



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:

Brylin Hospital

Industry:

Health Care Facility

Address:

1263 Delaware Avenue, Buffalo, New York 14209

Contact Information:

Robert Trusiak, Esq. (716) 886 8200 Ext. 7603

Owner/Manager of Business:

Eric D. Pleskow

Human Resources Representative and Contact Information, if applicable:

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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?

Direct patient care both inpatient and ECT Outpatient treatment. Medical conferencing/education, Bistro Food Service both cooking, serving and eating. Daily maintenance/housekeeping duties. All employees will wear proper PPE according to situation involved in. ECT Teams will wear N95 masks, face shield, gown and gloves due to potential for water droplet expulsion. Response personnel for medical emergencies will also don appropriate situational PPE. Housekeeping Staff will don PPE prn terminal room cleaning. In addition construction, renovation and repair activities require all participating workers to wear masks.

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

Front desk staff will ensure visitors comply with social distancing, hand sanitizer use and hand out surgical masks. Additionally visitors will have their temperature taken and answer Covid-19 log questions and sign attestation. Front door sign in place for social distancing in effect, markers on floor for 6 ft. separation located on many high traffic areas throughout main lobby. Additionally we have 2 TV monitors in the main lobby broadcasting Covid-19, social distancing and personal care information. All visitors and contractors will wear masks.

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

Employees entering building use one entrance, employees then answer Covid-19 log questions and sign attestation. Front desk staff ensure employees comply with social distancing, hand sanitizer use and hand out surgical masks. Lastly employees have their temperature taken prior to punching in. Social distancing is maintained throughout the lobby and main elevator. Employees on lunch break either eat alone in break rooms on there respective floor or in the Bistro (see above re: Bistro Food Service). Bistro meal service will limit two people to a table to ensure social distancing (reduce capacity to 50%), tables are sanitized between customers.

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?

All BryLin Hospital and Farber Lakes Outpatient Grounds comply with these instructions. PPE Supplies as follows; 1,000 surgical masks per week, gowns (ECT and PCMS Training), gloves and face shields for ECT Personnel (aerosolizing procedure). Supplies are procured through SEIU - Pandion Purchasing Group.

- ☒ 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?

We are conforming to CDC recommended guidelines for mask usage, life span and cleaning. Currently cotton surgical masks are used once per shift then discarded. N95 masks are currently used for one week and placed in a paper bag with employees name and stored in their locker. At the end of the work week the mask is discarded. Hospital issued cloth type face coverings are worn and changed daily, they are placed in a hospital linen hamper in main lobby for disinfection/ cleaning by environmental services. Personal cloth face coverings are placed in a paper bag and taken home daily, washed using current CDC Guidelines. Reusable gowns are collected from ECT by environmental services and receive

- ☒ 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?

Door handles, cooler handles, food, food containers, oven doors, phones and food carts. All high touch area's are cleaned by housekeeping at least each shift, daily and as needed using products deemed effective per CDC Guidance to kill Covid-19 and all other virulent virus and microbes. Additionally Infection Control performs glo germ testing to random high touch surface area's to monitor cleaning effectiveness on a bi-weekly basis. All kitchen high touch surface areas are cleaned by that respective employee in their designated area.

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?

Housekeeping personnel maintain checklists that illustrate cleaning area's/surfaces which must be completed. Dietary Director has cleaning logs kept in the kitchen.

- ☒ 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 sanitizers are available in the main lobby, all nursing stations and individual departments. As well numerous washing stations (sinks) are available with antibacterial soap located throughout the hospital. Employees also have personal hand sanitizer bottles on lanyards. Dietary department in addition deploys visual instruction handwashing posters, employs frequent handwashing education and utilizes a timer for hand washing.

- ☒ 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?

BryLin has a number of cleaning and disinfectant policies that also specifically address CDC COVID 19 guidance. These policies are available upon request.

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?

Customer service personnel at the main desk are responsible for employee, vendor and visitor access through our single access control point with access control log maintained by them.

- ☒ 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?

Employee Infection/Illnesses are coordinated and monitored by Hospital Employee Health/Infection Prevention Registered Nurse Robert J. Ruminski. Anthony Szarzanowicz VP of Nursing Services oversees program compliance and serves as backup.

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 entering building use one entrance, employees then answer Covid-19 log questions and sign attestation. Front desk staff ensure employees comply with social distancing, hand sanitizer use and hand out surgical masks. Lastly employees have their temperature taken by either a registered Nurse or Mental Health Technician prior to punching in. Employees are frequently reminded to stay home if any Covid-19 symptoms appear, secondly any employee with temperature 100.6 degrees orally or higher are not allowed to work and sent home. They are instructed to reach out their PMD for evaluation. Admissions personnel conduct all perspective service recipient screenings

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 onsite screeners consist of either a Registered Nurse or Mental Health Technician, PPE consists of cotton surgical masks and disposable gloves. Prior to each shift change the responsible screener ensures that they have adequate supplies for both personal PPE and oncoming shift employees. Maintenance has been responsible for supply stock and ordering.

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?

Refer to previously stated hospital wide cleaning protocol.

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?

Hospital Infection Control will work closely with Senior Leadership and HR utilizing ECDOH guidelines and resources.

IV. OTHER

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

Employees will wash hands often for at least 20 seconds, will use sanitizer.
Employees will wash hands often for at least 20 seconds and utilize hand sanitizer when not in close proximity to a sink.
Avoid close contact, utilize masks and maintain 6 feet of separation at all times.
Groups events and meetings will be prioritized and held on an as needed basis conforming with proper social distancing.
Touchless garbage cans and sanitizer stations deployed as available.
Delivery service will be left on the dock.
Employee Health will monitor all absenteeism and follow up on all infection related illness.
Staff are encouraged to immediately report any symptoms.
All service recipient visitation will be cancelled until further direction from ECDOH.

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.

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](#)