



## 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

**Name of Business:**

GreenStar Cooperative Market

**Industry:**

Retail - Grocery Store

**Address:**

770 Cascadilla Street; Ithaca, NY 14850

**Contact Information:**

(607) 273-9392

**Owner/Manager of Business:**

Brandon Kane, General Manager; Chad Smith, Operations Manager; Rachel Henderson, Store Manager

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

Deb Peskin, Human Resources Assistant Director

### 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 are required to utilize personal protective equipment while on the job. This includes face coverings which we provide or people can opt to use their own. This provides needed protection while stocking in aisles while shoppers are present and in our prepared foods kitchen area where 6' distancing may not always be able to occur.
  - *How you will manage engagement with customers and visitors on these requirements (as applicable)?*  
Per NYS Executive Order all customers are required to wear face coverings. We are equipped with disposable masks for those customers and visitors who do not have one of their own.
  - *How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*  
There are varied work schedules already in place so there isn't a large shift change occurring at the same time. Due to the nature of our business we have break and lunch schedules that conform with required social distancing patterns.

## 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 1,000 disposable masks and 400 washable masks in our inventory. We have 4 vendors available to order additional supplies from as needed.

- X 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?*

All current and new employees upon hire review and sign a Face Covering Acknowledgement Form which includes receiving a washable, reusable mask and instructions as to how to wear, clean, and store their mask. See sample attached to this plan.

- X 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?*

Bathrooms, door handles, time clocks, and stock cards. We have implemented a cleaning schedule to wipe all of these surfaces minimally every 30 minutes and as needed. Those employees handling money wear gloves as another protection.

- B. Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- X 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?*

Each department manager is responsible for their cleaning logs/lists. The logs will be collected each week and maintained in a file.



- X 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?*  
We have hand sanitizing stations throughout the store with sanitizing wipes and foam dispensers meeting the 60% or more alcohol requirement. We also have 6 restrooms and handwashing sinks located in our kitchen, cafe and cash count room.
- X 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?*  
We have established and trained employees on sanitizing procedures that have been developed by each department with specific lists of cleaning/sanitizing activities required, to include time frames. Minimally work areas are sanitized at each shift change prior to opening and closing and higher traffic areas are cleaned on a 30 minute schedule.
- C. **Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:
  - X 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.
  - X Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
  - X 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?*  
We already utilize a time clock in which employees punch in and out for all hours worked. This allows us a record at any given time of who was working and in which department. This in conjunction with department schedules will be used for recordkeeping.



X 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?

Brandon Kane, General Manger

Deb Peskin, Human Resources Assistant Director

### 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?

All employess have received information relative to COVID-19 symptoms and the requirement to stay home and follow Dept. of Health and local Public Health Dept. instructions. All managers have instruction to immediately send home any employee who reports or is exhibiting symptoms.

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

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:



X 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?*

Attached is our protocol for the event an employee tests positive. This protocol includes direct communication with and reference to all instructions provided by the CDC & Public Health Department.

- *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?*

We will immediately communicate with the local Public Health Department and follow all instructions provided. Also, employee time clock punches, interviews, and schedules will be utilized to identify close contacts in the workplace.

#### IV. Other

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

Further safety features not indicated above include the use of plexiglass at all registers, all grocery carts and baskets are sanitized after each use; bulk items are pre-bagged and a limited number gravity fill bins are offered; use of virtual meetings to replace in-person meetings; and we continually monitor any new local, state, and federal requirements related to COVID-19 precautions. We also participate in NYS Department of Ag & Market inspections which is an additional monitoring of our compliance.

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