

New York State Department of Health NY FORWARD SAFETY PLAN for University District Community Development Association At 995 Kensington Avenue, Buffalo New York 14215

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:

University District Community Development Association, Inc

Industry:

Human Services, Affordable Housing, and Community Development

Address:

995 Kensington Avenue, Buffalo, New York 14215

Contact Information:

832-1010; ext. 201; r.scibilia@udcda.org

Owner/Manager of Business:

Roseann Scibilia, Executive Director

Human Resources Representative and Contact Information, if applicable:

Michael Tritto, Jr. 832-5085; m.tritto@udcda.org

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?

The only time that may not allow 6 feet distancing is when clients enter the center and have to be let in the door. Staff will wear masks at all times they are working with clients. All employees must maintain at least 6 feet of physical distance between themselves and any other person within our facilities and during program hours.

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

Our agency will install Plexiglas shields for a customer service desk in the conference room in 995 Kensington Avenue and the Affordable Housing Coordinator's desk, to protect staff from exposure to aerosol droplets from clients visiting those service areas.

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

All employees will be restricted to entering our facilities at a designated staff entrances that are separate from visitor entrances. For 995 Kensington, staff must enter through the parking lot entrance on the East side of the building.

Our Housing and Business Development Program staff may meet with clients or community partners only within the conference room of 995 Kensington Avenue. No meetings between staff members and clients may take place within staff office spaces. Housing Staff and Business Development staff may meet with client off-site from our facilities, but only if physically distanced by at least 6 feet between staff members any other person, and only when all members of such meetings wear face coverings. Whenever possible and weather dependent, off-site meetings with housing and/or Business Development clients should be held outdoors.

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?

Each staff member will be issued 2 protective cloth masks at no cost to the staff member that he/she may keep. All staff members must wear a protective face covering whenever working with any other person, and when moving about our facilities outside of his/her office space. Staff members may elect to wear their own protective face coverings that they purchase for themselves if they do not like the masks provided by the agency, as long as they cover both nose and mouth.

- 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?

Per guidance from the federal Center for Disease Control, all staff members will clean their face coverings after each day of use. Face coverings can be washed with general laundry or can be hand-washed in a quart of room temperature water mixed with 4 teaspoons of disinfectant-rated bleach and soaked for at least 5 minutes and completely dried.

- 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?

Our agency will provide disinfection wipes to disinfect equipment used by more than one person (e.g. photocopiers and postage machines). Each staff person will disinfect these commonly used pieces of equipment before using it and upon finishing use of it each time he or she works with the equipment.

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?

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There will be a cleaning log posted in each room that is used by our clients, as well as common areas that are shared by staff members.

- 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?

One of the most important protective measures for our staff and clients is mandating and supporting effective hand hygiene by all staff and clients within our facilities.

We will stock liquid hand soap for regular handwashing in all restrooms in the Kensington –Bailey Housing Center. We will stock 60% or higher alcohol-based hand sanitizer in the kitchen and conference room and at each staff person's desk.

All staff must wash their hands with soap and water for at least 20 seconds immediately upon arriving to work at one of our facilities. In addition, all staff must wash their hands before eating, after meeting with a client, and after using the restroom.

We will post signage near all hand sanitizer that visibly soiled hands should be washed with soap and water, because hand sanitizer is not effective in sanitizing visibly soiled hands.

- 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?

Our agency has created the following plan for regular cleaning and disinfection based on guidance from the federal Centers for Disease Control and New York State Department of Health.

Our cleaning and disinfection will be carried out by two groups of staff: cleaners of our general facility space, and cleaners of specific offices. First, offices will be disinfected by the staff person using that office on a daily basis with disinfection products provided by the agency. Second, a designated staff person(s) will be assigned each weekday the surface cleaning and disinfection of our overall facilities, including all restrooms, spaces in which clients can visit or participate in programming, public entrances, and all frequently touched surfaces. This cleaning will be logged on a form that is posted in the copy rooms of both 995 Kensington Avenue. Our basic measures for Cleaning and Disinfection include:

- Removal of soft surface objects, area rugs, and small or difficult-to-keep-clean items from publicly accessible spaces, reception areas, and other common spaces.
- Daily surface cleaning with all purpose cleaner or soap and water for all publicly accessible spaces or commonly used spaces like copy rooms, restroom, and kitchens.
- disinfection of all high-touch surfaces daily with EPA-approved disinfectant cleaner, and in addition, during heavy use of the facilities, as with summer camp, disinfection will be carried out in classrooms multiple times per day each time a class group leaves the classroom.
- All cleaning chemicals will be stored in designated cabinets, out of the reach of children.
- Identification in a cleaning list of all items/equipment in publicly accessible spaces that require daily disinfection during the general facility cleaning and disinfection, including: tables, public reception counters, doorknobs, light switches, kitchen and copy room countertops, exterior door handles, stove and refrigerator doors and handles, classroom teacher desks, toilets, faucets and sinks, paper towel and toilet paper dispensers and tampon disposal boxes, photocopier, staff time clock devices, and reception phones.
- Identification of staff office frequently-touched-items that each staff member will disinfect daily, including phones, keyboards, desks, chairs, and office door knobs.

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?

Essence Sweat, our Business Development Director, will supervise the maintain of logs for staff and clients. Ms. Sweat will screen all staff entering the building. The log will be set to Michal Tritto, our Associate Director of Operations' mailbox in Gloria Parks community Center and it will be scanned and uploaded to our Internal cloud-based document storage site, called SharePoint under Housing Program.

- ↓ 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?

An administrator for the agency will notify state and local health departments. Either Michael Tritto, Associate Director, or Roseann, Executive Director will take care of communications to government 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?

All UDCDA members who will work directly with clients will be required to be tested for COVID-19 by July 13, 2020 or early enough in advance of meeting with clients if they begin working with clients after that date. Staff members will be given the Erie County Department of Health COVID-19 phone number, 858-2929, option 2 to make an appointment for a free COVID-19 test. Staff members will be required to give a copy of their test results to an administrator of UDCDA as soon as the results are available. Any staff member that tests positive for COVID-19 will be barred from working in our facilities until after under doctor's supervision they have a written clearance to return to work at least 14 days after testing positive.

Each day, designated staff members, the Staff Screeners, will be scheduled to open our offices at each of our locations. Screeners will wear masks and gloves during any screening of another. He/she will complete the COVID-19 screening questions and do a temperature check for him/herself first. The Monitor will record the answers and either "normal temperature" for temperatures under 100 degrees F, or "over 100 degrees F" on a Staff or Client Screening Log for that day. At a minimum, screening must be completed using a questionnaire that determines whether the individual has:

- (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
- (b) tested positive for COVID-19 him/herself in the past 14 days; and/or
- (c) has experienced any symptoms of COVID-19 him/herself in the past 14 days, which include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea

Every staff member that enters one of our facilities, and every client that enters our facilities will be met by a Staff Screener to have their temperature taken and to give answers to the screening questions in the vestibule area outside our designated program areas. Only staff and clients that have "normal" temperatures and answer negatively to all of the COVID-19 exposure/symptom questions will be admitted into program areas of the facilities. If a staff member or client displays a temperature 100 degrees F or higher, or answers affirmatively to one or more of the COVID-19 exposure/symptom questions, he/she will be asked to go home and not enter our facilities that day. An administrator of UDCDA will follow up by phone with any staff member or client who has been sent home due to screening data showing a risk of COVID-19 infection within 24 hours. The Administrator will review the requirements for returning to our facilities, and a communication plan for meeting the requirement for re-admission to our facilities. The administrator will fill out a brief report that will be added to the Screening Log for any person asked to go home after screening. Staff members will be eligible for sick time, and, if necessary, disability benefits.

All Screening logs will be kept daily, scanned to our internal web-site, and physically stored in a designated Staff or Client Screening Log Binder in an administrative office in each facility.

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

We will require facial masks, Face Shields and gloves for our screeners. We will provide 2 washable cloth masks per staff member and disposable vinyl gloves. We have purchased some masks, face shields and gloves.

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 event of a person in one of our facilities discloses potential symptoms of COVID-19, a positive test for COVID-19, or close proximate exposure to someone else with COVID-19 symptoms in the past 14 days, any room in our facilities that the potentially or actually infected person spent more than 15 minutes in, will be closed for 24 hours to allow any aerosol droplets to settle out of the air. After 24 hours of closure, that room will be completely disinfected on all surfaces before being re-opened for use by staff and clients.

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?

IV.OTHER

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

Isolation of Suspected Infected Individuals

Staff members or clients who were sent home upon our screening process, will not be admitted until they are fever free and symptom free. If a staff member or client was screened out due to suspected symptoms that they felt personally or that they disclosed for a member of their household, and the symptoms stopped, or they can show a documented negative result on a COVID-19, they will be able to be screened to return to our facilities.

If a staff member or client that was sent home after screening, received a diagnosis or medical care for COVID-19, they will not be admitted until they have been symptom-free for 14 days with a Doctor's note stating they're able to return to our facility. Such a returning staff or client must pass the screening process upon returning to the facility.

If any staff or client is tested positive for COVID-19 and reports it to our staff, a UDCDA administrator will report it to the Erie County Department of Health.

Physical Distancing

It is expected that all staff members will wear a face covering that covers both their noses and mouths any time they are working with others, or moving about our facilities outside their assigned office space

If a staff person is working by him or herself within an enclosed office space, he or she may work without wearing a face covering. All staff should refrain from entering into another staff member's office. If staff members want to meet in person, they must do so in a larger room than an office (e.g. senior dining room, GJP gymnasium, or Ken-Bailey conference room) or they may meet outdoors. Otherwise, staff members must speak to each other on the phone or from a distance with one person being no closer than just outside a staff member's office door, while the other is inside the office at his/her desk.

Our agency will provide the equivalence of three consecutive days of paid sick time for their average allotted hours as part of their hiring agreement. When staff members are sick, they will be required to stay home. If their symptoms align with COVID-19 symptoms, they will be encouraged to get tested for COVID-19 and provide our administration with the test results, or to see a doctor and provide a letter clearing them to return to work.

Protective Equipment

Each staff member will be issued 2 protective cloth masks at no cost to the staff member that he/she may keep. All staff members must wear a protective face covering whenever working with any other person, and when moving about our facilities outside of his/her office space.

Staff members may elect to wear their own protective face coverings that they purchase for themselves if they do not like the masks provided by the agency, as long as they cover both nose and mouth. Per guidance from the federal Center for Disease Control, all staff members will clean their face coverings after each day of use. Face coverings can be washed with general laundry or can be hand-washed in a quart of room temperature water mixed with 4 teaspoons of disinfectant-rated bleach and soaked for at least 5 minutes and completely dried.

Staff members or program partners (e.g. United Way Works workers) charged with cleaning and disinfection of our facilities will be issued disposable vinyl gloves that they must wear when they are cleaning or disinfecting spaces or equipment. After removing gloves, staff members or program partners will immediately wash their hands.

All staff will avoid sharing equipment or objects like pens, office supplies, phones, computers, etc. to limit exposure to germs.

With copier machines, postage machines, etc. that multiple staff members must use, each staff member will be expected to use disinfectant wipes or spray on disinfectant cleaner before touching the surface of that equipment.

Our agency will install Plexiglas shields for a customer service desk in the conference room in 995 Kensington Avenue, and for the reception desk at the Gloria J. Parks Community Center at 3242 Main Street to protect staff from exposure to aerosol droplets from clients visiting those service areas.

For the Youth Program, students will be restricted from bringing in toys from home. Should a toy from home be brought to summer camp or after school program, Youth Program Staff members will ensure that children do not share the toy with others, and that the toy is returned to a parent at dismissal.

Hygiene, Cleaning and Disinfection

Our agency will provide disinfection wipes to disinfect equipment used by more than one person (e.g. photocopiers and postage machines). Each staff person will disinfect these commonly used pieces of equipment before using it and upon finishing use of it each time he or she works with the equipment.

We will place garbage cans in convenient locations of each of our facilities for staff and clients to dispose of soiled items including personal protective equipment. All garbage cans will be emptied daily by the assigned staff cleaner with garbage placed outdoors in the blue garbage totes.

The designated staff cleaner(s) for each of our facilities will be required to wear disposable gloves, face masks, and goggles.

Staff using gloves during cleaning will be required to dispose of gloves into a garbage receptacle, and to immediately wash their hands with soap and water for 20 seconds. In the event of a person in one of our facilities discloses potential symptoms of COVID-19, a positive test for COVID-19, or close proximate exposure to someone else with COVID-19 symptoms in the past 14 days, any room in our facilities that the potentially or actually infected

person spent more than 15 minutes in, will be closed for 24 hours to allow any aerosol droplets to settle out of the air. After 24 hours of closure, that room will be completely disinfected on all surfaces before being re-opened for use by staff and clients.

Complete Safety Training for All Staff

In addition to face masks while working with others, maintaining 6 feet of physical distance from others, frequent washing of hands, daily disinfection of surfaces each staff member uses, each staff member will be trained to refrain from touching their faces throughout the time they are working in one of our facilities.

Staff will be trained on proper cleaning and disinfection procedures during their first day returning to regular work in our facilities.

Staff screeners will be trained before we begin allowing clients to enter our facilities on the procedure for taking and logging the taking of temperatures, and asking the COVID-19 exposure/symptom questions.

Staff program leaders and administrators will be trained on the communications protocol for the potential event of staff or clients disclosing exposure to someone else with COVID-19, or displaying potential COVID-19 symptoms while present in our facilities.

Our administration will monitor updates in public health guidelines from the federal Centers for Disease Control and New York State Department of Health. When guidelines change the recommended prevention protocols for COVID-19, the administration will provide staff training within one week of the update in public health guidelines.

Communications on Safety Precautions of Our Clients

Our agency affirms that we have studied and understand the New York State Re-opening Plan Guidance for Businesses. We have incorporated all mandated precautions in this Safety Plan and as many "best practices" as are feasible for our facilities and program.

We will post this Safety Plan in a conspicuous place accessible to our clients in each of our facilities.

We will post signage inside and on entrance doors for both of our facilities to remind people to adhere to proper hygiene, wearing of face coverings, maintain of social distance, and the maintaining for disinfection protocols in our facilities.

We will designate one staff member in each facility as the COVID-19 contact person for clients and staff if they have concerns or questions about prevention of the spread of COVID-19.

UDCDA staff will maintain a communications protocol to respond to the event of anyone within our facilities notifying us any of the following:

- A person discloses he/she has tested positive for COVID-19 in the past 14 days;
- A person knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19 in the past 14 days;

- A person discloses to our staff that he/she has experienced any symptoms of COVID-19 in the past 14 days. Potential COVID-19 symptoms include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

If UDCDA staff discover a person informs us of any definite or potential exposure to COVID-19 while he/she is in one of our facilities, we will take the following actions:

1. Escort the person out of the facility as soon as is feasible (In the case of a child, we will keep them supervised in our Sick Bay room until a parent can pick them up to go home.)
2. Immediately close off any space in our facility that this person spent more than 15 minutes in before they left.
3. Notify any staff or clients, or student parents immediately if they or their child spent 15 minutes with this potentially exposed person. Anyone potentially exposed to this person would be asked to go home and monitor themselves for symptoms for the next 24 hours before returning to our facilities.
4. We will not identify a definitely or potentially exposed person who has been in our facility to our clients, media, or general public.
5. If a person tests positive for COVID-19 who has been inside our facilities during the time of their infections, we will notify Erie County Department of Health immediately after we receive confirmation of their positive test results.

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:

D 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.

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 2020-16 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](#)