

**Guidelines for Safe Return to Worship and the
Re-Opening of the Church Building**
Larchmont Avenue Church
(Adopted by Session August 17, 2020)

Worship. Session approved the opening of worship in person in our sanctuary, so long as all safety measures are in place and implemented by adequate safety volunteers beginning on September 20th and continuing weekly, depending on the availability of volunteers to implement the safety guidelines, the under 5% infection rate for Covid-19 in Westchester County, and the continued in-person operation of the Larchmont/Mamaroneck public schools. We will continue to live-stream our services even when worshipping in person. If the safety guidelines are not followed, sufficient safety monitor volunteers are not available, the schools are closed due to the Covid-19 virus, or the county infection rate is at or above 5%, we will offer online worship only.

Sunday School. Session did not yet vote on Sunday school happening exclusively on-line as recommended by the Safety Task Force. Session awaits the recommendations of the Christian Education Committee regarding the Sunday School format, if classes are held at all. The Safety Task Force does not recommend Sunday School be held in person at any point in program year 2020-2021 until COVID cases have become infinitesimal or an effective vaccine will have become available to the general public so it will be safe for fragile populations to return to worship.

LAC Preschool. Session approved the re-opening of the LAC Preschool effective September 14, 2020, as well as the guidelines and protocols attached in Appendix A and Appendix B.

Building Use by LAC Members. Session approved use of the LAC meeting rooms for those LAC led fellowship groups, committees, and mission groups, up to 15 people, that can also guarantee remote/virtual inclusion of all who are not able or willing to attend in person, so long as only those groups of age-similar participants gather so as not to risk infection across generational groups. Specifically, youth groups could meet in person with parental permission. Men's Bible Study and Church and Society could each meet as a cohort. While gathering at LAC, the chairperson, or other LAC leader of the group, shall be responsible to keep the results in a notebook of the wellness survey of each participant, temperature check, contact tracing information, and ensure that all participants wear masks, keep a distance of at least six feet, and practice good hand hygiene (the "Safety Steps"). The data collected shall be kept in the safety notebook placed permanently in each meeting room. Whenever local infection rates increase beyond 5%, meetings will be suspended and the campus and buildings will be closed to non-staff members.

Rentals and Third Party Fellowship, Service, or Community Groups. Session voted against allowing any outside groups to use the LAC buildings, with the exception of Midnight Run which is deemed a LAC group because it is led locally by a LAC member. Offering virtual participation is not required of mission groups engaged in a physical mission activity. With the exception of an HBO movie rental contract under discussion, LAC will not allow outside groups to meet on campus.

Weddings. Session voted against allowing weddings to be held at LAC, except at the discretion of LAC's Pastor, so long as the wedding is conducted by the LAC Pastor, all Safety Steps are observed, and no more than 15 people are present, including the officiant, wedding couple, organist, and witnesses. No singing is permitted and all Safety Steps and the guidelines described herein for in-person worship are followed.

I. **Guidelines for worship at LAC.** Session approved the NY Forward Safety Plan attached to this document as Appendix C. In addition, the following detailed procedures are to be used for the re-opening of the church for worship indoors:

- Worship attendance indoors will be limited to 20 households initially, and no more than 50 people individually out of an abundance of caution. Although the sanctuary has an official capacity exceeding 400 and current NYS guidelines allow for up to 33% of the maximum capacity for services, the actual recommended capacity of the sanctuary is significantly lower in order to maintain a 6 ft distance among all individuals at all times. Note also that two out of every three pews will need to be kept empty in order to meet social distancing requirements.
- The church office will need to set up and oversee an online "reservations" system for worship as well as recruit usher volunteers to serve as safety monitors at the church entrance. A reservation link will be sent out via email to the congregation and members must register each week, and sign a liability waiver, to attend worship so that we can maintain the mandated attendance limits. If the service registration fills to capacity, names will be placed on a waiting list, with notifications sent out if space opens up.
- Members should attend only if they are healthy, are showing no signs or symptoms of illness, have not had any known exposure to COVID-19 in the preceding two weeks, nor have returned to New York in the preceding two weeks from a state with a high community-wide spread of COVID-19 (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>).
- Worshippers who are in a high risk group due to health issues or age (over 60) are urged to stay home and continue worshipping online.

What Parishioners Should Expect Coming to Church Upon Reopening

- **Attendees** should plan to arrive beginning around 9:30 am as it will take more time to get everyone in place with the new screening protocols.
- **Entry:** For entry into the church, everyone will use the main sanctuary doors on Larchmont Avenue that lead into the Narthex. The doors on Forest Park Avenue and the corner of Forest Park and Larchmont Avenues will be kept closed. There will be no access to the bathrooms except in an emergency. Congregants should plan ahead.
- **Greeters:** Upon arrival at the church, parishioners will be greeted at the Larchmont Avenue Narthex (at a socially appropriate distance) by a greeter from the LAC

membership who will be carrying a clipboard with the registration list, a wellness survey, a liability waiver, and wearing an LAC mask.

- **Contact Tracing:** Greeters will be responsible for making sure attendees have preregistered and their names are listed in case future contact tracing is needed.
- **Health check:** Attendees will be asked questions from the wellness survey, will receive a temperature check, and will be asked to confirm that they have not experienced any of the symptoms listed.
- **Masks:** Everyone (over age 2) **MUST** wear a mask covering **BOTH** the nose and mouth at all times while inside the church building. Attendees are expected to bring their own masks. Greeters will provide a mask to any congregant who does not have one. Anyone refusing to wear a mask will not be allowed entrance, and if inside, will be asked to leave the sanctuary.
- **Hand sanitizer:** Hand sanitizer **MUST** be applied by everyone prior to entering the sanctuary. Gloves are not recommended by medical professionals but if worn, the gloves must also be sanitized.
- **No touching:** Parishioners will be asked to refrain from touching objects in the church. The church will be cleaned and disinfected after each service.
- **Seating:** Ushers will direct the seating of all attendees. Family groups may sit together but otherwise attendees will be seated in such a way as to remain six feet apart. Once seated by the usher each attendee will remain in that spot until the end of the service or unless asked to move by the usher.
- **No singing:** There will be no congregational singing. Hymns may be played and a soloist may sing them, but congregants must stay silent throughout the worship service.
- **No Passing of the Peace.**
- **No offering plate passed:** Offerings (check preferred) may be put in the offering plates at the exits.
- **Social Distancing Inside & Outside:** Attendees (from differing family groups) must make every effort to remain six feet apart at all times while seated, while moving anywhere inside the church, and anywhere on the church property – including outside.
- **Noncompliance:** If an attendee is unable or unwilling to abide by these restrictions they will be asked to leave and worship online. The worship leaders will stop the service if these guidelines are not implemented and observed and direct everyone to leave the building.

Other required safety precautions:

- All prayer books and hymnals have been removed from the sanctuary. Bulletins will be placed on the pews indicating safe spacing.
- The floors have been marked and traffic patterns have been indicated by floor markers.
- Hand sanitizer will be available at the building entrances. Safety monitors/ushers will spray the hands of every attendee with hand sanitizer.
- Two out of every three pews will be closed in order to maintain social distancing.
- To maintain social distancing, the ushers will cue parishioners when they can leave their seats at the end of the service. Congregants must leave in a staggered, socially distanced way, beginning with the back pew closest to the doors. After worship, we will be exiting the church through both rear doors in the sanctuary.
- For the time being, bathrooms and public areas of the church are off limits.
- There will be no coffee hour following the morning service and no mingling, socializing, or gathering together before or after the worship service either inside or outside of the church building.
- After each service all “high touch” objects must be cleaned and disinfected.
- Communion will not be offered in the church to congregants during worship.

II. Guidelines for Building Use by LAC members in Committees and Fellowship:

The same guidelines for entry into the church building: temperature check, wellness survey, liability waiver, and mask-wearing is required of everyone entering the church for meetings. Each group gathering is limited to no more than 15 people. The chairperson, or other leader of the group is responsible for monitoring that all Safety Steps are followed during the group’s gathering at the church and enter all required information in the safety notebook located in each meeting room. Meeting groups must always provide online/virtual access to the meeting for those who cannot or will not attend in person. All LAC groups allowed to gather in the church buildings must be generational cohorts to reduce cross-generational spread of the disease.

Only the following LAC groups are allowed to meet in the church building:

- Youth Groups TGIF and SHIFT, with parental permission, and agreement by the Interim Director of Youth and Family Ministries;
- Men’s Bible Study; and
- Church & Society.

These groups must provide simultaneous zoom video-conference access to anyone wishing to participant but unable or unwilling to attend.



LAC Preschool COVID-19 Policies

Larchmont Avenue Church Preschool will continue to strive to maintain an engaging, nurturing, and developmentally appropriate early childhood experience program for your children. In light of the COVID-19 pandemic, we recognize that alterations to our Program, Procedures, and Schedules for the health and safety of our children, families, and staff. Please understand that adjustments may be made throughout the school year, as the COVID-19 pandemic is continually evolving.

Larchmont Avenue Church has adopted the following policies for Larchmont Avenue Church Preschool. These protocols will be updated periodically, to reflect updates based on Westchester County and NY State Department of Health, and CDC guidelines. Guidance as of 6/26/2020 can be found here:

<https://ocfs.ny.gov/main/news/2020/COVID-2020Jun26-Day-Camp-Detailed-Guidelines.pdf>

LAC Preschool is committed to maintaining the safety of our students, teachers, and staff to the very best of our ability. We are asking LAC Preschool parents to partner with us in minimizing our risk of COVID-19 infection in our school community. In choosing LAC Preschool, you are acknowledging your responsibility to consider actions that help keep our school community safe.

Students will be grouped in classes of no larger than 15 students. Each group will remain static; they will only interact with other children in their group while at the Preschool. We will strive to have children in close contact with their classroom teachers only; we will not have any other Specialists or volunteers. They will only have contact with a different teacher in certain unavoidable situations, such as absenteeism. We will

keep a daily attendance log, requiring all persons are signed in and out of classrooms.

Pre-Arrival Wellness Check:

Each parent/guardian will complete the Health Screening One-Time Attestation form required by OCFS. This form can be found here:

<https://ocfs.ny.gov/main/documents/docs.asp?doc=ocfs-6040>

By signing this document, you are committing to complete a health screening for your child before arriving at LAC Preschool every day. These screening questions also pertain to anyone who will be bringing your child to and from school:

- Are you, a caregiver, any person in your home, or your child experiencing ANY of the following symptoms?
 - Cough (new or worsening)
 - Shortness of breath (new or worsening)
 - Trouble breathing
 - Fever (100 degrees Fahrenheit or higher)
 - Chills
 - Muscle pain (new or worsening)
 - Headache (new or worsening)
 - Sore throat (new or worsening)
 - Loss of taste
 - Loss of smell

If the answer to any of these questions is YES, the child should remain home and you should contact your health care provider.

Additionally, the following individuals will be prohibited from entering the building and grounds of LAC:

1. Those who have tested positive for COVID-19 and not subsequently tested negative OR

2. Those who had contact with someone who tested positive for COVID-19 or has experienced symptoms in the last 14 days OR
3. Those who are required or advised to quarantine under NY State or CDC guidelines

An employee, parent/guardian, or child who screens positive for or exhibits symptoms of COVID-19 will not be allowed to enter the facility or area, and will be sent home with instructions to contact their healthcare provider for assessment and testing.

Please note: As per current NYS Guidelines, if you have travelled to one of the areas of increased cases listed on the CDC website, have travelled internationally, OR if you have someone staying in your home who has travelled to one of these areas, your family should self-quarantine for 14 days before returning to school. This excludes brief stops of less than 24hrs, for example while travelling through the applicable states.

In cases where COVID-19 is not suspected and has been ruled out, children generally must remain home until they are symptom-free for 24-48 hours. Decisions on returning to school should be made based on your family's exposure, with advice from your child's physician, and in communication with the LAC Preschool Director. In cases where a physician has diagnosed and treated an illness, children may return to school with a note from and at the recommendation of their physician.

Arrival Procedures:

All parents/guardians/caregivers must wear proper PPE. The CDC and OCFS recommend that children over the age of 2 wear masks. We therefore strongly recommend that all preschool students wear masks. At this time, we will not insist, as it is not a regulation, *however this policy is subject to change based on information regarding infection rates in our area.*

In general, parents/guardians/caregivers will not be permitted to enter the LAC Preschool building during regular operating hours. We will have outdoor arrivals and dismissal, at staggered times, rain or shine. During your child's designated arrival time, he or she will say goodbye to their parent/guardian/caregiver and line up at their designated spot. Children

may remain with their parent/caregivers/guardians on their sidewalk square until teachers arrive, but we ask that they do not line up with their children, except in extreme cases to aid in separation. Teachers will conduct temperature check for each child and then escort the children into the building in a safe manner, or conduct a temperature a check before they enter the classroom.

During School Hours:

PPE

Teachers will be required to wear PPE during the time school is in session. The CDC and OCFS recommend that children over the age of two wear masks. Face shields alone are not considered an adequate substitute for face masks. We do however understand that it is difficult for some children to tolerate wearing masks. With this in mind, we are encouraging children to wear masks and will plan to build mask-wearing and mask-breaks into the routines of the day in fun and engaging ways.

We will ask children to have a pair of “classroom shoes” in their cubby. Part of the morning routine will be to take off their “outdoor shoes”, place them in their cubby, and put on “their classroom shoes”. Please consider slip-ons or Velcro bindings, as these will greatly aid in this process.

Handwashing

While good hand hygiene is always an important part of our health and safety plan, handwashing will occur more frequently part of the daily routine. Children will be expected to wash their hands upon entry, before/after eating, before/after engaging in play with shared materials, after using the restroom, when their hands are soiled, and before dismissal.

Teachers will continue to monitor the children throughout the day for health/wellness. If a child develops signs of illness while at school, the student will be isolated, away from other students and will be supervised until they can be picked up by a parent/guardian/caregiver.

Additional Room Use

Any shared bathroom will be cleaned between uses of groups. Part of the daily routine will be group trips to use the bathroom, after which the bathroom will be cleaned. To the best of our ability, we will keep bathroom usage to designated times.

Children will continue to use the “Big Room” as an indoor recreational space for gross motor activities, as well as the playground on Chatsworth Avenue. We will have a rotating schedule for the indoor place space, to minimize the number of children using the space on a given day. We will spray the playground equipment with appropriate, approved products identified as effective against COVID-19.

We will aim to maintain social distancing amongst students wherever possible.

Snack/Lunch

We will ask that snack and lunch be brought from home, in containers that are easily opened by your child. Teachers will wear gloves when providing any assistance opening containers. We will stagger snack and lunch times as needed to have fewer children sitting at the table at once.

Social Distancing

We will aim to maintain social distancing amongst students wherever possible.

We will provide washable mats for children’s individual use to designate a set “space”, and encourage children to use these as play or work spaces as much as possible. We will have some shared materials and toys, however we will provide children with their own set of art supplies, as well as sensory materials (ie playdough).

Cleaning and Disinfecting

All classroom surfaces (tables, chairs, play furniture) will be cleaned and disinfected as needed during the course of the school day with products identified as effective against COVID-19. Toys or other classroom materials in need of cleaning and disinfection will be gathered and cleaned at the end of the school day. The classrooms will receive a thorough cleaning based on OCFS guidelines at the end of the school day.

Dismissal Procedures

All parents/guardians/caregivers must wear proper PPE when picking up children from school. Children will be brought to their outdoor dismissal location and dismissed to their parent/guardian/caregiver waiting on a sidewalk square. We ask at this time that children are picked up by their

own parent/guardian/caregiver, or by another parent/guardian/caregiver in their class, whenever possible.

NYS Guidance on COVID-19 positive cases:

- In the event that a parent/guardian/caregiver of a child in the child care program must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, they cannot enter the Larchmont Avenue Church building or grounds for any reason, including picking up their child.
- If the parent/guardian/caregiver, who is a member of the same household as the child, is exhibiting signs of COVID-19 or has been tested and is positive for the virus, they must utilize an alternate parent/guardian or emergency contact authorized by the parent to come pick up the child.
- As a “close contact” of a person who is under quarantine, the child must not return to LAC Preschool for the duration of the quarantine.
- If the parent/guardian/caregiver, who is a member of the same household as the child, is being quarantined as a precautionary measure, without symptoms or a positive test, LAC Preschool Staff will meet the child at the boundary of or outside, the premises. In this instance, the child may attend Larchmont Avenue Church Preschool during the duration of the quarantine.
- If a child or their household member becomes symptomatic for COVID-19 and/or tests positive for COVID-19, the child must quarantine and may not return to or attend LAC Preschool until after quarantine is complete.
- LAC Preschool will follow guidance from the Westchester County Department of Health regarding class or school closures and proper contact tracing procedures. Should we close for a prolonged period, or should a classroom close for a prolonged period, we will implement Remote Learning. This will include but is not limited to Virtual Meetings, posting of classroom plans/curriculum, and to the best of our ability, the provision of supplies.



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Teachers will continue to monitor the children throughout the day for health/wellness. If a child develops signs of illness while at school, the student will be isolated, away from other students and will be supervised until they can be picked up by a parent/guardian/caregiver.

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NYS Guidance on COVID-19 positive cases:

- In the event that a parent/guardian/caregiver of a child in the child care program must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, they cannot enter the Larchmont Avenue Church building or grounds for any reason, including picking up their child.
- If the parent/guardian/caregiver, who is a member of the same household as the child, is exhibiting signs of COVID-19 or has been tested and is positive for the virus, they must utilize an alternate parent/guardian or emergency contact authorized by the parent to come pick up the child.
- As a “close contact” of a person who is under quarantine, the child must not return to LAC Preschool for the duration of the quarantine.
- If the parent/guardian/caregiver, who is a member of the same household as the child, is being quarantined as a precautionary measure, without symptoms or a positive test, LAC Preschool Staff will meet the child at the boundary of or outside, the premises. In this instance, the child may attend Larchmont Avenue Church Preschool during the duration of the quarantine.
- If a child or their household member becomes symptomatic for COVID-19 and/or tests positive for COVID-19, the child must quarantine and may not return to or attend LAC Preschool until after quarantine is complete.
- LAC Preschool will follow guidance from the Westchester County Department of Health regarding class or school closures and proper contact tracing procedures. Should we close for a prolonged period, or should a classroom close for a prolonged period, we will implement Remote Learning. This will include but is not limited to Virtual Meetings, posting of classroom plans/curriculum, and to the best of our ability, the provision of supplies.



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:

Industry:

Address:

Contact Information:

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?

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

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

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?

- 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?

- 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?

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?

- 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?

- 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?

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?

- 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?

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?

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

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:

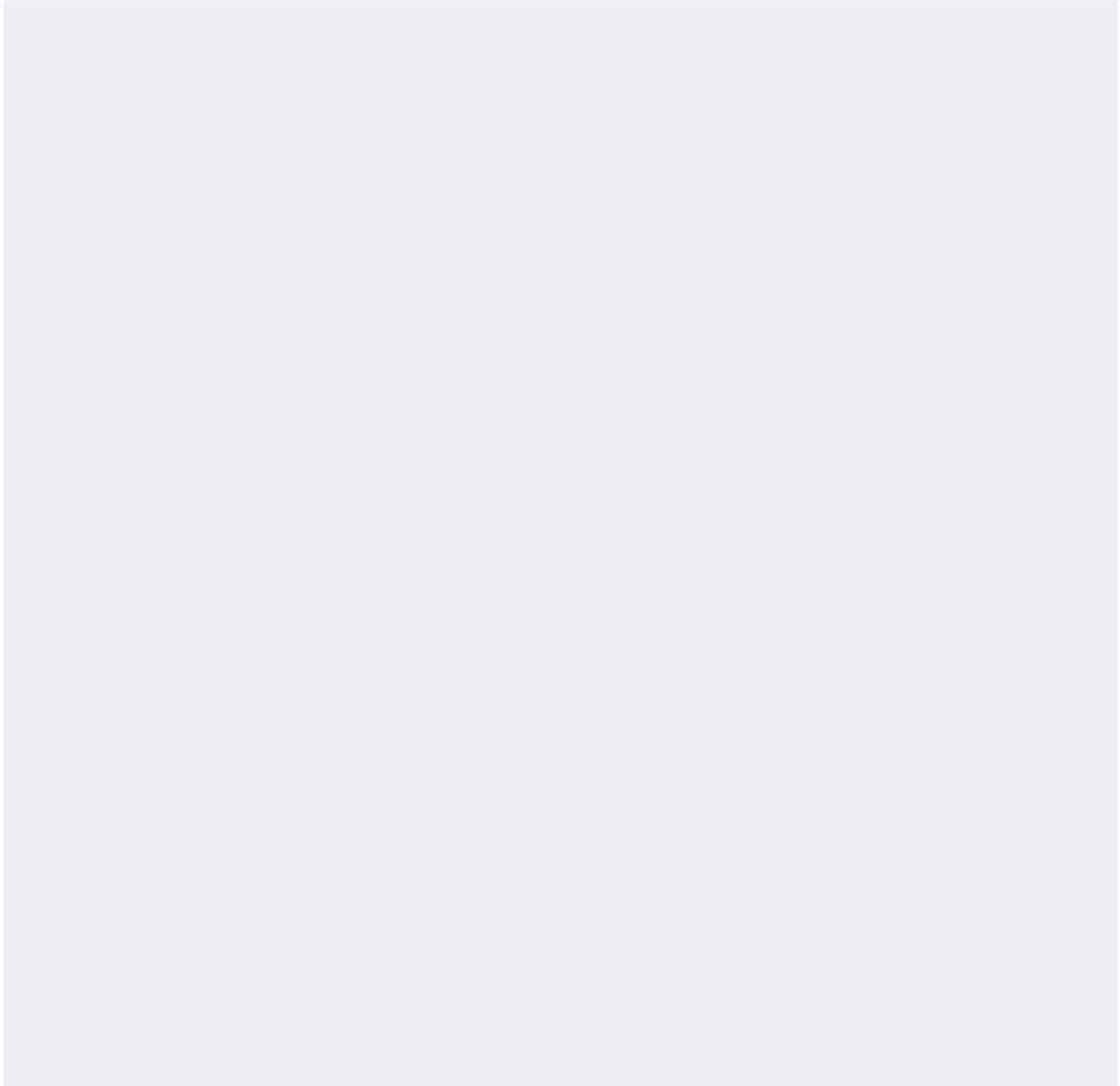
- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

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 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.



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.

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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.

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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:

Industry:

Address:

Contact Information:

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?

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

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

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?

- 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?

- 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?

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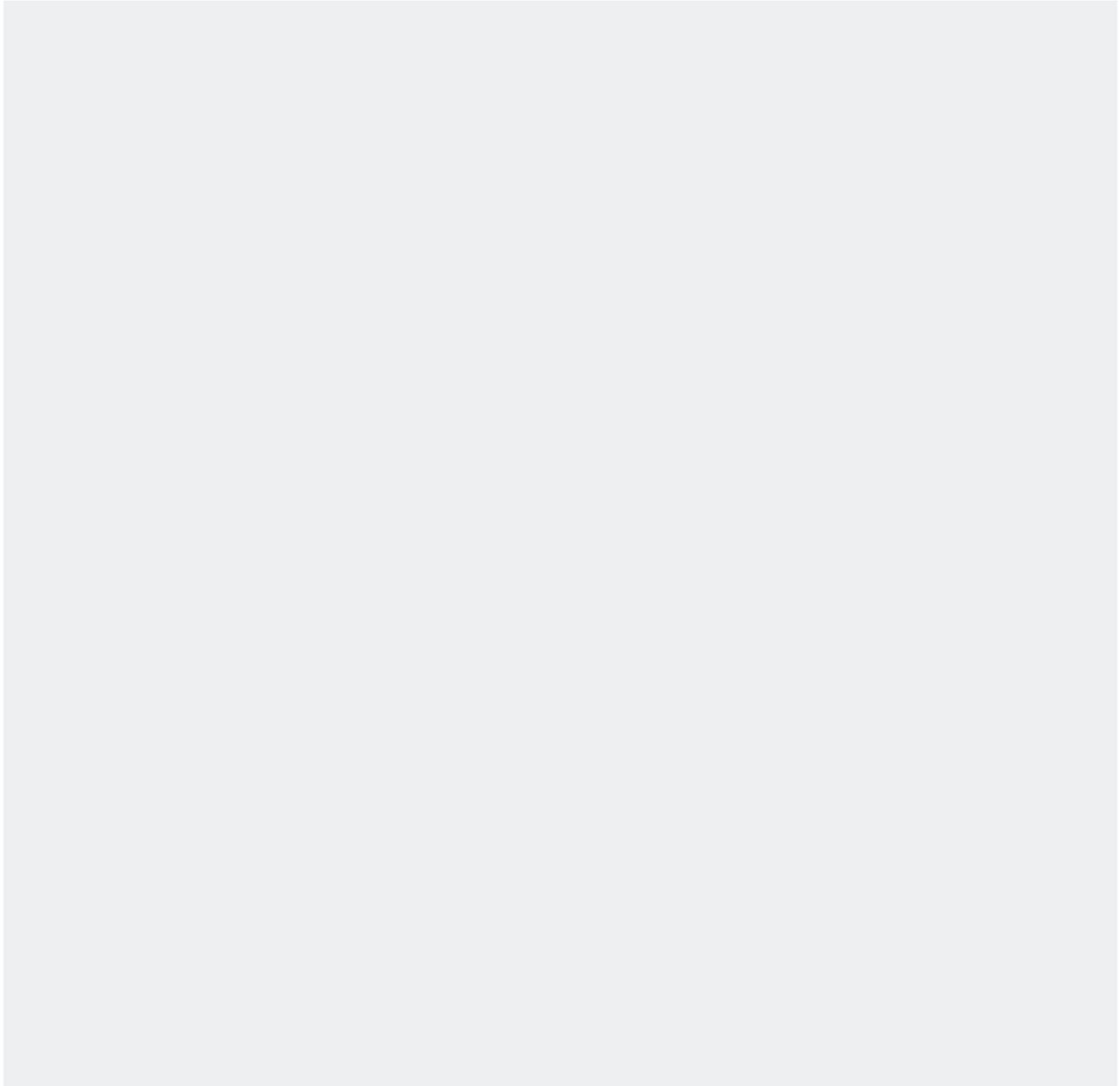
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