



## 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](https://www.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:**

Navac Builders Inc.

**Industry:**

Construction

**Address:**

25 South Greenbush Road, Orangeburg, New York, 10962

**Contact Information:**

Info@navacbuilders.com (845)-848-2494

**Owner/Manager of Business:**

Killian Hunt

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

Ciaran Hunt

### 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?*

Bathrooms will be Limited to one person occupancy at any given time. Furthermore, employees and site workers will be informed to distance appropriately.

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

The entrance doors will have a posted telephone number for the project specific person of contact. The sign will read " Do Not Enter, please contact the below number and a supervisor will be out to speak with you". Anyone entering the site will undergo the already established and necessary health screenings.

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

All site members MUST participate in Social distancing at all times. Keeping at minimum 6ft between each other during all facets of the work day. Break rooms will have a maximum occupancy of 6 persons.

## 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?*

All personnel on a Navac Builders ' project site MUST have their own Respirator (N95 or KN95), gloves (latex or coated), Eye protection (safety glasses/ goggles, along with the previously stated equipment in the Navac Builders ' Safety Manual (Hard Hat, Proper Footwear etc.).

- 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?*

Navac Builders' Employees have a KN95 respirator supply onsite masks are supplied to wear at all times during the course of a project. This ensures that all employees have sufficient PPE during the Construction phase. All subcontractors have read and agree to supply their employees with sufficient PPE as stated in the "Navac COVID-19 Safety Guidelines dated 5/8/20"

- 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?*

Latex gloves are provided to all personnel entering a Navac Builders' project site. Navac Builders recommends that all persons participating in construction, visiting, or inspections of a site wear the provided latex gloves. Sharing of equipment is strongly discouraged on site, but in a situation where equipment must be shared Navac requires the tools to be disinfected with spray and dried appropriately. Please see the site supervisor for disinfectant supplies.

**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?*

The cleaning log will be the responsibility of the Navac Builders' onsite supervisor along with the laborer performing the disinfecting action. The Log will be kept in a log book with the supervisor.

- 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?*

The site Entrance will have a pump action hand sanitizing station. The site bathroom will be stocked with disinfectant soap and drying towels. Posters on washing and sanitizing are posted throughout the project.

- 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?*

The onsite restrooms will be disinfected and cleaned twice daily as reflected in the log.

**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?*

The visitor log will be the responsibility of the Navac Builders' onsite supervisor.

- 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?*

Navac Builders' Safety Manager will be responsible for contacting and notifying the 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?*

Navac Builders will be implementing new screening measures at jobsite entry gates including a no entry policy for workers who have a temperature of 100.4 Degrees or higher (which is classed as a fever per the CDC guidelines), are experiencing other symptoms of COVID-19, such as cough and/or shortness of breath and have had close contact with someone who has tested positive or is presumptively positive for COVID-19. Temperatures will be taken with a thermal scanner at a 2ft distance. The scanner will be disinfected after every use. The tests will be conducted by a Navac Builders employee that has been trained in the process. Navac Builders' safety manager will be providing all training associated with onsite testing.

*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 Navac Builders' employee conducting the testing will be required to wear a KN95 respirator, Latex gloves, Face Shield as provided by their supervisor, and goggles. The PPE will be stored onsite and replenished appropriately.

**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 Areas of contact will be cleaned thoroughly with alcohol based sanitizer, Clorox bleach, and antibacterial soap. All cleaning products are sourced from reputable and local businesses.

*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?*

Navac Builders will trace the working areas of any positive testing persons. This will be done by back tracking through the visitor logs, as well as observations of work areas the individual frequented. All Subcontractors will be informed via email and phone call. Any personnel in direct contact with the individual will be advised to contact a health professional immediately for further screening. All persons that have tested positive for COVID-19 are required to self-isolate for 14 days as per the CDC.

## IV. OTHER

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

For any additional information and updates please contact Ciaran Hunt in the office.

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All personnel entering a Navac Builders ' project site is aware and accepting of the changing nature and timelines of the attached guidelines, restrictions, and recommendations. Personnel also understand that Navac Builders will follow any continuing guidelines, restrictions, and recommendations from city, state, and federal agencies to ensure the safety of all project participants.

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://www.forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://www.governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

**STAY HOME.**

**STOP THE SPREAD.**

**SAVE LIVES.**

## 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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