



## 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](https://www.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:**

John A. Coleman School d/b/a Elizabeth Seton Children's School

**Industry:**

Schools: Pre-K to Grade 12

**Address:**

317 North Street, White Plains, NY 10605

**Contact Information:**

Maureen Tomkiel, Executive Director, 914-597-4098

**Owner/Manager of Business:**

Elizabeth Seton Children's; Patricia Tursi, CEO, 914-294-6301

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

Frances Sequeira, 914-294-6143

## 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?*

We serve a population of special education children with medical complexities and mild to moderate developmental challenges. The following daily situations require employees to be closer than 6-feet from children and in some cases from other adults: performing personal care routines with children (diapering, dressing, meal times, positioning in therapeutic equipment), use of instructional techniques (e.g. hand over hand assistance, guided play, etc.), delivery of therapeutic services (OT/PT/Speech/Vision/Counseling), health assessment of children, supervision and safety of children, management of behaviors for young children, care and comfort of young children when hurt, afraid, and/or upset.

The following measures are in place to ensure safety of employees in these situations:

- Mandatory daily health screenings for employees and children, including temperature checks and completion of questionnaire before entering school areas;
- On-going training (on/off and dispose) and availability of PPE including masks, gloves, face shields, and disposable gowns at all times;
- Visible signage throughout facility;
- Requirement of employees to wear masks at all times when in the school building and working with children;
- Ample availability of running water, soap and paper towels for handwashing and hand sanitizer stations visibly located throughout the building;
- Handwashing policies for staff and children enforced;
- Recommendation for parent permission to supply masks for children to wear in school.

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

No visitors are allowed entry into building without temperature check, and completing the health screening questionnaire by school nurses. Employees and parents provided with written copy of comprehensive Reimagine School Guide. Safety Plan visibly posted throughout the common areas of the school including administration offices, staff lounge, classrooms and treatment areas, and security desk. Updated information will be shared with families and employees as made available through vetted sources.

Training plan for employees includes in-service workshops and meetings prior to returning to the workplace, at regular intervals during school year, and as needed when protocols are updated or monitoring indicates procedures are not being followed with fidelity. Signage clearly posted throughout the building and in every restroom to promote proper use of PPE, hand hygiene; signage also requires use of masks and social distancing.

Outside vendors are being limited if they are nonessential to operations. Pick-ups and deliveries are limited to the entrance at certain hours and they are not given access to the facility without health screening.

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

Indoor staff lunch/lounge areas closed for dining pending installation of impermeable barriers. Outdoor spaces available and encouraged for use during breaks.

Portable chairs available for indoor and outdoor use.

Painted spaces on sidewalk to manage social distancing upon employee arrival to work.

Decals on corridor floors and in elevators to demark bidirectional traffic and define social distancing parameters.

Curbside drop off/pick up of students transported by parents (health screenings performed prior to entry)

Contactless distribution of office supplies and mail.

## 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 monitor our daily supplies and PPE to ensure all staff, students and any visitors have PPE as appropriate. All PPE is procured through Elizabeth Seton Children's Materials Management Department. An emergency supply of PPE (for 60 days) is available including ample supplies of gloves, face masks, face shields and disposable gowns. Par levels/inventory control is maintained by Administrative Assistant and Executive Director in collaboration with Materials Management Director who works with multiple vendors to ensure that we always have the necessary amount onsite. Supplies are distributed to employees upon submission of a bi-weekly requisition request to the administrative assistant or as needed.

- 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?*

Employees are directed to adhere to our Personal Protective Equipment protocols. Instructional videos are provided for staff as a reminder for best practice of infection control procedures. Training modules include education on how to put on/take off and dispose of gloves, masks, face shields, and gowns. Printed materials from CDC are abundant and visible throughout the building; posted in common areas and at school entrance.

Employees instructed to store their personal soiled clothing, if worn, in plastic bag to be taken home for laundering.

Employees provided with a clean mask every day or more often if needed. School policy requires every employee to wear employer provided mask over any personal masks they use to mitigate any spread of viruses.

- 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?*

Copier machine: There is a limit of 2 people in copy areas at a time; signs on social distancing are posted. Hand sanitizer station in close proximity to all copier machines.

Children and staff refrigerators: There is a limit of 2 people in the kitchen at a time. Employees follow signs and floor decals to maintain social distancing to access staff refrigerator. Hand sanitizer station in close proximity.

Time clocks: Hand sanitizer station in close proximity.

High touch areas such as doors, doorknobs, handrails, elevator buttons, and public restrooms are cleaned and disinfected at least 3 times per day with log maintained in all restrooms.

**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?*

Environmental Services vendor maintains a cleaning and disinfecting log and visibly posts in all restrooms. Logs maintained in Administration Office. Compliance with cleaning schedule monitored by school principal/designee.

Teachers maintain a cleaning and disinfecting log and visibly post in every classroom. Compliance with cleaning schedule monitored by periodic inspections by school principal/designee.

Therapists keep log of therapy area cleaning and visibly post in every treatment area. Compliance with cleaning schedule monitored by school principal/designee.

Classroom/therapy logs maintained in education office.

- 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?*

There are 5 public restrooms available for employees with sink/running water, soap, and paper towels. 12 classrooms, each with sink/running water, soap, and paper towels. All restrooms/children's bathrooms have visible signage as to proper techniques for handwashing.

In four therapy treatment rooms, there are sinks/running water, soap, and paper towels.

Hand sanitizing stations visibly located inside and outside each classroom, at regular intervals in corridors, and proximal to high-touch/shared areas/equipment.

All alcohol-based hand sanitizers contain 60% or more alcohol for areas where hand washing is not feasible.

- 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?*

Detailed protocols for regular cleaning and disinfection are in Reimagine School Guide, with cleaning logs to be completed daily located in every restroom and classroom.

There is daily cleaning and disinfection by classroom and therapy staff of materials used by children.

Additionally each student has a separate box of materials for their use only with materials cleaned daily.

Cleaning and disinfecting of high-touch/high-traffic areas at least 3xs per day performed by environmental services vendor. Regular onsite inspections performed by principal/ safety committee members.

Cleaning products used by school staff are all EPA approved to deactivate COVID-19 and include:

- Medline MicroKill+
- Morning Mist Neutral Disinfectant Cleaner
- Similarly EPA approved products if necessary.

Environmental Services uses EPA approved cleaning/disinfecting products to deactivate COVID-19

- Virex II formula 256
- Everwipes Surface Care Wipes
- Bioesque Botanical Disinfectant Solution

MSDS are centralized in Administration Office.

Site Safety Monitor: Maureen Tomkiel, Executive Director.

**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?*

Jean Maya, Coordinator of School Nursing, maintains log of daily health screenings and attestations for employees, children, and any visitors. Logs kept in the Nursing Office and provided upon request for review by Jennifer Geskie, Principal.

- 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?*

Olivia Jackson, Director of Infection Prevention and Occupational Health, Elizabeth Seton Children's Center  
914-294-6216  
[ojackson@setonchildrens.org](mailto:ojackson@setonchildrens.org)

or

Alvin Moyer, MD, interim CMO, Elizabeth Seton Children's Center  
914-294-6232  
[amoyer@setonchildrens.org](mailto:amoyer@setonchildrens.org)

### 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 are directed to monitor their own health before coming to work. Employees with symptoms of COVID-19 must remain home and contact school nursing of symptoms.
- All employees are screened upon arrival to work by a school nurse or designee (trained by ESCS Health Care Consultant). Screening includes temperature check, questionnaire, and signed attestation.
- Parents are directed to monitor child's health before coming to school. Children with symptoms of COVID-19 must remain home and contact school nurse about symptoms.
- Children are screened upon arrival to school. Screening includes temperature check, and questionnaire completed by both the parent and school nurse. At least one additional screening completed while child is in school. Screening conducted by school nurse or designee (trained by Health Care Consultant).
- All employees and families are subject to travel quarantines as posted by NYS.

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

All screenings are completed by school nurse(s). Masks are required for responsible parties completing screening and gloves, face shields and gowns are also available in nursing office.

School Nurse/Executive Director, in collaboration with Material Management Director, oversees par levels of PPE.

Weekly purchase orders for PPE are submitted by administrative assistant and orders are fulfilled by Materials Management Department.

#### 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 accordance with our Reimagine School Guide:

- Close building and seal off suspected contaminated area(s) of exposure as per NYSDOH and WCDOH directives.
- Wait 24 hours (if possible) before cleaning and disinfecting.
- Environmental Services vendor completes enhanced cleaning and disinfecting according to CDC guidelines using EPA approved products to deactivate COVID-19
  - Virex II Formula 256
  - Electrostatic device *SprayerPro* with Bioesque Botanical Disinfectant Solution throughout entire facility and on all surfaces
- Vendor supplies Bioesque Botanical Disinfectant Solution and is responsible to maintain emergency and adequate supply at all times.

*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?*

All employees testing positive for COVID-19 will be immediately reported to NYSDOH, WCDOH and Olivia Jackson, Director of Infection Prevention and Occupational Health.

We will assist with contact tracing via our payroll system (for employees), OCFS LDSD-4443 Child Care Attendance Sheet (for children), related service therapy sign out sheet (for children and employees), and OCFS-6039 Child Care Program Tracker (non-employees).

Video surveillance is also available to trace close contact.

Close contacts will be informed of possible exposure to COVID-19 by Olivia Jackson, Director of Infection Prevention and Occupational Health and/or WCDOH office.

## IV. OTHER

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

Please refer to our comprehensive Reimagine School Implementation Guide for detailed school assurances on (1) reopening of school facilities for in-person instruction, (2) monitoring of health conditions, (3) containment of potential transmission of the 2019 novel coronavirus (COVID-19), and (4) closure of school facilities and in-person instruction, if necessitated by widespread virus transmission. This plan also includes information on blended instructional models, ensuring educational equity, meaningful family engagement, partnerships with school districts and other community key stakeholders, and staggered work schedules - all based on guidance from CDC, OCFS, New York State Education Department, and the NY State Department of Health.

The Reimagine School Implementation Guide as well as this NY Forward Safety Plan is posted on the Elizabeth Seton Children's website information board and available electronically upon request to [igeskie@setonchildrens.org](mailto:igeskie@setonchildrens.org). Full Guide will be sent to SED via portal by August 7<sup>th</sup>.

**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.**



## 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](#)

## V. School Response Team

All employees, families and community stakeholders are encouraged to maintain an open dialogue with the organization. Questions, concerns or suggestions related to this implementation guide should be directed to our School Response Team:

- ▶ Maureen Tomkiel, Executive Director; 914-597-4054; [mtomkiel@setonchildrens.org](mailto:mtomkiel@setonchildrens.org)
- ▶ Jennifer Geskie, Principal; 914-597-4098; [jgeskie@setonchildrens.org](mailto:jgeskie@setonchildrens.org)
- ▶ Jean Maya, Coordinator of School Nursing; 914-597-4099; [jmaya@setonchildrens.org](mailto:jmaya@setonchildrens.org)