



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:

Daemen College - Academic and Wellness Center

Industry:

Higher Education

Address:

4433 Main Street, Amherst, NY 14226

Contact Information:

800-462-7652

Owner/Manager of Business:

Daemen College

Human Resources Representative and Contact Information, if applicable:

Katie Eschner, AWC Manager - keschner@daemen.edu; 716-839-7654

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?

Checking into the Fitness Center will occur 1 person at a time, others will be asked to wait outside the front door. Both the employee and patron will be required to have an acceptable face covering / mask and iPad check in station will be on opposite end of the desk from the worker. iPad station will be wiped down after each use with disinfectant wipes. Taking of temperature will be done across the check in desk to help increase space between patron and employee. Employees switching shifts may not allow for 6ft distance. Employees will have to wait near the entrance door while the other employee clocks out and gathers their belongings.

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

Placing physical distancing decals on the floor outside the check in desk. Signage has been placed on equipment that is not being used that day to guide physical distancing. "Workout boxes" are taped out on the floor, to promote acceptable physical distancing when using free weight and or some machines. Capacity is limited to 33% - capped at 12 people inside the fitness center (10 patrons, plus 1 employee and 1 manager)

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

Shift changes will be managed by employees clocking out and wiping down the work station they used prior to the relief worker clocking in. The relief worker, will remain physically distant from the desk until the first worker leaves from their shift. Employees will exit the fitness center by following the one way traffic arrows to the designated exit. Shifts are not long enough to require mandated breaks or lunches.

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?

Supplies are procured through the College. The College has purchased a stockpile of PPE for employee purposes. PPE available includes gloves and disposable masks on site. We currently have 100 disposable masks and 350 pair of gloves in various sizes. Additional quantities can be secured from the stockpile through an internal requisition process.

- 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 will be instructed to wash and clean their masks daily. Replacement face masks are available on site should the need arise for an employee or patron.

- 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?

Shared computer, phone, desk and chair. Employees will be instructed to wipe down all areas prior to clocking in for their shift and then wipe down all areas when clocking out. Check-in desk where they will be seated is scheduled to be wiped down every 30 minutes.

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?

Employees will be responsible for acknowledging that cleaning has been completed at the pre-defined intervals throughout the day. The cleaning logs will be located in a binder at the check-in desk. AWC Manager will be responsible for creating/supplying and maintaining the cleaning logs. Completed logs will be kept in a file in managers 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?

Employees will be expected to wash / sanitize hands frequently and after cleaning / disinfecting areas or when coming in contact with high-touch points. Restrooms with a sink and soap are available outside the fitness center. Hand sanitizers stations are placed throughout the fitness center and we will have one stationed at the check in desk.

- 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?

Employees will use a cleaning check list to complete designated tasks and equipment every 30 mins. Patrons are also expected to disinfect equipment after each use. Oxivar TB Wipes will be used to wipe down employee station and check-in desk. Hillyard QT-TB spray will be used to disinfect fitness equipment. At least once daily (i.e. middle of the day) the fitness center will be electrostatically cleaned with Clorox Commerical Solutions - Colorox Total 360 Disinfectant Cleaner.

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?

Log of fitness center patrons will be kept via the Involvio app & exported excel reports. Contactless check in and check outs will be used by scanning a QR code or manual entry by an employee, if the patron does not have a smartphone.

- 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?

Ashley Frazier - Director of the CHIP Center

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?

The employee themselves will be responsible for performing their own screening prior to arrival for their shift. Employee's will complete a 5 question questionnaire and must take their temperature as part of those questions. Employees will be required to complete an educational COVID training course via the College's learning management system, Blackboard, prior to working any job on campus.

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

Employees are self screening prior to the start of their shift, as outlined above. Patrons will be screened onsite. Employee or manager must wear a mask; gloves are optional and are available on site. The check in process will remain contactless. The PPE will be supplied through the College's PPE stockpile and internal requisition process.

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 College would follow established protocol re: a positive case on campus. Any contaminated areas will temporarily be closed to allow for deep cleaning and disinfection by the Daemen Facilities Staff. Products that will be utilized for cleaning and disinfecting purposed include, but are not limited to: Oxivar TB Wipes, Hillyard QT-TB spray, and Clorox Commerical Solutions - Colorox Total 360 Disinfectant Cleaner.

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?

Contact tracing efforts will begin by cross referencing the employee work schedule with the patron attendance logs (Involvio App). We will go back at least 48 hours from when symptoms began (in symptomatic cases) or from the date of a positive COVID-19 test (asymptomatic cases). Close contacts would then be contacted via phone or email regarding exposure. Provide any additional informaiton and assist the Erie County DOH in regards to contract tracing.

IV. OTHER

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

Locker Rooms will be available for changing use only. They will be disinfected every 2 hours. Showers in the lockers rooms have been shut off and will not be usable.

Water fountains have been disabled, but water bottle filler stations remain operable.

As a way to mitigate density, we will utilize an appointment system. This will allow for staggered start times of patrons. Patrons will be asked to limit their workout to 1 hour.

When employees are cleaning, they will be required to wear gloves.

If a patron screens positive for COVID-19 symptoms, they will be asked to leave the premises and instructed to follow up with a health care provider. If they test positive we are asking that they notify, the AWC Manager.

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](#)

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