

Reopening Business Plan Template Considerations

The following document is intended to assist businesses in completing their Business Reopening Safety Plan. It includes common considerations and best practices guidance that may help to create a more comprehensive safety plan. This document is intended to inform, not replace, the development of a business specific plan. The guidance below are for consideration only and all NYS guidance should be referred to and followed for your specific industry by visiting www.forward.ny.gov.

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?

Considerations can include small working spaces such as copy rooms, kitchens, smaller offices, meeting rooms, elevators, storage areas, hallways, breakrooms, etc.

Measures to ensure safety could be to implement a practice of no more than one person in a room at a time with appropriate signage. If not possible, ensure that PPE is provided and utilized as designed and signage noting PPE required is prominently displayed. For lunch/break rooms you may stagger breaks and lunches, encourage lunch/breaks outside or in car to reduce gatherings and traffic. Denoting one way directional flow throughout the office can also assist in reducing contact.

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

Considerations can include physical barriers (Plexiglas barriers, increasing counter width or roped off spaces) to increase spacing between customers and employees. Additionally, markers and signs could be posted throughout the location to direct traffic and help to maintain the required distance between individuals. Spacing within your location, plus changes of services hours may be a consideration.

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

Lunch/breaks could be staggered limiting those taking breaks at the same exact time. Employers can encourage lunch/breaks outside or in vehicles to reduce gatherings and traffic. Denoting one way directional flow throughout the facility can also assist in reducing contact of employees travelling in opposite directions.

Shift changes could be implemented to make sure there is no crowding in places like elevators, particular stations, or entrances and exits.

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?

PPE should be available for each employee with a certain reserve on site for both employees and customers to be utilized should there be a need.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Employees should be provide guidance on using and maintaining their PPE (see CDC guidance). If possible employees may be provided multiple face coverings to allow for increased ease of washing.

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?

Considerations include common objects such as light switches, door handles, tables/desks, buttons/keypads, sets of keys, log books, copy machines, computers, cash registers, time clocks, break room and kitchen equipment and furniture, and other miscellaneous equipment, tools and supplies (pens, etc.). Any items that are passed from employee to employee or touched by multiple persons during a shift or during a shift change should be cleaned thoroughly to reduce transmission. The cleaning of common objects should be paramount in your business.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

The shift manager or designee who is trained in all cleaning procedures shall keep the cleaning log. The log should be kept in an area accessible to that person or persons.

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?

Entrances, exits, restrooms, kitchens and common rooms should all be equipped with sanitizing products for employees and customers. This may include lobbies and conference rooms.

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?

There should be a cleaning policy, including frequency of cleaning for each item noted, implemented with a checklist format and products to be used that is tracked by the shift supervisor or designee. These products should be proven effective against COVID-19. Any items to be cleaned after each use should be communicated to all employees along with cleaning supplies easily accessible.

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?

Considerations can include receptionist, hostess, operations manager, security personnel, shift supervisor or other designee can be placed in charge of maintaining the log of persons entering the site. This log should be kept in an area accessible to the one maintaining the log.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

Considerations can include shift supervisor, facility manager, HR professional or designee could be responsible for notification purposes. Responsible person(s) should be informed of how to properly notify any management and state and local health departments.

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?

Considerations include questionnaires and temperature checks. Off-site screening is preferable (via an app or remote system). Considerations for responsible persons can include shift supervisor, HR

personnel, or other designee can implement screening. Any individuals must be trained to conduct screening; resources are available through governmental agencies such as the CDC or other recognized health organizations.

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

PPE must be provided for those administering the screening practices. PPE considerations should include face coverings, face shields, gloves, and goggles. Any person screening employees should have their own set of PPE and the employer should have reserve sets, in the event they are needed.

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 tests positive they should be sent home immediately, if that is not possible then there should be an isolation area identified that they can be held until such time they are able to leave the premises.

There should be cleaning products such as disinfectant and others to sanitize the location the employee had went to and any common objects the employees may have touched. These products should be purchased and stored with extra in supply.

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?

Any employee who tests positive should be interviewed to determine additional areas for cleaning and potential prolonged close contacts along with noting the use of PPE in each instance. Time period for contact tracing should begin 48 hours prior to positive test or onset of symptoms. Prolonged close contact is defined as 10 minutes or more within 6 feet of another person. Any prolonged close contacts should be notified as soon as possible and in their native language. If communicated verbally, employees should receive follow up written communication for record keeping purposes. Prolonged close contacts of the positive employee should undergo a 14 day quarantine beginning from that first date of close contact. Employees who were not in prolonged close contact, but within the same unit or division should be notified of a positive case, but that they were not identified as having prolonged close contact. All informed employees should also be informed of additional cleaning that occurred based on the positive result. Employers are encouraged to be flexible with employees that feel they have come into prolonged close contact with an employee testing positive for COVID-19.