



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 businesses 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:

Glen Cove Center for Nursing and Rehabilitation

Industry:

SNF

Address:

6 Medical Plaza

Contact Information:

516-671-9010 - Madeline Moritz - mmoritz@glencoverehab.com

Owner/Manager of Business:

Madeline Moritz - Administrator

Human Resources Representative and Contact Information, if applicable:

Madeline Moritz - Administrator

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?

Face coverings will be worn at all times, also 6 feet of distance between individuals.

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

Visitation will be by appointment, for a set period of time. Spacing of visit will promote social distancing of 6 feet or more. Face coverings will be mandatory.

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

Staff will maintain 6ft of separation or more during their meal break.

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?

We have secured an adequate supply of PPE to be used during visitation.

- 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?

Face coverings will be disposable. Other PPE will also be disposable. If reusable PPE is to be used disinfecting products will be utilized.

- 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?

Rehab equipment, sealer, blood pressure cuff, etc. will be disinfected between each resident 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?

Infection control interventionist maintains hand hygiene records. Housekeeping Supervisor maintains environmental cleaning records.

- 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 sanitizer is available throughout the Facility and ongoing in-service and competency regarding 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?

High-touch cleaning and disinfecting is done throughout the building, throughout the day.

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?

Administrative Assistant maintains such information in the Administrative Assistant 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?

Administrator/Director of Nursing

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?

Facility staff are screeners and have been trained and competencied. Screening taking place at front entrance before entry to resident space.

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

Face coverings are supplied by the Facility to all screeners and any other necessary PPE. The Facility will provide necessary amount of PPE for each screener.

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?

Disinfecting products have been obtained via vendors. The work are of the employee testing positive will be terminally cleaned. Only products approved by EPA to be affective against Covid-19 will be used to disinfect areas.

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?

Employees testing positive in the workplace will be asked about close contacts for the past 14 days. Scheduler will also be analyzed to trace close contacts. Staff, merchants and families will be verbally notified if they were in close contact to a positive case.

IV. OTHER

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

- Staff training regarding Covid-19.
- Necessary PPE supplies are on hand.
- Visitation protocol will support social distancing.

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](#)

1. Visitation shall commence once building (including all staff and residents) has been COVID-19 free for at least 14 days.
2. Visiting hours are by appointment only 7 days per week, from 10:30am – 11:00am, 2:00pm – 2:30pm. All visits will be 30 minutes in length.
3. **Visitors, including long-term care ombudsmen, will be screened for signs and symptoms of COVID-19 prior to resident access. Additionally, the visitor MUST present a verified negative test result within the last week (7 days from date test was performed) and visitation will be refused if the individual fails to present such negative test result, exhibits any COVID-19 symptoms, or does not pass screening questions.**
Essential care and compassionate care visits are not subject to a verified negative test result but are subject to all other COVID-19 screening requirements.
Test results for visitors will be required as of 9/24/2020 in accordance with NYSDOH guidance.
4. At this time visitation is strictly prohibited in resident room or care areas. **(Limited visitation for bed bound residents may be permitted and the facility will adhere to the same requirements for other visitors as much as possible. Visitors must go to the patient room and not any other area in the facility.)**
5. **Visitors under the age of 18 must be accompanied by an adult 18 years of age or older.**
5. Visitation should be limited to the first-floor courtyards (excluding front courtyard), weather permitting. (Fourteen individual's maximum in the east court yard. Eight individuals maximum in the west court yard at each visitation session.) Under certain limited circumstances, as defined by the facility, visitation can take place in the first floor dining room, with no more than 10 individuals who are appropriately socially distanced and wearing a facemask or face covering while in the presence of others. This may include residents visiting each other.
6. Specialty practitioner, podiatric, and dental services may continue. Strict adherence to infection control guidelines is required.
7. Limited visitation, including, but not limited to, family members, loved ones, representatives from the long-term care ombudsman program (LTCOP), and resident advocacy organizations, will be permitted.
 - a. Adequate staff will be present to allow for personnel to help with the transition of residents, monitoring of visitation, and cleaning and disinfecting areas used for visitation after each visit using an EPA-approved disinfectant.
 - b. Glen Cove Center for Nursing and Rehabilitation will maintain signage regarding facemask utilization and hand hygiene and will use applicable floor markings to cue social distancing delineations.
 - c. Visitors are screened for signs and symptoms of COVID-19 prior to resident access and visitation will be refused if the individual(s) exhibits any COVID-19 symptoms or do not pass the screening questions. Screening shall consist of both temperature checks and asking screening questions to assess potential exposure to COVID-19 which shall include questions regarding international travel or travel to other states designated under the Commissioner's travel advisory. Screening questions will be scanned and transferred to a USB drive to be made available upon the Department's request.
 - d. Screening for each visitor to the nursing home will include:
 - i. First and last name of the visitor;
 - ii. Physical (street) address of the visitor;

- iii. Daytime and evening telephone number;
 - iv. Date and time of visit;
 - v. Email address, if available;
 - vi. Validation of visitor's presentation to the facility of their negative COVID-19 test result within 7 days of the visit (when applicable). (7 days from date test was taken.)
 - vii. A notation indicating the individual cleared the screening (both temperature and questions) that does not include any individual temperatures or other individual specific information.
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- e. Adequate PPE will be made available by the nursing home to ensure residents wear a facemask or face covering which covers both the nose and mouth during visitation, if medically tolerated.
 - f. Visitors must wear a face mask or face covering which covers both the nose and mouth at all times when on the premises of the NH. Visitors must maintain social distancing, except when assisting with wheelchair mobility. The nursing home will have adequate supply of masks on hand for visitors and must make them available to visitors who lack an acceptable face covering.
 - g. Glen Cove Center for Nursing and Rehabilitation will provide alcohol-based hand rub, consisting of at least 60 percent (60%) alcohol, to residents, visitors, and representatives of the long-term care ombudsman visiting residents and those individuals are able demonstrate to appropriate use.
 - h. No more than 10 percent (10%) of the residents shall have visitors at any one time and only two visitors will be allowed per resident at any one time.
 - i. Current COVID-19 positive residents, residents with COVID-19 signs or symptoms, and residents in a 14-day quarantine or observation period are not eligible for visits.
 - j. Glen Cove Center for Nursing and Rehabilitation has developed a short, easy-to-read fact sheet outlining visitor expectations including appropriate hand hygiene and face coverings. The fact sheet will be provided upon initial screening to all visitors
- 8. Residents may also be assisted to go outdoors with staff supervision. The appropriate infection control and safety and social distancing requirements must be maintained.
 - 9. An interdisciplinary team has been created by the facility to review visitation program compliance with this Health Advisory.
 - 10. If any visitor fails to adhere to the protocol, he/she/they will be prohibited from visiting for the duration of the COVID-19 state declared public health emergency.