



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business 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

COVID-19 Reopening Safety Plan

Name of Business:

Sorell Interiors

Industry:

Interior Design, Home Decorating & Decor

Address:

863 Larkfield Rd Commack NY 11725

Contact Information:

Paul (631) 499-4688 or Paul@sorellinteriors.com

Owner/Manager of Business:

Doreen A. Amico-Sorell

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?

No such situations exist in our business model. The only individuals working in-office at present are family members who have been equally quarantining since the beginning of the pandemic.

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

ALL individuals mandated to wear appropriate Personal Protective Equipment (PPE) as per CDC, NIH and NYS Dept. of Health guidelines AND maintain AT LEAST six (6) feet distance from each other at ALL TIMES. Non-employees (i.e. customers, delivery people, etc.) are currently NOT allowed in business office/design space.

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

N/A. (See above paragraphs)

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?

Will need 1-3 masks per day, 1-5 days per week, depending upon daily activities & schedule (e.g. non-virtual staff meetings, appointments with clients, vendors and/or subcontractors). Hence, will need between 0 - 15 masks/week. Currently have six (6) months of stock of all PPE. If and when further stock is necessary, have established relationship with vendor (OneSourceSupply) who is able to provide such additional PPE equipment.

- 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?

New PPE will be provided to each staff member at the beginning of each work day (as needs dictate) and will be collected at end of work day and disposed of properly in accordance with all sanitation guidelines. Equipment distributed at beginning of each work day will be counted to ensure that the quantity of PPE supplied for that work day is the same quantity collected at the end of that work day and disposed of properly. Also, employees have been instructed to IMMEDIATELY notify management of any PPE equipment that has become damaged during the usual course of business, such that the damaged PPE may be collected, properly disposed of and promptly replaced.

- 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?

Design Stock. Employees are required to wear single-use disposable vinyl or latex gloves when handling ALL noted common objects. Employees have been instructed in proper donning, doffing and disposal of such PPE in separately designated waste containers as provided. Employees have also been instructed in proper hand-washing technique to be done regularly throughout the work day and immediately after handling ANY common object as noted. Employee compliance with these measures will be carefully monitored by management and any necessary corrective action taken IMMEDIATELY.

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?

Business Manager & Physician: Paul J. Sorell III, MD

Logs will be kept in main office next to owner's desk, accessible to all.

- 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?

Proper hand-washing supplies are maintained in ALL bathrooms, kitchen area, and adjacent to ALL "common object" Design Stock. Employees have been given, and passed, an in-service on proper hand-washing technique. Signs with proper hand-washing reminders and techniques have been placed in ALL bathrooms, kitchen area and adjacent to ALL "common object" Design Stock as reminders. Management will frequently monitor all employee behaviors and employees have been encouraged to monitor themselves as-well-as each other to building a sense of community to safe-guard the health of everyone.

- 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?

ALL common areas and shared objects as identified will be cleaned on a regular basis throughout the workday as per CDC, NIH and NYS Dept of Health guidelines. PEROXIDE MULTI SURFACE CLEANER AND DISINFECTANT and/or equivalent (as per NYS Registered Disinfectants List of 07/17/2020, see attached) will be used.

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?

Owner: Doreen A, Amico-Sorell

Log will be kept at main entrance to office.

- 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?

Business Manager & Physician: Paul J. Sorell III, MD

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?

Business Manager & Physician: Paul J. Sorell III, MD will conduct ALL screenings. Already trained as a physician. Employees will be screened outdoors, BEFORE entering work premises. Screenings will include health/symptom questionnaire and check of body temperature via touchless scanning thermometer.

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

Necessary PPE demand already included in calculation as detailed above. NO additional PPE will be required.

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?

ALL common areas and shared objects as identified will be IMMEDIATELY cleaned & disinfected as-well-as ALL objects, surfaces and areas directly used by and associated with the COVID-19 positive employee. Cleaning and Disinfecting will be carried out under the direct supervision of Paul J. Sorell III, MD, and again, as per all CDC, NIH and NYS Dept of Health guidelines. PEROXIDE MULTI SURFACE CLEANER AND DISINFECTANT and/or equivalent (as per NYS Registered Disinfectants List of 07/17/2020, see attached) will be used. Six (6) month stock of disinfectant is already on hand and again, have relationship with OneSourceSupply to provide more when necessary.

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?

Records to be kept (via daily/hourly work log system used for payroll), as to who is in office with who, at what time and when. If and when an employee tests positive, ALL other employees present in office at same time of positive employee will be IMMEDIATELY notified of exposure risk. This information is easily obtained through our payroll system and has already been tested, and passed, for quick and easy response.

IV. OTHER

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

No additional industry-specific requirements or guidelines necessary.

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.