



## 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](http://forward.ny.gov)

### COVID-19 Reopening Safety Plan

**Name of Business:**

NY CREATES/FRMC/ RF SUNY

**Industry:**

Semiconductor Manufacturing / Research & Development, Office and Commercial Building Management

**Address:**

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### 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?*

Use of elevators, stairways, hallways, conference rooms and common areas may present challenges to allow for 6 ft. of distance between individuals at times. Therefore, max occupancy has been set at or below 50% thresholds for common areas, conference rooms and elevators. Tape has been placed on the floor in the rotunda to encourage 6 foot distancing. Seating has been limited in break and café areas.

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

Technology has been formally encouraged over face-to-face communication with customers, vendors and coworkers.

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

In gowning room, new protocol requires social distancing during gowning and tape has been placed on floors. NFN/NFC gowning room to have been modified to allow one way traffic in and out of the space. Shift start/ end times and breaks for operators have been staggered to allow lower density in break rooms and at temperature screening.

## 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 currently have a sufficient stock of PPE and facial covering. All needed supplies will follow standard purchasing guidelines.

- ✓ 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?*

Specialized training prior to the issuance of PPE (e.g. N95 respirator) will be conducted by the EHS staff and the training will be available for review as needed by contacting the EHS office. Training will cover donning, doffing, cleaning and storage guidelines. Facial coverings that are not PPE (e.g. homemade sewn, quick cut, bandana) and surgical masks are addressed in the Return to Work Training provided on the internet and intranet.

- ✓ 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?*

Commonly shared objects such as tables and door handles will be cleaned regularly by Site Services. Fab protocol includes a sanitizer step while gowning and degowning. Office or employee specific items such as copier and microwaves will be the responsibility of the employees in the area to wipe regularly. Sanitizer will be available for individual employees to use between cleanings and on their personal work spaces.

**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?*

Return to Work Training provides overview of CDC and DOH guidance. Site services will maintain and retain copies of the cleaning log for review in the Site Services Supervisor 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?*

Training on hand washing included in the site training and signage. Hand sanitizer is available to all people at temperature screening, gowning areas and when requested. Hand sanitizer is NY CLEANS or a ≥60% solution of alcohol.

- 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?*

Site Cleaning will occur daily by site services and cleaning logs will be completed. Sanitizing protocols are part of the fab gowning and degowning process. Cleaning and sanitizing guidance for in office provided in training and RTW documents. Hand sanitizer protocols are place. Signage is in place in the restrooms and common area on proper hygiene. All cleaning products follow federal and state guidelines. Hand sanitizer and cleaning wipes available throughout site and available upon request. There is to be no shared food. Café and break room will have seating limited to maintain social distancing.

**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?*

Security will maintain a log of all employees that enter the site through the badging system which is logged and stored on a server that either security or access control can access and pull reports from.

- 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?*


NY CREATES HR tracks all employees with positive diagnosis and close contact. Site tenants notify NY CREATES of positive or close contact. Site protocols follow federal and state guidance

### 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?*

Daily temperature checks are conducted upon arrival on site each day by Security personnel using a no-touch thermometer. Questions are asked daily during temperature screening regarding if the employee has tested positive for COVID-19 or been in close contact with individual(s) who have tested positive in the last 14 days. NYCREATES HR oversees tracking and contact with employees who are rejected from site. Security personnel are N95 fit tested and provided PPE training by EHS and procedure training by Security management prior to assuming these duties. All personnel are trained on this procedure and the associated requirements prior to arrival on site. 

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

Security personnel, as well as Police and ERT, don the following PPE while performing screening and/ or interacting with the public following rejection from site; gown, safety glasses, N95 respirator, double nitrile gloves. All PPE is either replaced or disinfected after each shift.

**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 case of an employee testing positive for COVID-19, the applicable areas are evacuated and cleaned using EPA approved disinfectants such as >60% isopropyl alcohol, 10% bleach and/ or quaternary ammonia solutions by a third party vendor.

*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 the case of an employee testing positive for COVID-19, a touch tree is constructed by the employee's management and HR. Those personnel identified as having had "close contact" with the positive individual are contacted by HR and asked to self-isolate from site for 14 days.

## IV. OTHER

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

Return to work training has been rolled out and is required for all returning to site.  
FAQ document to address common questions about returning to site has been posted and distributed via email.  
Updated materials and guidances along with other informations has been added to the website for easy access to all on site.  
The return to work task force meets two times a week and coordinates with SUNY Poly and the site tenants.

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.

**STAY HOME.**

**STOP THE SPREAD.**

**SAVE LIVES.**