



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:

Kulanu Academy

Industry:

Education- Serving those with special needs

Address:

124 McGlynn Place Cedarhurst New York 11516

Contact Information:

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Owner/Manager of Business:

non-profit

Human Resources Representative and Contact Information, if applicable:

Gayle V. Fremed Gaylef@kulanukids.org 516-569-3083 ext 235

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?

All employees will be required to wear face coverings in common areas and when unable to maintain at least 6ft. of space with other individuals. Program participants may require 1:1 support and need direct assistance. Where necessary, employees will be provided with PPE which may include: masks, face shields and gloves. Environment will include poly-carbonate separations at desks and other areas where 6ft. distance is not feasible. Signage for directional movement and maximum room use will be posted.

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

Non employees, including parents, will not have access to the campus, unless emergency circumstances require a visit. To that end, the organization's employees will be required to advise visitors of the safety policies in advance of those visits. Health screening and masks will be provided to visitors/service companies who need to access areas of the buildings. Deliveries will be scheduled and items will be left outside entry doors.

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

Employees will be directed to maximize visible distance and stagger resource usage when space limitation are applicable. Employees will be provided broad flexibility to use space across campus for breaks. Office members with the ability to use the work-from-home policy will limit building capacity.

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 organization has procured 35,000 cloth face coverings. Orders for PPE such as gloves, disposable masks, N95 masks and gowns have been compiled and will be processed and on-site prior to opening.

- 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?

Employees, students and families are required to attend training where guidelines and processes to clean, store and discard face coverings and other PPE will be reviewed. Attestations of attendance are on file.

- 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?

Surfaces and objects will be wiped down with disinfectant between uses in addition to the use of gloves as appropriate. Common objects include school vehicles, office equipment, shared surfaces (door handles, bathroom fixtures, and elevator buttons). We will provide and maintain hand-hygiene stations in the buildings, hand-washing soap, running warm water, disposable paper towels, lined garbage cans, as well as alcohol based hand-sanitizer containing 60% or more alcohol for areas where hand-washing is not feasible.

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 supervisor of custodial services will be responsible for maintaining the cleaning logs in each building. Specific cleaning logs will be kept near the area being cleaned (i.e. bathroom), other logs will be maintained in an area designated by each building leader.

- 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 campus buildings have multiple bathrooms, kitchen and classroom sinks all equipped with soap, water and paper towels. Hand sanitizing products are available at key entrances and throughout the buildings. Employees may request distribution of additional hand sanitizer equipment from the facilities department.

- 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 custodial cleaning staff is adhering to requirements on the use of specific COVID-19 appropriate cleaning products. Our organization will abide by EPA and DOH guidelines to ensure products are environmentally safe and 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?

All employees are required to use their electronic ID badges for building access. The ID badge system creates and electronic access log for each building. Visitors must sign on a paper log at designated entry points. All logs are maintained by the Corporate Compliance Officer.

- 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?

Gayle Fremed, Director of Human Resources

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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?

All employees and visitors coming to the campus are required to complete a health screening survey either electronically before coming to campus, or in paper form at designated entry points. The nature of the population served, requires that parents/guardians complete a weekly health form and submit it to the designated program leader. Electronic and paper responses are reviewed daily/weekly by the Compliance Office staff. Daily temperatures for all individuals are conducted prior to entry to any campus building.

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

For screening conducted on-site, the organization will provide face coverings and shields, gloves and gowns.

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 organization will follow the CDC, DOH and appropriate governmental requirements about cleaning areas that may be contaminated. Consideration is being given to subcontracting with a cleaner to manage the contaminated areas. To that end, the contractor provides all necessary cleaning products and supplies.

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 organization has created a contact tracing mechanism that allows us to identify any contact between/among the organization's employees and cohorts. Nassau County requires that the County complete all contact tracing. Kulanu's Compliance Officer will provide the County all assistance requested.

IV. OTHER

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

Non-essential common areas will continue to remain closed. Shared food and beverages are prohibited. Kulanu's safety plan will be posted on its website for access by employees, families and the general community, which provides donor support to the organization.

Updated July 30, 2020

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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