



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:

Buffalo Maritime Center at the Longshed

Industry:

Non-Profit

Address:

1 Marine Drive, Buffalo, NY 14202

Contact Information:

716.881.0111, info@buffalomaritimecenter.org

Owner/Manager of Business:

Brian Trzeciak, Executive Director, 646.584.9767, brian@buffalomaritimecenter.org

Human Resources Representative and Contact Information, if applicable:

Brian Trzeciak, Executive Director, 646.584.9767, brian@buffalomaritimecenter.org

I. PEOPLE

A. Physical Distancing. To ensure employees and volunteers 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.

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- 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?

- Working on the Packet Boat with a Crew
 - When working on a boat, all individuals must wear acceptable face coverings when a 6ft. distance of social distancing cannot be maintained.
- Using a Power Tool with More than One Person (e.g., band saw)
 - When using a power tool, all individuals must wear acceptable face coverings when a 6 foot social distance spacing cannot be maintained.
- Exhibit Space in the Mezzanine
 - All guests and visitors must wear acceptable face coverings at all times. All staff and volunteers must wear acceptable face coverings at all times when guests and visitors are present. When guests and visitors are not present, all staff and volunteers must wear acceptable face coverings when a 6 foot social distance spacing cannot be maintained.
- Guests and Visitors on the Floor of the Longshed
 - All guests and visitors must wear acceptable face coverings at all times.
- Climbing the stairwell
 - When climbing stairs, all individuals must maintain a 6 foot social distance spacing.
- Staff and Volunteers at the Gift Counter
 - All staff and volunteers must wear acceptable face coverings when guests and visitors are present and when a 6 foot social distance spacing cannot be maintained.

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

Employees will communicate these measures to guests, visitors, and volunteers. In addition, signage will be posted at the entrance of the Longshed and at applicable areas where signage is necessary.

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

See "Common Situations" above.

II. PLACES

A. Protective Equipment. To ensure employees and volunteers 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?

The Buffalo Maritime Center will have, in stock at our facility at all times, surgical masks ordered from Amazon or an alternative source for staff and volunteers. Gloves will also be provided to staff and volunteers. Face masks and gloves will not be provided to guests and visitors, though hand sanitizer will be readily available for all.

- 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?

Signage will articulate the policy of discarding PPE when used, damaged, or soiled. This signage will be located at the entrance and on each waste disposal bin.

- 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?

Cans of disinfectant spray and wipes will be located near the following:

- Power Tools and Equipment
- Tools in the Tool Lockers
- Epoxy Dispensers

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?

Our Master Boatbuilder and Boatbuilder will be responsible for maintaining a cleaning log. The cleaning log will be kept in the staff workbench.

- 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 will have signage reminding individuals of the importance of maintaining good, healthy, personal hygiene. We will have Hand Sanitizer dispensers at the following locations:

- North Entrance
- East Entrance
- Main Shop
- Exhibit on the Mezzanine

- 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?

At the end of each working day, tools and equipment, and all door handles will be sprayed/wiped down with disinfectant by trained staff and volunteers.

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, volunteers, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers, visitors, and volunteers 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 Master Boatbuilder and Boatbuilder will be responsible for maintaining a log of each person that enters the facility. On the log, guests, visitors, and volunteers will be asked to confirm that they have not tested positive for COVID-19 in the past 14 days, that they do not have any COVID-19 related symptoms, that they have not traveled to any restricted areas in the past 14 days, or, finally, that they have not come in contact with any known person who has tested positive for COVID-19 in the past 14 days. Should any guest, visitor, or volunteer confirm the negative of the confirmation question above, said guest, visitor, or volunteer will be asked to leave the premises. The log will be kept at the Main Entrance.

- If a worker or volunteer who spent time in the facility 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, volunteers, 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 Executive Director will be responsible for notifying state and local health departments should an incident occur.

III. PROCESS

A. Screening. To ensure the business and its employees and volunteers 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?

Employees will self-monitor at home for symptoms of COVID-19, and employees will fill out a digital survey at the facility prior to the start of the workday. Should an employee confirm that they have any COVID-19 related symptoms, that their temperature is above 100.4 degrees, that they have traveled to any restricted areas in the past 14 days, or, finally, that they have come in contact with any known person who has tested positive for COVID-19 in the past 14 days, said employee will stay home and report to the Executive Director.

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 or volunteer 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?

If the facility has had an individual present that has tested positive for COVID-19, the facility will close its doors to the public and employees immediately. After the incident, employees will conduct a thorough cleaning of the facility with appropriate products which are effective against COVID-19 acquired by reputable distributors.

In the case of an employee or volunteer 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 in which an employee has tested positive for COVID-19, the Executive Director will review the visitor log and contact all individuals who would have been in the same space as said employee 14 days prior to the incident.

IV. OTHER

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



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.

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