



## 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](http://forward.ny.gov)

### COVID-19 Reopening Safety Plan

**Name of Business:**

Walsh Duffield Companies, Inc.

**Industry:**

Insurance

**Address:**

801 Main Street, Buffalo, New York 14203

**Contact Information:**

Cori A. Netzel

**Owner/Manager of Business:**

Edward Walsh Jr.

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

Cori A. Netzel, Human Resources Generalist, Direct Line: 716-362-2423

### 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 elevator has been limited to a maximum occupancy of one person, with signage posted.

There is a designated room which employees are able to prepare beverages; also has been limited to a maximum occupancy of one person. Appropriate signage has been posted for this conference room, and the procedure has been discussed in the re-entry/orientation presentation and video.

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

All client visits and non-essential WDC visitors are suspended until further notice.

Health screening questions are posted for essential visitors entering the WDC offices. Visitors feeling ill or who do not meet the requirements of the health screening will not be permitted to enter the building. Visitors are required to sign-in at the front desk and provide contact information in the event we need to contact them for any exposure to COVID-19. Masks will be required to wear throughout the duration of their visit and will be provided at the front desk if needed.

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

Rotating schedules have been established to limit the number of employees in the building, and to ensure there is the appropriate physical distance between employees in all departments and in common areas.

## 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?*

All employees are provided with wellness bags for the workplace that include reusable face masks. Throughout the office, there are stations of cleansing wipes and hand-sanitizer. We also have disposable masks available for essential visitors or if an employee has left their reusable mask elsewhere.

- 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?*

Team members are receiving reusable face masks. A policy also has been provided outlining the proper usage, and cleaning:

- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Hand sanitize or wash your hands before and after removing it.

- 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?*

Any items in shared spaces, such as a conference room, are to be wiped down after each use. There are signs throughout the office indicating safety measures and cleaning processes. Our offices also have a professional cleaning team and their products have been listed in this document.

**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?*

Human Resources has a schedule of when the offices are cleaned by designated cleaning teams. Previous to the COVID-19 pandemic, the cleaning team used multiple cleaning products and disinfectant. They have added products (example AirX Spray N Go) to their final wipe down of all surfaces. Their products include EPA-registered, all-purpose cleaner; hospital-grade disinfectant for bacteria and virus, etc.

- 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 several areas/stations throughout the building that provide hand-sanitizer and wipes. Signs are also posted outlining hand-washing/personal hygiene.

This information is also being shared in the re-entry/orientation presentation to employees.

- 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 professional cleaning team is cleaning and disinfecting workspaces. Employees are also using cleansing wipes and antibacterial solutions to clean any shared items; for example - conference keyboards, mice, etc.

**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?*

Human Resources has a schedule of employees that will be on-site on a given day, including documentation of employees and essential visitors signing in to be on-site.

- 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?*

Cori A. Netzel, Human Resources Generalist.

### 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 employees will perform a daily self-screening process using our COVID-19 checklist. This process is discussed in the re-entry orientation process. There is a sign when entering our offices that includes this checklist with question verification.

*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?*

Based on CDC guidelines, the following steps would be taken:

- 1 - Building would be shut down for at least 24 hours to air out.
- 2 - The cleaning team would use electrostatic spray with disinfectant throughout the entire building and all surfaces and touch-points. This step is also completed for the safety of our cleaning team members.
- 3 - The entire building would be cleaned and wiped. Office surfaces, restrooms, and all touch-points would be

*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?*

Human Resources will verify those that were on-site via mandatory sign-in sheets (employees and essential visitors), along with security access to the building (employees). They will begin tracing protocol and contact those that may have been exposed.

## 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](https://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

**STAY** HOME.

**STOP** THE SPREAD.

**SAVE** LIVES.