



# 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://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:**

Bronx Baptist Day Care & Learning Center

**Industry:**

Childcare

**Address:**

331 East 187th Street Bronx, NY 10458

**Contact Information:**

718-933-4201

**Owner/Manager of Business:**

Bronx Baptist Church

**Human Resources Representative and Contact Information, if applicable:**

Rachel Aulet-McGann

## 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?*

Bathrooms will be single occupancy only. Teachers and support staff will wear masks at all times when caring for children (regardless of distance). Students will be encouraged to wear masks during times that social distancing (6ft between individuals) cannot be maintained.

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

Non-essential visitors will not be allowed in the building. All persons entering the building must undergo screening (questionnaire) and a temperature check. Temperatures will not be recorded, however a record of screening results will be maintained. Contact information for all visitors will be collected for the purposes of contact tracing.

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

Employees will exit and enter the building through a separate egress from parents, children, and essential visitors. Staff breaktimes will be staggered and staff encouraged to maintain social distancing at all times. Drop-off and Pick-up times for children will be staggered to minimize gathering and wait times. Social distancing and directional markers will be placed in and around the facility.

## 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 center will maintain (at minimum) a stock of PPE in the following amounts:

Face masks:  
 Disposable Gloves:  
 Disposable Robes:  
 Disposable foot coverings:

- 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 will be trained on proper donning, doffing, cleaning, storing, and disposing of PPE. Signage will be conspicuously placed around the center regarding the proper donning, doffing, cleaning, storing, and disposing of PPE. Hands-free trash receptacles will be placed near entrances/exits, classrooms, and in common areas for easy disposal of PPE.

- 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?*

Employees must sanitize commonly used equipment such as telephones and computer equipment before and after each use. These measures must be entered into the cleaning log. Staff must wash their hands before and after usage of shared equipment or frequently touched areas.

Frequently touched surfaces such as door knobs and light switches will be cleaned with increased frequency.

**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?*

All employees will be responsible for logging in the cleaning and sanitizing of their respective areas. Employees will log in cleaning efforts using an electronic cleaning log that will link to an electronic document on the main office computer. The log will be printed at the end of each work day, signed by the site safety monitor, and placed in a binder that will be kept in the main 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?*

Hand sanitizing stations are located at the main egress, in both classrooms, and at the back egress. Handwashing stations are located in the boys and girls bathroom, and in the kitchen area. Signage will be posted at each station, in the classrooms, and in the common areas promoting good hand hygiene habits.

- 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?*

Every employee will be responsible for cleaning and disinfecting their respective workspaces using products identified as effective against COVID-19 and for electronically logging in times/dates. The custodian will be in charge of cleaning all common areas, frequently touched items, bathrooms, classrooms, office, and reception area multiple times a day. All employees will receive training on proper cleaning, sanitizing, and disinfecting procedures.

**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 site safety supervisor will be in charge of maintaining a log of each person that enters the site and the log will be placed in a binder in the main office at the end of each day. While in use, the log will be kept in the reception 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?*

The administrator will be in charge of notifying state and local health departments and potential contacts in accordance with state and federal law and regulations. In the event that the administrator is unable to complete this task, the education director will notify applicable parties.

### 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?*

Employees will complete a daily health screening, including a questionnaire and temperature check, and electronically submit results each morning before reporting to the worksite. All employees will be trained on how to recognize symptoms of COVID-19 and advised of when it is best to stay home and contact their supervisor. The site safety manager will view the screening results prior to employees beginning their shift and approve them for work. The screening results will be printed and signed at 11am each day (after all employees have reported to work) and kept in a binder in the main office.

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

Persons responsible for onsite screening will be required to wear appropriate face coverings, including a face mask and face shield, disposable gloves and a long-sleeved smock. This PPE will be provided by the organization.

**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?*

In the case that an employee tests positive for COVID-19, the contaminated area will be closed off for a period of 24 hours. Following this time, the entire area and its contents will be cleaned and disinfected using (insert product names). These will be acquired by the organization through our distributor.

*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 Administrator (or Director, if not available) will contact all persons that may have been exposed through telephone and in writing, if able, that they may have been exposed while maintaining confidentiality of the infected person(s).

## IV. OTHER

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

### Transportation

- \* Parents are responsible for transporting their children to and from the center
- \* All field trips and outings that require transportation are cancelled indefinitely

### Signage

Signage will be posted in and around the facility reminding employees, parents, children, and essential visitors to:

- \* Stay home if they feel sick.
- \* Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- \* Properly store and, when necessary, discard PPE.
- \* Adhere to social distancing instructions.
- \* Report symptoms of, or exposure to, COVID-19, and how they should do so.
- \* Follow hand hygiene, and cleaning and disinfection guidelines.
- \* Follow respiratory hygiene and cough

### Screening

- \* Employees will screen themselves (including questionnaire and temperature check) and electronically submit results prior reporting to the worksite
- \* The Site Safety supervisor will review the screening results and clear the employee to work
- \* Parents must screen children before entering the facility (including a questionnaire and temperature check), as feasible, and electronically submit results. If parents are unable to complete the screening at home, the onsite screening personnel will administer the screening and record the results.
- \* All parents, children, and essential visitors entering the facility must get a temperature check. While temperatures will not be recorded, a yes/no result (over 100.4) will be recorded.

### Physical Distancing

- \* Physical distancing (6 feet apart) will be encouraged
  - between staff
  - between children
  - between staff and children
- \* Breaktimes and class schedules will be modified to promote social distancing between cohorts

### Cohorts

- \* Cohorts will be staffed according to article 47 regulations
- \* There will be no more than 15 children in any cohort
- \* Children within cohorts will be encouraged to maintain social distancing
- \* When social distancing is not feasible, the wearing of masks will be encouraged within cohorts
- \* Children from separate cohorts will not mix or occupy shared space unless adequate space between groups is available (6 feet)
- \* Staff will not be shared between cohorts except in cases of emergency

### Personal Protection Equipment (PPE)

- \* PPE will be supplied to all staff, children, and essential visitors at no cost.
- \* The center will keep a stock supply of PPE
- \* All staff and children will be trained on proper donning, doffing, cleaning, storing, and disposal of PPE
- \* Staff MUST wear PPE at all times when caring for children or when within six feet of each other
- \* Children will be encouraged to wear masks at anytime that social distancing is not available while within the center
- \* All children (over the age of two) are required to wear masks when leaving the center and when engaging in indoor physical activity

### 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.**