk such as impending bad weather due to thunder/lightening or high heat/humidity affecting our respiratory compromised residents
 - b. All visitors are asked to wear proper PPE, if a visitor fails to comply a mask will be provided for them.
5. Visitation hours will be from 9am to 11am & 1pm-4pm Monday-Saturdays and limited to approximately 20-minute visits.
6. The Hearth Community will designate an appropriate outdoor space that allows the following:
 - a. A sign in area for screening of visitor that includes hand sanitizer, sign in log, resident visitation process form, thermometer, and alcohol pads or equivalent.
 - b. accommodates social distancing of at least 6 feet between visitors and loved ones
 - c. chairs for resident and loved ones that can be easily cleaned
 - d. the need for adequate protection from the weather elements such as shade from the sun
 - e. ease of the resident to ambulate or be motorized to the designated area



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](#)

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.