



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

COVID-19 Reopening Safety Plan

Name of Business:

Larkin Development Group

Industry:

Commercial Office/ Real Estate

Address:

726 Exchange Street, Suite 825. Buffalo NY 14210

Contact Information:

Phone: (716) 362-2662 or (716) 566-2990

Owner/Manager of Business:

Howard & Leslie Zemsky

Human Resources Representative and Contact Information, if applicable:

Brian Strickland (bstrickland@larkindg.com) (716) 362-2670

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?

All employees must wear a mask at all times when in a common area or tenant space.
 Security guards are to wear a mask when inside any LDG offices, other tenant spaces and all common areas.
 Security guards must wear a mask at all times between 7:30am-9:30am, 11am-1pm, or 4-6pm, or at any time when someone is in the lobby areas.

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

Customers & visitors must maintain a minimum of 6 feet of distance between each other, unless their work or meeting requires a shorter distance, in which case they must wear a mask.

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

When on lunch breaks, employees in same room must maintain 6 feet distance at all times, unless wearing a mask.

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?

We have provided reusable masks to all employees and will replace as needed. Employees are expected to bring their own face covering daily. As a courtesy, non-reusable face masks are available upon request from security.

- 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?

Reusable face coverings provided to employees to be cleaned by and stored by employees at their homes.
Non-reusable face coverings should be disposed of after use in a trash receptacle.
All unused face coverings stored by security and available upon request.

- 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?

Maintenance staff shall clean/sanitize all shared equipment after each use.
To the extent possible, staff will limit the use of interoffice hard copy document sharing, and utilize scanned/e-docs.
Employees will wash hands/use hand sanitizer after using shared office equipment (copiers/printers, postage machines, etc.)

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?

LDG has engaged a cleaning vendor that cleans throughout the building at various times throughout the day.

- 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?

All employees have access to restrooms with areas to wash hands with soap/water/paper towels. Additionally, offices and common areas through the building have hand sanitizer stations for use by employees and visitors.

- 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?

Employees will be encouraged to start each day by wiping down their workspaces (keyboards, phones, desks & chairs) with approved sanitary wipes.
Common areas are cleaned frequently, according to CDC guidelines.

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?

Suite 100 - Sarah Diaczenko / Suite 412 - Maureen Kirchmyer / Suite 825 - Susan Sandor
Logs to be kept by individual above, at their desks, and available for review by Senior Managers at any time.

- 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?

Brian Strickland/Maureen Kirchmyer.

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?

Employer has provided all employees with guidelines from CDC regarding COVID-19 symptoms. Employees have been instructed to stay at home if they have experienced any of the COVID-19 symptoms in the past 14 days, have tested positive for COVID-19 in the past 14 days, or have come in contact with anyone that has tested positive for COVID-19 in the past 14 days. Each employee will be required to sign a form daily stating that they do not fall into any of these categories. If they do fall into one of the categories, they should report that to his/her manager, who will report immediately report it to Human Resources.

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

N/A

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 event a employee tests positive for COVID-19, we will follow CDC guidelines which depend in part on the date the employee was last in the building and their path of travel. We will also use electrostatic sanitizing above and beyond CDC guidelines if additional sanitizing is indicated. CDC guidelines attached for circumstances where an employee is identified as having tested positive for COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

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 the employee that tested positive is able to be contacted, he/she will be interviewed and asked to disclose all individuals with whom he/she may have had on-site contact in the past 7 days, path and date of travel. If the employee is unable to be contacted, his/her manager will be contacted and the visitor logs will be reviewed to determine contacts. The designated contact person will reach out to any other employees determined to have been in close contact with, and may have been exposed to COVID-19, by the employee. All information will be kept confidential and no names will be provided as to who the positive employee is/was.

IV. OTHER

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

Employees have been provided with the attached safety guidance information, which was discussed on a conference call for all employees held on May 27, 2020.

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.



Health

Safety

LDG COVID-19 WORKPLACE SAFETY

SOCIAL DISTANCING

- All employees must wear a mask at all times when in a common area or tenant space.
- Employees and visitors must maintain a minimum of 6 feet of distance between each other, unless their work or meeting requires a shorter distance, in which case they must wear a mask.
- During lunch or other breaks, employees in the same room must maintain 6 feet of physical distancing at all times, when not wearing a mask.

HYGIENE/PROTECTIVE EQUIPMENT

- Employees are expected to bring their own face coverings daily. As a courtesy, if you forget your face covering, non-reusable face coverings are available at the security desk, and should be disposed of after use in a trash receptacle.
- Employees should wash hands with soap/water/paper towels frequently throughout the day. Additionally, hand sanitizer is available in LDG offices and in common areas throughout the building for use by employees.
- Maintenance staff shall clean shared equipment with supplied sanitizing wipes before and after each use. Administrative employees will wash hands/use hand-santizer after using shared office equipment, such as copiers, printers, postage machines.
- Employees are encouraged to start each day by wiping down their workstations (phones, keyboards, desk/chair) with sanitizing wipes.

SELF-ASSESSMENT

EMPLOYEES MUST NOTIFY THEIR SUPERVISOR AND NOT REPORT TO WORK IF:

- 1) They have experienced any COVID-19 symptoms in the past 14 days;
- 2) They have tested positive for COVID-19 in the past 14 days; and/or
- 3) They have had close contact with someone confirmed or suspected of having COVID-19 in the past 14 days.

Beginning Monday, June 1, ALL EMPLOYEES will be required to sign an employee questionnaire stating that she/he does not fall into a category which requires quarantine at home.

Paid Sick Leave is available for positive COVID-19 cases.

COVID-19 Employee Daily Health-Screening Questionnaire

Employee Name: _____

Supervisor' Name: _____

Check appropriate box below

YES NO

1) Have you or a member of your household tested positive for, or had a confirmed case of COVID-19 in the past 14 days?

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2) Are you experiencing any COVID-19 or flu-like symptoms such as respiratory distress, cough, fever, or chills?

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3) Are you or any member of your household under active quarantine due to COVID-19 exposure?

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4) Have you been in contact with anyone who has a confirmed case of, or been exposed to COVID-19?

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5) Have you traveled outside of the U.S. within the past 14 days?

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If you have answered "YES" to any of questions 1-5 above, please notify your supervisor immediately and do not begin your shift.

Employee Signature: _____

Date: _____