



# 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](http://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:**

Bridges For Brain Injury, Inc.

**Industry:**

Non-Profit; Social Assistance to Adults with Disabilities

**Address:**

5760 Duke of Gloucester Way, Farmington, NY 14425

**Contact Information:**

585-396-0070

**Owner/Manager of Business:**

Laura Donaldson

**Human Resources Representative and Contact Information, if applicable:**

Karen Brozic

## 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?*

Vendors and Delivery Personnel will be directed by signs to deliver at the Main Door. They will not be granted entry and will be instructed to leave their packages in foyer. Any vendors and delivery personnel who are invited into the building must be willing to answer health assessment questions, have their temperature taken, use hand sanitizer, social distance or wear a mask if they are unable to.

*How you will manage engagement with customers and visitors on these requirements (as applicable)?*  
Any customers or visitors will be required to follow 6ft social distancing or to wear a mask if they are unable to do so.

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

Lunch Breaks: Staff are to maintain 6ft social distancing during lunch breaks or will need to find another room or eat at their desks.

Smoking: Only 2 staff at a time are allowed to smoke in a designated smoking area at one time and must practice social distancing.

## 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 a supply of disposable face masks that are available to visitors, staff and program members.

We have a supply of disposable gloves located in each bathroom and in the program areas for staff use.

#### IV. OTHER

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

Additional Day Program Details: Plexiglass barriers will be put up at tables, limited seating will be provided to keep social distancing. Groups will be split to no more than 5 members with staff taking them to separate areas....upstairs, downstairs or outside.

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](http://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](http://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

**STAY HOME.**

**STOP THE SPREAD.**

**SAVE LIVES.**