



Department  
of Health

## 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:

<https://forward.ny.gov/>

## COVID-19 Reopening Safety Plan

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|--|--|
| Name of Business:                              | Town of New Lebanon  |
| Industry:                                      | Local Government   |
| Address:                                       | 14755 State Route 22, PO Box 328 New Lebanon, NY, 12125  |
| Contact Information:                           | Town Supervisor, Tistrya Houghtling<br>supervisor@townofnewlebanon.com<br>518-794-8889 or 518-505-1535 (cell)                                    |
| Owner/Manager of Business:                     | N/A  |
| Human Resource Representative (if applicable): | Tistrya Houghtling, Town Supervisor  |
| Human Resource Contact Information:            | Tistrya Houghtling, Town Supervisor PO Box 328, New Lebanon, NY, 12125<br>supervisor@townofnewlebanon.com<br>518-794-8889 or 518-505-1535 (cell) |

**All employees and departments must abide by all generally applicable requirements of this plan, as well as any particular or additional or different requirements set forth herein that specifically apply to such employee(s) or department(s).**

## **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.
- At the start of every shift on town property or in town buildings (both inside and outside work), all town employees must complete a 3 question health screening (see Addendum A) before they are allowed to begin their shift. If they answer yes to any of the 3 questions, they will not be allowed to begin their shift, must leave town property immediately and will be contacted by the Town Supervisor before the end of the day regarding the screening. Employees will be given the option to either complete the health screening online before leaving for work or via a paper

questionnaire to be completed before arriving for work and to be presented to the department head or a designated employee who will review the questionnaire (the screener) before an employee may begin their shift. The screener will wear a mask and gloves when reviewing the questionnaire. The screener is responsible for sending an employee home immediately if any of the questions are answered yes. If no department head or designated employee is on site when an employee arrives for a shift and they cannot complete the online health screening, the employee may complete the paper questionnaire and put in the drop box outside of the town hall entrance, but must not stay for their shift if they answer yes to any of the 3 questions. All screeners must deliver all questionnaires to the town supervisor's mailbox in the mailroom or in the drop box outside the town hall door before the end of each shift. The Town Supervisor will review all health screenings daily to ensure compliance.

- All employees must have a mask immediately available at all times when on town property in the event that they come closer than 6 feet to another employee or member of the public.
- In the event a member of the public seeks to enter a town building, the the front door will be locked and all who enter will be logged in a visitor log and will undergo a 3 question health screening prior to entry to the building (see Addendum B). If they answer yes to any of the 3 questions, they will be denied entry into the building. In addition to the building log, each office/department will also maintain its own log of visitors to their office/department (see Addendum C). Upon a visitor leaving the office/department, any surfaces contacted by the visitor (e.g., desk, table, etc.) will be cleaned and disinfected, and the office/department's visitor log will be notated to record the cleaning and disinfection by employee initials . All daily visitor logs will be put in the Supervisor's mailbox in the mail room as the last staff member leaves each office and as the last staff member leaves the building for the day.
- The town hall will have a one way in and one way out to avoid bidirectional traffic with signage that only one person is permitted in the hallway at a time. All visitors will enter through the rear (main) entrance of the building and exit through the handicap door. If the individual is handicapped they will be allowed to enter and exit the handicap accessible entrance and the staff member logging them in will ensure that no other members of the public or staff are in the hallways as they enter and exit. The staff member at the entrance and the staff member in the

office the visitor visits will educate each visitor about the one way in and out procedures.

- All departments will allow only one individual in their office at one time
- All departments will require a call ahead or appointment for in person meetings or consultation with town officials, even if it is done from their car in the town hall parking lot or just outside the town hall to make sure no one else is currently already meeting with the town official/employee.
- Signs will be posted throughout the highway garage and the town hall including all offices, entryways and hallways as well as in the bathrooms, kitchen and mailroom educating employees and visitors and promoting social distancing, good hand hygiene, and face coverings.
- All town employees will be trained on the new protocols as set forth in this safety plan and provided a copy of the plan, including all addendums. Training will be offered both online and in person, with small groups, maintaining social distancing. After adoption of this safety plan by the Town Board, all employees must take the training within one week. The Town Supervisor will provide such training. All hourly employees will be paid for this training. If an employee does not take the training within one week of the adoption of this plan, they will not be able to return to work until they have taken the training.
- 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?

Assessor: will do most business remotely, however, if a taxpayer must enter building, all steps below will be followed:

The Assessor will wear a mask and require mask wearing of all members of the public entering the town hall to conduct business. People will keep the pen they use, and all surfaces will be disinfected when the customer leaves.

Town Clerk: The town clerk will do business remotely as much as possible (using drop and pick-up boxes), however issuing marriage licenses must be done in person.

In this case, the Town Clerk will be partitioned off from all customers, the customers will keep the pens they use to sign papers, and all surfaces that came into contact with the customers will be disinfected once the customers have left the building.

#### Building Department:

Common situations that may not allow for 6 ft. of distance between individuals are (1) when 3 staff are working in the office at the same time and (2) when members of the public enter the office during open office hours.

The proposed solutions: (1) Limit office staff to 2 working at the same time. The CEO will work in the office in the morning and work remotely and/or in the field in the afternoons. This will leave the office available in the afternoons for the Deputy CEO and/or the PZ Clerk to work freely without pre-scheduling their office time as they are both part-time. The Deputy CEO and the PZ Clerk will no longer share a desk and computer. The PZ Clerk will work at the conference table using the laptop computer. Each building department employee will have their own stapler and tape dispenser. Staff is to sanitize their work area before and after use (typically done with sanitizing wipes provided by the town). (2) Work primarily with the public via tele-conferencing and digital means. 'Open office hours' for CEO and Deputy CEO to be suspended until further notice (PZ Clerk is not required to hold open office hours). If an in-person meeting is needed it can be pre-scheduled with the Deputy CEO or the CEO.

The office door is a Dutch-style door, meaning that the bottom half can be closed while the top half open allowing us to engage in 'window' type of service. We plan to keep the bottom half closed and install a sheet of plexiglass for the top half. 6 ft markers will be marked off outside the office door in the event that more than one person may be waiting to interact with the building department.

#### Highway Department:

All employees will maintain a 6 foot distance whenever possible. If employees are in a truck together or doing a job inside the highway garage or outside that require less than 6 feet between them, all will wear masks.

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

We will put 6 foot markers in relevant areas in the town hall including bathrooms, hallways, kitchen, and mailroom and all staff and visitors to the building will be required to maintain 6 ft distances from others whenever possible. Whenever employees are in shared spaces such as bathrooms, hallways, kitchen and mailroom, masks must be worn. In all other locations, both inside and outside of the building, whenever 6 ft

distance cannot be maintained, all will be required to wear masks. If any office has more than one person in it at a time, all will be required to wear masks. The only exception to mask wearing is when someone is in their office, by themselves with the door shut.

All offices will be kept under 50% maximum occupancy and whenever possible only one employee will work from an office at one time. All business will be conducted via phone and electronically whenever possible, with a drop box and pick up box outside the front door of the town hall for customers to drop payments and applications and to pick up permits and products sold. The front door of the town hall will remain locked with a bell to ring when someone arrives to conduct business. There will be 6 ft markers outside the front door to designate where people should wait if more than one person is waiting at the same time. If business cannot be conducted remotely using the drop and pick up boxes, before entry into the town hall the visitor will be entered into a log book with a health screening conducted and logged and will be required to wear a mask upon entry and the entire time they are in the building.

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

Staff will split shifts so no more than one person is in each office at a time. When there must be more than one person in an office, all will wear masks. All staff will wear masks when in any shared part of the building such as the copy/mail room, bathrooms, hallways, kitchen, etc. Staff will disinfect all offices and shared spaces by spraying and wiping down surfaces in between shifts with disinfectant cleaner and wipes. Signage will be posted in all common areas regarding maximum occupancy of areas (one in bathroom, one in kitchen, one in mailroom at a time).

## II. PLACE

### A. Physical Distancing. To ensure employees comply with physical distancing 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?

There will be an adequate supply of disposable face coverings, for members of the public. We will purchase disposable face coverings from a private vendor. The public will take the disposable face masks with them when they leave. We will need 100 reusable cloth masks for all employees to have 5 provided to them. We have over 200 cloth masks in stock thanks to private citizens making and donating them to the town as well as cloth masks provided to the town by the county.

- 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?

Each employee will be provided with 5 cloth face masks with more available upon request. Each employee will be provided with education on how to launder them at the training on the safety plan. It will be each employee's responsibility to launder their own masks between shifts. There will be a supply of disposable, clean masks on-site for an employee who forgets their mask or does not have a clean one available.

- Signage will be posted in all offices and common areas regarding proper mask use and limiting the touching of surfaces. Employees will be trained on this.
- 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?

Some common objects that would most likely be shared are the copy machine, office supplies, and kitchen appliances and utensils. All shared objects will be sanitized after every use. The town will supply CDC approved cleaners. One person will be allowed in the kitchen at one time . When the individual is finished in the kitchen they are responsible

to clean and disinfect all surfaces and supplies they used. When the bathrooms are used, the individual using the bathroom is responsible for disinfecting and cleaning all surfaces prior to exiting the bathroom. We encouraged offices to not use shared office supplies. Each office will be given sufficient supplies for each employee. Each object will be labeled with a staff member's name and only will be used by that individual.

**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.
- Signage will be posted in all offices and common areas encouraging good hand hygiene. Sanitizer stations will be set up at all entrances and exits as well as each office and common areas that do not have hand washing access.
- Signage will be posted in all offices and common areas reminding employees to clean and disinfect all common areas that are used by others (copy machine, bathrooms, kitchen, etc) and their workstation and office after each shift.
- Who will be responsible for maintaining a cleaning log? Where will the log be kept?

A designated town employee will disinfect all common areas at the end of each work day. Employees in each office will disinfect their offices at the end of each work day and in between shifts. All offices and common areas will be cleaned once a week by the town's cleaner. A cleaning log will be maintained by the town cleaner and the designated town employee disinfecting all common areas as well as by each department head responsible for each office (see Addendum D). The logs will be kept in the copy room and will be reviewed by the Town Supervisor on a weekly basis.

- 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?

Each individual office, all bathrooms, kitchen , copy room, and entry ways will have CDC approved hand hygiene and sanitizing products provided by the town. There will also be hand sanitizer provided outside each of the entrances of the Town Hall .

- 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?

Each employee will clean and disinfect his or her office, and any objects and materials that they used before they leave at the end of the day. The cleaner will also be in on a weekly basis to do a more detailed cleaning. The cleaning supplies are provided by the town and approved by the DEC as listed at

[http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/covid19.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf). The Town Supervisor will regularly monitor and update changes to approved cleaning supplies and report to employees any changes. At the end of each day a designated employee will spray and disinfect all shared spaces and log it in the cleaning log. All employees and the town cleaner will be trained on proper cleaning and disinfecting protocols and regularly updated when there are any changes to these protocols.

**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.

- All new protocols for visitors will be communicated regularly to the public via the town website and the town clerk's email blast.
- 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. Jon, I read this to mean we cannot deny access to a member of the public who refuses to give us their information for our visitor log. Is this correct? If so, are we allowed to refuse access if they will not answer the health screening questions OR if they answer yes to any of the questions???
- 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?

A designated town employee and department heads will be in charge of maintaining the log. The log will be kept at the building entrance and a separate log will be kept in each office. After closing hours, the building log will be put in the Town Supervisor's mailbox by the last employee to leave the building and each office log will be put in the Town Supervisor's mailbox by the last employee to leave each office.

- If a worker tests positive for COVID-19, the 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 Town Supervisor/HR Representative will be responsible for notifying state and local health departments if there is a positive result of COVID-19.

### 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 by the HR officer every day and such review must be documented.
- See section I - People for employee and visitor health screening procedures. The Town Supervisor/HR Representative will complete an attestation form at the end of every day that health screenings have been conducted for every person entering town buildings (employees and members of the public), that the Town Supervisor has reviewed them and that nobody answering yes to any of the questions on the health screening form was permitted access to any town buildings (See addendum E).
- 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?

See “section I - People” for daily health and screening practices defined in detail. A designated town employee or department head will conduct the health screening (or employees can complete it online) of all employees and visitors upon arrival. All visitors and employees are required to sign a log upon entering the town hall and highway garage. Each department is also required to keep a daily log of visitors to their office to facilitate contact tracing.

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

The person responsible for carrying out the screening practices will wear a mask and gloves at all times. The PPE will be supplied by the town. Proper social distancing will be required to the extent possible.

**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?

We will follow the most up-to-date NYS and CDC guidelines for disinfecting against COVID-19. The town Supervisor will be responsible for obtaining the most up-to-date guidance upon a positive test result. The guidelines will be followed exactly. We will use cleaning supplies identified by the CDC as effective against COVID-19.

We will acquire all necessary cleaning supplies through the county or NYS when possible; otherwise through private vendors.

- 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?

The Town will maintain a log book logging all visitors and employees who have entered the town hall. Individual departments will keep logs of visitors to their departments. These will be provided to the County DOH so their contact tracers can notify all who have been potentially exposed. The Town Supervisor will take all steps necessary as dictated by the County DOH.

## **IV. OTHER**

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

**STAY** HOME.

**STOP** THE SPREAD.

**SAVE** LIVES.

# Addendum A

## EMPLOYEE HEALTH SCREENING

All New Lebanon Town Employees MUST fill out this questionnaire or complete the online health screening before beginning any shift. Please submit this form to your department head or Michelle Bienes before beginning your shift. If your department head or Michelle Bienes is not on site, please drop this form in the drop box outside of the main entrance of the town hall.

**IF YOU ANSWER YES TO ANY OF THESE 3 QUESTIONS, YOU ARE NOT PERMITTED TO WORK. PLEASE SUBMIT THIS FORM AND GO HOME. THE TOWN SUPERVISOR WILL CALL YOU BY THE END OF THE DAY TO DISCUSS THE SCREENING RESULTS.**

1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Have you tested positive for COVID-19 in the past 14 days?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
3. Have you experienced any symptoms of COVID-19 in the past 14 days? \_\_\_\_\_ Yes \_\_\_\_\_ No

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Employee Name (Printed)

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Employee Signature

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Date

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Time

# Addendum B

## Town of New Lebanon – Building Entry Log

Question 1: "Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?"

Question 2: "Have you tested positive for COVID-19 in the past 14 days?"

Question 3: "Have you experienced any symptoms of COVID-19 in the past 14 days?"

Date: \_\_\_\_\_

| Visitor/Employee Name and Phone Number | Question 1 (Y/N) | Question 2 (Y/N) | Question 3 (Y/N) | Entry Permitted? (Y/N) | Building Entered | Time Entered | Screeners' Initials |
|--|------------------|------------------|------------------|------------------------|------------------|--------------|---------------------|
| N:                                     |                  |                  |                  |                        |                  |              |                     |
| Ph:                                    |                  |                  |                  |                        |                  |              |                     |
| N:                                     |                  |                  |                  |                        |                  |              |                     |
| Ph:                                    |                  |                  |                  |                        |                  |              |                     |
| N:                                     |                  |                  |                  |                        |                  |              |                     |
| Ph:                                    |                  |                  |                  |                        |                  |              |                     |
| N:                                     |                  |                  |                  |                        |                  |              |                     |
| Ph:                                    |                  |                  |                  |                        |                  |              |                     |





# Addendum E

## ATTESTATION

I have reviewed all employee and visitor health screenings submitted on the date indicated below and the visitor and employee logs maintained for the date indicated below.

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Name (Printed)

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Signature

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Date

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Time