



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:

Cattaraugus-Little Valley Central School District

Industry:

School: PK -12th grades

Address:

25 N. Franklin Street

Contact Information:

Dr. Sharon Huff

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

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?

Measures will implemented to ensure the safety of employees, including wearing of face coverings, masks, and any other applicable PPE provided by the District. There may be instances in which 6 ft social distancing is not practicable, including but not limited to, entrances, exits, elevators, bathrooms, and hallways.

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

Signage will be posted throughout the facilities regarding 6 ft social distancing protocols and wearing of masks, face coverings, and other PPE. The District website and Facebook page outlines protocol including instructional materials and resources. Protocols have been establish that limit visitors to essential personnel and vendors.

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

Measures will implemented to ensure the safety of employees, including wearing of face coverings, masks, and any other applicable PPE provided by the District. There may be instances in which 6 ft social distancing is not practicable, including but not limited to, entrances, exits, elevators, bathrooms, and hallways.

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 procured face coverings and PPE through Cattaraugus County Emergency Services (EMS), Board of Cooperative Education Services (BOCES), and third party PPE providers. The facility has procured quantities sufficient to provide all individuals, employees and students, with PPE daily and as needed for replacement.

- 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?

The District will train all students, staff, faculty, and visitors on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. Any damaged or soiled face coverings must be discarded in a designated PPE Waste Receptacle. At no time should face coverings be shared between individuals and the District has procured adequate supplies of PPE to give to individuals in need.

- 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?

High touch areas, such as, but not limited to, door handles, technology, equipment, instructional supplies, bus seats, and hand rails, will be cleaned on a scheduled basis based on the DOH guidelines. The District has made considerations to limit the sharing of items.

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 Director of Facilities has developed a cleaning log, including documentation of the date, time, location, and scope of cleaning. Logs are reviewed on a daily basis. The logs will be maintained in a log book, accessible to all cleaning personnel.

- 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 hygiene stations, including soap, water, paper towels, and/or hand sanitizer containing at least 60% alcohol, are located at entrances, classrooms, and other common areas such as bathrooms, library, cafe, theater, and other large instructional spaces.

- 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?

Policies, protocols, and procedures have been developed for the regular cleaning and disinfection of instructional spaces and common areas, such as bathrooms, cafe, offices, as well as high transit areas. The policy includes provisions for the cleaning of equipment, buses, food preparation areas, nurses' offices, as well as buildings and grounds.

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?

District- and building-level administration are responsible for monitoring daily logs of persons that enter the buildings on a daily basis. Employee logs are through an online survey and are submitted by the employee to the immediate supervisor prior to entering the building. Student and visitor monitoring daily logs are maintained by building-level administrators and/or school nurses.

- 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?

The District Policy protocol and procedures outlines a the steps to be taken if an employee, student or visitor tests positive for COVID-19. The Superintendent of School will notify the Cattaraugus County Department of Health and New York State Department of Health, and the following established guidelines set forth by NYSED, NYSDOH.


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?

To ensure all employees comply with daily screening, CLV will:

- implement a daily screening protocol, either electronically or on paper asking the COVID-19 symptom questions
 - Have you experienced any COVID-19 related symptoms in the past 14 days?
 - Have had a positive COVID-19 test in the past 14 days?
 - Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
 - Have you traveled to and returned from a state with significant community transmission of COVID-19, as defined by 

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

If screening on-site, the District has procured PPE supplies for responsible parties to enable the district to implement on-site screening practices for the school year.

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?

If an employee tested positive for COVID-19, the contaminated area will be closed immediately. The contaminated area will be cleaned and disinfected according to DOH and CDC requirements using products and techniques effective against COVID-19. The contaminated area will remain closed for a minimum of 24 hours or longer as deemed necessary and then deep cleaned. All procured products on-site meet the specifications for cleaning and disinfecting against COVID-19. Cleaning and disinfecting products are procured through suppliers and are compliant with DOH and CDC requirements.

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 is a function performed by the Cattaraugus County and New York State Health Departments. The local Health Department will notify school districts when someone is diagnosed with COVID-19 and when to school district should close.

IV. OTHER

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

The CLV Reopening Plan was developed incorporating guidance documents from New York State Department of Health, New York State Department of Education, and the Center for Disease Control and Prevention, including but not limited to:

- DOH Reopening NY Checklist for PK-12 School Reopening Plans
- DOH Interim Guidance for In-Person Instruction at PK-Gr12 Schools During the COVID-19 Public Emergency
- NYSED Recovering, Rebuilding, and Renewing the Spirit of New York Schools Guidance
- The CDC Guidance for Businesses and Employers Plan

Link to CLV Website with School Reopening Plan: <https://www.cattlv.wnyric.org/domain/264>

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.

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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