



# 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 operation. 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). 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:**

Williamsburg Charter High School

**Industry:**

Education

**Address:**

198 Varet Street, Brooklyn, NY 11206

**Contact Information:**

718-782-9830

**Owner/Manager of Business:**

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

Katie Manion, [kmanion@thewcs.org](mailto:kmanion@thewcs.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?*

Per the DOH Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (“DOH Interim Guidance”), WCHS will require all employees, adult visitors, and students to wear a face covering/mask whenever social distancing cannot be maintained, such as entrances/exits, lobbies, in the classroom, and when traveling around the school.

Additionally, WCHS will follow the DOH Interim Guidance pertaining to Section 1: People, Subsection A. Social Distancing and Face Coverings, which includes Social Distancing, Face Coverings, Social Distancing for Certain Activities, Space Configurations, Schedules, and Signage; Subsection B. Gatherings, which includes, Meals, Small Spaces, Faculty and Staff Meetings, Ventilation, and Common Areas; Subsection C. Operational Activity, which includes, Cohorts and In-Person Instruction; Subsection D. Movement and Commerce, which includes, Student Drop-Off and Pickup, Deliveries, Faculty/Staff Entrances and Exits, and Shared Objects.

Additional measures are outlined in the attached WCHS COVID-19 Re-Entry and Operating Plan 2020-21, subsection Health and Safety and posted on the WCHS website (<https://www.thewcs.org/wchs-reopening>).

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

WCHS will follow the procedures outlined in Section III: Process, Subsection A: Screening and Testing, as well as Section III: Process, Subsection C: Tracing and Tracking of the DOH Interim Guidance which pertains to visitors of WCHS as applicable.

Additional measures are outlined on our website (<https://www.thewcs.org/wchs-reopening>) in the WCHS COVID-19 Re-Entry and Operating Plan 2020-21, in sections Communication/Family Engagement and Health and Safety.

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

WCHS will follow the education-specific physical social distancing guidelines as laid out in the DOH Interim Guidance pertaining to Section 1: People, Subsection A. Social Distancing and Face Coverings, which includes Social Distancing, Face Coverings, Social Distancing for Certain Activities, Space Configurations, Schedules, and Signage; Subsection B. Gatherings, which includes, Meals, Small Spaces, Faculty and Staff Meetings, Ventilation, and Common Areas; Subsection C. Operational Activity, which includes, Cohorts and In-Person Instruction; Subsection D. Movement and Commerce, which includes, Student Drop-Off and Pickup, Deliveries, Faculty/Staff Entrances and Exits, and Shared Objects.

## 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?*

WCHS will follow guidance as laid out in the DOH Interim Guidance pertaining to Section II: People, Subsection A: Personal Protective Equipment.

WCHS will consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

Additional measures are outlined in the attached WCHS COVID-19 Re-Entry and Operating Plan 2020-21 in the Communication and Family and Community Engagement and Health and Safety sections.

- ✓ 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?*

WCHS will follow guidance as laid out in the DOH Interim Guidance pertaining to Section II: People, Subsection A: Personal Protective Equipment.

WCHS will consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning.

Additional measures are outlined on our website (<https://www.thewcs.org/wchs-reopening>).

- ✓ 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?*

WCHS will limit the sharing of objects, such as lockers, cubbies, laptops, notebooks, touchscreens, writing utensils, chalk and dry erase boards, musical instruments, tools, and toys, as well as the touching of shared surfaces, such as conference tables and desks; or require students, faculty, and staff to perform hand hygiene before and after contact as outlined in Section 1: People, Subsection C: Operational Activity as instructed in the DOH Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency.

Additional measures are outlined on our website (<https://www.thewcs.org/wchs-reopening>).

**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?*

As detailed in the WCHS COVID-19 Re-Entry and Operating Plan 2020-21 located on our website (<https://www.thewcs.org/wchs-reopening>), cleaning logs will be maintained by the Head of Operations and Facilities Manager and stored digitally.

- ✓ 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?*

WCHS will follow hand hygiene and/or sanitizing guidance as outlined in the DOH Interim Guidance Section I: People, Subsection A. Social Distancing and Face Covering, Section II: Places, Subsection B. Hygiene, Cleaning and Disinfection and Subsection D: Communication Plan.

Employees and students will be provided with hand hygiene and/or sanitizing products in common areas as well as in all bathrooms, classrooms, and offices.

Additional measures are outlined in the WCHS COVID-19 Re-Entry and Operating Plan 2020-21 located on our website (<https://www.thewcs.org/wchs-reopening>).

- ✓ 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?*

WCHS' Head of Operations and Facilities Manager will consult and choose cleaning and disinfecting supplies from the New York State Registered Disinfectants Based on EPA List (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>) for the cleaning of any shared objects or materials throughout the school.

**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?*

As detailed in the WCHS COVID-19 Re-Entry and Operating Plan 2020-21 on our website (<https://www.thewcs.org/wchs-reopening>), WCHS Safety and Operations Staff will be responsible for maintaining a log of each person that enters the site. The visitor log will be stored in the main office located on the first floor of WCHS.

- ✓ 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?*

Per the WCHS COVID-19 Re-Entry and Operating Plan 2020-21 on our website (<https://www.thewcs.org/wchs-reopening>), our Safety Coordinator, Katie Manion (Accountability Manager), 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?*

WCHS has a written protocol for daily temperature screenings of all students and staff, along with a daily screening questionnaire for faculty and staff and periodic use of the questionnaire for students as outlined in the WCHS COVID-19 Re-Entry and Operating Plan 2020-21, subsection Health and Safety located on our website (<https://www.thewcs.org/wchs-reopening>).

All school stakeholders (students and staff) will complete daily health and screening prior to their arrival at school. Students and staff will utilize an app to answer health screening questions as directed by the CDC. Students will receive daily health and screening app training from their Grade-Level Social Emotional Academy Leaders and staff will receive daily health and screening app training during professional development prior to the start of the school year.

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

As outlined in the WCHS COVID-19 Re-Entry and Operating Plan 2020-21 on our website (<https://www.thewcs.org/wchs-reopening>), subsection Health and Safety, if for any reason screening needs to occur on site, all WCHS employees participating in the screening will be supplied with required 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?*

WCHS will comply with NYS DOH Interim Guidance and CDC Cleaning and Disinfection for Community Facilities guidance in the event a student or employee tests positive for COVID-19.

At the date of submission, this guidance includes: closing off areas visited by the ill persons; opening outside doors and windows and using ventilating fans to increase air circulation in the area; and waiting 24 hours or as long as

practical before beginning cleaning and disinfection. As set forth in the CDC Cleaning and Disinfection for Community Facilities guidance WCHS cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.

WCHS will follow CDC and DOH guidance pertaining to cleaning supplies. This includes the New York State Registered Disinfectants Based on EPA List (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>) which details products registered in New York for use against COVID-19.

*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?*

Per the DOH Interim Guidance, WCHS will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, WCHS will support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. WCHS will cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

WCHS may offer optional tracing and tracking technology (e.g., mobile applications) to streamline contact tracing and communication process among their students, faculty, staff, parents/legal guardians of students, and community. WCHS will partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible.



## IV. OTHER

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

WCHS will continue to monitor guidance outlined in the following guidance documentation:

the New York State Department of Health Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (dated July 13, 2020) ([https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K\\_to\\_Grade\\_12\\_Schools\\_MasterGuidance.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)), New York State Education Department's Reopening Guidance (dated July 16, 2020) (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>), and the State and Federal Resources for Businesses and Entities outlined in the New York State Department of Health's Master Guidance, including the CDC's Considerations for Schools Operating Schools During COVID-19 (dated May 19, 2020) (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>), and update our plans accordingly as new information becomes available regarding COVID-19.

*Please note that the WCHS will update its policies in accordance to any revisions of the above guidance and regulations. WCHS most updated policies will be located on its website: (<https://www.thewcs.org/wchs-reopening>)*

### **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](http://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](http://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 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](#)