

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 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: Sunflower Pre-kindergarten

Industry: Child Care/Education

Address: 7 Kamoy Drive, Ridge, NY 11961

Contact Information: Jennifer Wrightson 631-504-6158

Owner/Manager of Business: Jennifer Wrightson 631-504-6158

Human Resources Representative and Contact Information, if applicable: N/A

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?

Play centers may not allow for 6 ft. of distance between children. To ensure the safety of the children in the program, centers may be occupied by two children at a time. If and when adequate space is not available children may choose to wear a face covering or to move to another location where 6 ft. of distance is possible.

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

Visitors will be required to wear a face covering upon entering the classroom. At this time visitation will be limited to necessity, only.

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

Play centers are arranged to provide adequate space for two children to occupy them at any given time. The placement of furniture delineates spaces in the classroom, providing children with visual parameters that keep them at a safe distance from one another.

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?

In order to ensure a sufficient supply of PPE is available at all times for visitors Sunflower Pre-kindergarten will maintain a supply of 50 disposable face coverings and disposable gloves, purchased online and delivered through Boxed.com. Sunflower Pre-kindergarten will replenish PPE inventory as needed. In the event that PPE cannot be obtained through Boxed.com, PPE will be purchased at a local retailer.

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?

Sunflower Pre-kindergarten requests that every child bring his/her own personal face covering as part of the enrollment process. Personal face coverings will remain in the classroom, stored for each child's personal individual use. Face coverings will not be shared, and they will be laundered at the facility daily. If a personal face covering is soiled or not available, a disposable face covering will be provided. Disposable face coverings will not be shared and will be discarded after single use.

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?

Some toys, books and surfaces will be shared by children in the classroom. These materials and surfaces will be cleaned and disinfected between uses to prevent the spread of germs. Some materials, such as pencils, crayons, small manipulatives, etc., will be stored in individual containers for individual personal use only. These materials will be labeled with each child's name and will not be shared. In the event that these materials are inadvertently shared, they will be cleaned and sanitized before being returned to the individual child's personal container.

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 owner/director, Jennifer Wrightson, will be responsible for maintaining a cleaning log. The cleaning log will be digital, and a copy will be kept on a shelf beside the main entrance.

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 teacher, children and visitors will have access to soap, water and paper towels in the bathroom. Hand sanitizer will be available on a shelf at the main entrance. Hand sanitizer will be provided to children, by the teacher, when proper hand washing is not available.

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?

Cleaning and disinfecting will take place several times a day, as materials and surfaces are used. Tables, shelves and other frequently touched surfaces will be cleaned and disinfected before opening, after use throughout the day, between classes and after closing. The bathroom will be cleaned and disinfected after each use. Shared materials will be cleaned and disinfected throughout the day, when permissible, between uses. If shared materials cannot be properly cleaned and disinfected during school hours they will be set aside to be cleaned and disinfected after closing. All ingredients in the products used for cleaning and disinfecting are approved by the CDC/EPA and are safe and natural. Sunflower Pre-kindergarten uses only home-made cleaners and disinfectants, using non-toxic household ingredients proven to be effective against all germs, including COVID-19. Sunflower Pre-kindergarten cleanser ingredients: Water, dish soap. Sunflower Pre-kindergarten disinfectant ingredients: Water, Chlorine Bleach. Sunflower Pre-kindergarten sanitizer ingredients: Water, Isopropyl Alcohol (70%), Tee Tree Essential Oil.

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?

The owner/director, Jennifer Wrightson, will be responsible for maintaining a visitor log. This log will be digital, and a copy of this log will be kept on a shelf near the main entrance.

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?

If a worker (Jennifer Wrightson - sole employee/owner) tests positive for COVID-19, Jennifer Wrightson, owner/director, will be responsible for notifying state and local health departments.

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?

A daily health screening will be implemented for every child upon entry. This includes a daily temperature check using a contactless thermometer, as well as a questionnaire that lists symptoms of COVID-19 and possible contact with COVID-19 in the past 14 days. The questionnaire will be digital and will be conducted on site by Jennifer Wrightson, owner/director, daily, upon arrival and before entry of each and every child.

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

Jennifer Wrightson, owner/director, will wear a face covering and take information at the door, using a tablet. All PPE, including disposable face coverings and gloves, will be supplied and shipped by Boxed.com and stored on a shelf in the classroom, near the main entrance. In the event that PPE cannot be obtained through Boxed.com, PPE will be purchased at a local retailer.

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?

In the case of an employee (Jennifer Wrightson - sole employee/owner) testing positive for COVID-19, the entire classroom, including all materials and surfaces located in the outdoor classroom, will be cleaned and disinfected by an outside party, hired by Sunflower Pre-kindergarten. The following products will be used to clean and disinfect all surfaces: Sunflower Pre-kindergarten cleanser ingredients: Water, dish soap. Sunflower Pre-kindergarten disinfectant ingredients: Water, Chlorine Bleach. Sunflower Pre-kindergarten sanitizer ingredients: Water, Isopropyl Alcohol (70%), Tea Tree Essential Oil. Sunflower Pre-kindergarten uses only home-made cleaners and disinfectants, using non-toxic household ingredients proven to be effective against all germs, including COVID-19. All ingredients are approved by the CDC/EPA and are proven effective against all germs, including COVID-19.

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?

In the case of an employee (Jennifer Wrightson - sole employee/owner) testing positive for COVID-19, Sunflower Pre-kindergarten enrollment forms, child pick-up forms and the daily visitor log will be consulted in order to trace close contacts. Close contacts will be informed of possible COVID-19 exposure through all provided contact methods, including phone and email.

IV. OTHER

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

- Activities and lessons will take place predominantly outdoors, weather permitting.

- When inclement weather inhibits outdoor activities, the covered patio will be utilized and/or windows will be opened.

- The Sunflower Pre-kindergarten classroom is equipped with a LEVOIT Air Purifier.

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](#)