



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:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

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?

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

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?

- 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?

- 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?

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?

- 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?

- 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?

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?

- 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?

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?

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

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?

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.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

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.

**The Trustees of Columbia University/Tompkins Hall Childcare Center and Nursery School:
Narrative Responses**

I. PEOPLE

A. Physical Distancing

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?

We provide childcare to children from 3 months through 5 years of age. The nature of the work involves being less than 6 feet apart. Therefore all adults in the facility will wear masks (provided by the school) at all times. The school will also provide tunic coverups as a form of PPE to reduce viral transmission. Secondly, we will have on-site laundering and will be able to clean PPE at least every 4 hours, if not more often. Additionally, we have regular cleaning plans to clean shared student materials after each use, while also having separated, student-specific materials such as markers and paintbrushes. We have plans to clean shelves 3 times per day (during the 7 hour school day) and are implementing intensive cleaning procedures at the end of each day as well.

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

Caregivers will drop children off on a staggered, pre-arranged timetable. Each day will begin with a health check, COVID symptom attestation, and temperature check with a non-contact thermometer. No visitors will be allowed without a prearranged visit, adhering to all internal PPE and social distancing requirements. All deliveries will be stopped at the front door of the building and completed by a Tompkins Hall staff member.

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

We have regular teachers who will provide internal coverage for teacher breaks and who will adhere to our PPE guidelines. Lunch breaks will be held in a separate area, with two people at a time at maximum. We have scheduled the breaks in succession so that no more than two people are on break at one time. There is a window in the break area which allows for ventilation.

II. PLACES

A. Protective Equipment

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?

We are in the process of purchasing washable masks and tunic cover ups that meet NYS guidelines. We will procure 5–6 masks and 5–6 cover ups per person at our work site.

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Narrative Responses**

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

We are installing additional washer/dryer units so that we have unfettered ability to clean supplies on demand. We have sealable plastic clothing bags in which to store clean PPE. Each bag will be labeled with the appropriate staff member's name. When items are washed, each person's PPE will be placed in a labeled washing bag in the washer and dryer. For immediate replacement when PPE is torn or worn out, we will have a supply of replacement masks and tunic cover ups safely stored in a sealed plastic bag in our storage room.

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 only instances in which employee contact may involve sharing will be in managing materials used by children. However, as soon as one child is finished with an object, it will be placed in the dishwasher for cleaning and disinfecting. As we have children in diapers, glove routine is already in place. Gloves will continue to be readily available and staff may wear them all day, changing them as often as needed.

B. Hygiene and Cleaning

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

The Director or Assistant Director will maintain a cleaning log in each space within the classroom. A historical record will be maintained in the school's office. Each log will be kept in the room to which it pertains.

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?

We have appropriate hygiene protocol reminders posted throughout the school. All sinks have soap stocked. Hand sanitizer is readily available in each space in the school: we have installed hand sanitizer stations in classrooms, the storage room, the office, and in many other common spaces such as the entrance hallway of the school. Before we re-open, there will be a multi-day training that all teachers and staff will attend regarding all new hygiene and sanitation requirements for the work environment. All bathrooms have several signs reminding all of hand washing practice, as do all the classrooms. Children will receive age-appropriate training in good hand hygiene and will be reminded and guided throughout the day in accordance with Tompkins Hall Healthy Hand Hygiene Policy.

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Narrative Responses**

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, including products identified as effective against COVID-19?

During our intensive training that will be conducted before students are allowed back into the building, we will review how each classroom will be disinfected at the start, during classroom time, and at the end of each day. As children use materials, they are placed in the dishwasher. Materials and spaces within classrooms will be thoroughly disinfected at nap time. At the end of the day, the materials and space will be

disinfected according to CDC cleaning guidelines. A professional cleaning service cleans the school every evening and this service will continue. As we have multiple sets of PPE for employees and internal laundering equipment, each person can freely change PPE as needed.

C. Communication

Which employees(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?

Both the Director and Assistant Director will manage all comings and goings to and from the school and therefore will be responsible for completing such documentation. We will maintain the log in the office during times that it is not in use, while bringing it in person to each contact. For example, during arrival, the book will be with the personnel supervising the front door of the building.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

The Director will be responsible for all communications with state and local health departments.

III. PROCESS

A. Screening

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 these individuals be trained?

All employees and all caregivers who visit the school must complete a daily symptom self-check and attestation and share this information upon arrival each morning. Moreover, for families, an in-person health check of the adult and child will be conducted at drop off to the school. A contact-free thermometer will be used to take the temperature of each present member of a family group on a daily basis. Daily attestations and temperature checks will happen before each employee,

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Narrative Responses**

caregiver, or child is allowed inside the building. Each contact will be documented in the Daily Health Check Logbook, maintained as described in the preceding section.

Regular testing of teachers and staff will also support our efforts to maintain the health of the entire Tompkins Hall community. In addition to gateway testing before returning to campus, all staff and teachers working with children at Tompkins Hall will also receive weekly testing through Columbia University due to their direct work with small children and the inability to socially distance.

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 party responsible for screening is a member of the staff and will have access to PPE in the form of masks, tunic coverups, a facial screen, and gloves as described previously. PPE will be cleaned at arrival and dismissal and for any other contact during the day.

B. Contact tracing and disinfection of contaminated areas

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?

We have identified in-house regular staff members who will immediately cordon off the area. The area will be cleaned 24 hours after potential infection was determined (as the CDC describes). The professional cleaning team will be alerted so that they employ the highest level cleaning procedures that evening as well.

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?

We will employ the NYC contact tracing program, as stipulated by NYS. We will follow all guidelines according to NYCDOH and NYS DOH, and the contact tracing instructions.

Faculty and staff who test positive through Columbia University's testing program will be included in the University's contact tracing program, implemented in partnership with the New York City Test and Trace Corps. This will allow rapid evaluation of close contacts in the workplace who will be quickly identified and given guidance on quarantine and testing. We will additionally cooperate with the NYC Test and Trace Corps, as stipulated by NYS, and we will follow all guidelines according to NYCDOH and NYS DOH, and the contact tracing instructions.

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Narrative Responses**

IV. OTHER

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We have employed guidance from the following sources:

1. [New York City Department of Health and Mental Hygiene Article 47, CHILD CARE PROGRAMS AND FAMILY SHELTER-BASED DROP-OFF CHILD SUPERVISION PROGRAMS](#)
2. [NYCDOHMH COVID-19 Requirements and Best Practices for Group Child Care and School-Based Child Care Programs](#)
3. [Columbia University COVID-19 Enhanced Health and Safety Policy](#)
4. [Columbia University COVID-19 Public Health Protocols](#)