



# 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](http://forward.ny.gov). If your industry is not included in the posted guidance but your businesses 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 – Phase 4

**Name of Business:**

The Cobblestone Museum

**Industry:**

Museum

**Address:**

14389 Ridge Rd W, Albion NY 14411 (Orleans County)

**Contact Information:**

Douglas Farley (585) 589-9013

**Owner/Manager of Business:**

Douglas Farley, Director

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

### 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?*

Our regular volunteer docents will be used for scheduled tours at their own discretion. Other tours will be led by staff or interns. When conducting tours, staff (employees, interns, volunteers) will be assigned an optional personal voice amplifier to use during the duration of the day.

For Public Tours, only spaces that have sufficient room available to maintain 6 ft. of distance between tour group and docent will be included on tours. Size and scope of tours will be limited to maintain social distancing. The primary buildings to be toured include the Church, School, Blacksmith Shop, and Farmers Hall and are limited to four people (household/party) plus tour guide. Access to the interior of the Gentleman's Water Closet (Church), Ward House, Print Shop and Harness Shop will be limited to "peeks" inside open doors. Ropes/tapes will be used to prevent full entry and additional signage may be used if appropriate.

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

Internet appointments or telephone reservations will be utilized for tours. Online payments will be requested at time of reservation. Guests making gift shop purchases will be encouraged to use credit cards. Tours will be scheduled by appointment and will be limited to one household/party (not to exceed four individuals arriving together) plus a tour guide. The only exception could be an allowance for an intern/volunteer to be included on a tour if space permits for training purposes, and physical distancing between all parties must be maintained. Access to the welcome center will be limited and monitored. The director will oversee all communication with arriving guests before they are allowed to enter the building. A separation barrier will be placed between the point of sale (cash register) and sales counter.

Approximately 90 mins. tours will be offered on specific days (currently anticipated Wed.-Sat.) and will be scheduled to prevent overlap and additional exposure. Only one household/party is allowed on campus at one time. Tours will follow a prescribed route that has been determined to avoid close personal contact. The tour guide is responsible for maintaining physical distancing during the duration of the tour.

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

Tours are limited in size and location to be toured to control physical distancing. Guests will not be permitted to sit on furniture or touch objects in the collection.

Staff taking a lunch break will use the outdoor picnic area. Tables will be spaced more than six feet apart. If weather is inclement, lunch breaks will be taken in their car or off site.

## 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?*

One hundred Disposable Face Masks have been procured for staff or visitors who lack proper face covering. Sanitizing products will be available in each building. Additional quantities will be ordered as needed through Amazon.com or local source. All guests and staff must wear face masks (covering mouth and nose) at all times on campus. Gloves will be provided for docents if requested. Patrons who fail to follow a no-touch policy or the face mask policy will be asked to leave the campus.

- 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?*

Disposable products will be available as needed.

- 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?*

Touching of artifacts will be discouraged. Staff will have access to sanitizer when an inadvertent contact is made by staff or visitors. The Brick Building will be used for meetings as governed by CDC/Health guidelines for meeting size. The director will supervise sanitation of the table, chairs, copier, phone, etc. before and after each use. Those using these items will be asked to sanitize them following each use. Each person should have their own dedicated pen, pencil, payroll sheet etc. to prevent spread of infection through use of common items. Volunteers should report their hours to be recorded by Asst. Director. The common log book will be eliminated.

Tour guides/staff will be responsible for their own name tags (provided) and will be responsible for sanitizing their own items each day as required, including shared keys required to gain entry to campus buildings. Keys should be sanitized with a disinfecting wipe/cleaner before and after use and returned to a dedicated location. Tour guides/staff should wash their hands after handling shared keys upon conclusion of tours.

Guests will begin the tours by watching the 10-minute introductory video. Only the required number of chairs will be set up. The director will sanitize door knobs and furniture before and after each tour group arrives/leaves. Objects, such as cobblestones, that are normally handled during a tour will be under a closed display case only.

**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?*

Director will be responsible for maintaining the cleaning log. In the absence of the director, the Asst. Director will be responsible. The log will be kept with paperwork in the office.

- 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?*

Sanitizing products will be available in each building on the tour at the door. The staff's hand wash facility is located in the office for use whenever needed. An instructional safety sign will be located in each building. All staff members will receive a mandatory instructional class concerning new safety and sanitizing guidelines.

- 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?*

Tours can be scheduled following mandatory staff safety training (conducted by the director) at the beginning of Phase 4 of NY Forward and proceeding until Sept. 6, 2020. The director will oversee daily cleaning of high contact surfaces including microwave and cooler door.

One family restroom will be available and locked unless requested. The director will sanitize surfaces and re-lock the restroom after each use. Hand sanitizer will be available for use after handwashing, since only cold water is available. The staff restroom located in the Office will be sanitized by the staff member before and after each use. Daily sanitizing of restrooms will be supervised by the director.

Door knobs and railings will be sanitized by the director at the beginning and end of the day, and also by staff following each use. Doors will be kept shut and locked at all campus buildings on the tour route until opened by the tour guide at the time of an arranged tour, especially the locations to be shown with a barrier to encourage a peek but to prevent entry.

**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*

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means), and where will the log be kept?

The director will supervise and maintain the visitor's log which will be kept in the Visitors Center entrance. Online ticketing will supply most of the contact information needed. Arriving visitors will be greeted and surveyed at the entrance to the welcome center before entering the church through the gift shop door. A detailed log book of visitors with follow up contact information will be maintained by all families/groups who tour. A properly placed mask is required of staff/visitors.

- 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 director has the responsibility to contact state and local health officials.

### 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?*

Each staff member will be asked to monitor his/her temperature before leaving home for work. Staff who have a fever or other COVID-19 symptom will be asked to report an illness until such time as they receive clearance from their doctor or other health official. Staff who have had contact with a known COVID-19 patient will be asked to follow quarantine guidelines established by the CDC or other health agency.

Visitors will be reminded of our COVID-19 monitoring policies when making a tour reservation. The museum will request visitors submit contact information in case future contact tracing is needed. A Confidential Survey will be completed and will include a review of COVID-19 symptoms and any incidence of recent close personal contact with an individual who has COVID-19. A liability release form will be incorporated into the survey. Any writing implement or clipboard that may be used during this process must be sanitized before and after use.

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

A properly placed mask is required of staff/visitors.

**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?*

The director will work with Orleans County Health (OCH), employees to determine the required measures to clean affected areas prior to re-opening to the public.

*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?*

In conjunction with guidelines from OCH, the director will assist with contact tracing as requested by OCH utilizing our visitor log.

## IV. OTHER

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

The Used Books building will be closed throughout 2020.

Wedding groups will be required to comply with all CDC or state health guidelines in effect at the time of the wedding regarding group meeting size, social distancing, PPE, etc.

**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.

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## 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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