



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:

KIDS IN ACTION OF LONG ISLAND, INC

Industry:

SCHOOL

Address:

252 ISLIP AVENUE ISLIP, NY 11751

Contact Information:

BUSINESS PHONE: 631-581-6800 WEBSITE: kidsinactionli.com

Owner/Manager of Business:

VALERIE MACE/ TARA THORNTON

Human Resources Representative and Contact Information, if applicable:

VALERIE MACE/ TARA THORNTON

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?

Kids In Action Of Long Island School, collaborating with South Shore Children's Center is a school for children with developmental delays. Therapy sessions and behavioral issues may cause a staff member to have close contact with a child. All staff working with children (i.e. classroom teachers, therapists and paraprofessionals) must wear a face covering. Classrooms have arranged to allow for social distancing. Every effort will be made to keep staff and children 6 feet apart. Staff member will be provided appropriate PPE equipment and be trained on socially distant protocol.

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

All visitors, parents, guests, contractors and vendors will report to the front desk. Each will have Kids In Action's health screening which includes having their temperature taken. They will also be required to answer the screening questions and provide their contact information as per CDC guidelines.

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

Kids In Action has designated and assigned specific entry and exits for both staff and students. We have modified traffic in our hallways by limiting classroom transitions. All staff will wear face coverings and be trained on protocol to guide children to therapies/instructions that can not be provided in the classroom. Classrooms will be arranged to allow for large and small group instruction, lunchtime and play centers, to allow for social distancing whenever possible. Staff meeting will be held via loud speaker, Zoom meetings and via e-mail. The staff cafeteria will be redesigned with less seating to encourage social distancing.

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?

Kids In Action follows CDC recommendations, has ordered an inventory of PPE equipment, as well as sanitizers and cleaning supplies. Kids In Action will schedule frequent inventory checks and re-stock as often as necessary.

- 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?

Face coverings are for individual use only and should not be shared. Information and resources to assist schools in instructing on the proper use and cleaning of facemasks are on the CDC webpage on cloth face coverings.

Kids In Action will provide training for all staff and students/parents on proper usage as well as cleaning procedures on personal cloth masks. Garbage receptacles are placed at each exit to throw out disposable masks. All masks and other PPE materials will be stored, inventoried and distributed by appointed COVID trained personnel.

- 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?

Common objects that are likely to be shared between employees are printers, copy machines, telephone and doorknobs. We have designated an additional maintenance staff members whose job will be to clean these objects as well as other objects multiple times throughout the day. We will also train our staff on proper protocol on cleaning when using shared 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?

Each individual classroom will maintain a cleaning log, as well as the maintenance department. All logs will be given to the COVID monitor. The COVID monitor will keep these logs and make them available.

- 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?

CDC approved sanitizing products will be located in every room/classroom in the building. Hand sanitizers will be available at all entrances/exits, hallways and room/classrooms. Signage with hand hygiene and sanitizing will be posted throughout the building.

- 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?

Kids In Action will be using CDC approved cleaning/sanitizing solutions and keeping timely cleaning logs. Kids In Action will also provide training and will have signage posted on proper cleaning procedures. Staff will also be encouraged not to share objects.

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?

COVID monitor will be keeping all logs. Each department/classroom/office will be responsible for completing the logs and turning it in to the COVID monitor.

- 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?

The CV-19 Coordinator is 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?

Kids In Action will implement both on site screening as well as remote screening. There will be specific staff trained in the screening procedures utilized, including cleaning materials used and correct use of PPE's.

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

Kids In Action will follow CDC guidance on PPE equipment and will supply any and all equipment needed. COVID monitor will be contacting all personnel and providing equipment daily.

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?

According to CDC and NYSDOH recommendations Kids In Action will: Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred; Open outside doors/windows to increase air circulation in the area. Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible; Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.

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?

If an employee or student tests positive for COVID-19, Kids In Action will immediately report the case the Suffolk County Department of Health. Kids In Action will follow the Suffolk County DOH directives on isolation, closure, cleaning/disinfecting and contact tracing.

IV. OTHER

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

Emergency Response & Drills

The 2020-2021 school year may include hybrid models of the traditional school day. Emergency response drills, including fire drills and lock down drills, may be spread across the different student populations dependent on the day each population is present the day the drills are scheduled. All Emergency Drills are conducted following the guidelines set by DOH, OCFS and NYS Department of Education. Social distancing will be practiced for all drills.

Attendance and Chronic Absenteeism

Kids In Action policy states that daily attendance will be taken during full in-person instruction, a full remote setting or hybrid setting. Attendance data will be maintained electronically and provided upon request.

Transportation

Transportation of the students is not provided by Kids In Action. The students are provided bus services through individual school districts, NYC DOE , and Suffolk County DOH. Parents have the option to transport their child via a bus or drive/pick up their child. At this time, we are awaiting guidance from the bus companies on the new procedures for the upcoming school year.

Technology and Connectivity

Kids In Action has purchased an upgraded laptop for teacher and therapist use for use in virtual meetings and remote teaching.

Parents and teaching/therapeutic staff will be provided a survey to gain information regarding their access to appropriate technology and internet/WIFI services. Kids In Action will work with each family, and their home district or Department of Health, in order to ensure that they have adequate access to required technology and services to fully participate in all facets of our remote-learning plan.

Social-Emotional Well-Being

Kids In Action understands that over the course of the past months students and staff may have experienced an extremely stressful, and for many, traumatic experience while isolated from school, friends, and community. Students known to be vulnerable, as well as those not previously detected by the district and school , may return to instruction anxious, fearful, withdrawn, grieving, and/or unprepared to self-manage new or exacerbated negative behaviors. Throughout the COVID-19 school closure, Kids In Action continued to offer social-emotional support which provided outreach to students and families.

Instructional Models during COVID-19

This plan utilizes different scenarios depending upon the current situation related to COVID19 as per NYSED, OCFS, DOH, and CDC guidance.

Specifics of the plan can be found in detail in the document:

Kids In Action Of Long Island, Inc.

Valerie Mace/ Tara Thornton

School Re-Opening Plan

Submitted: 8/17/2020 (DOH); 8/13/2020 (DOE)

On website: www.kidsinactionli.com

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.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

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New York Forward

Business Affirmation

We have received your reopening affirmation on 08/17/2020 at 10:38 am.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Kids In Action of Long Island

Schools: Pre-K to Grade 12

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Suffolk County