



NY FORWARD SAFETY PLAN TEMPLATE



BOY SCOUTS OF AMERICA® LONGHOUSE COUNCIL

COVID-19 Reopening Safety Plan

Unit Type (Pack-Troop-Crew-Ship-Post):

Unit Number:

Meeting Address or Charter Organization Address:

Unit Contact Information:

Unit Leader Name:

COR Name and Contact Information:

I. PEOPLE

A. Physical Distancing. To ensure all participants comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between participants unless safety or core function of the activity requires a shorter distance. Any time participants are less than 6 ft. apart from one another, participants 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.
- 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 drop-offs, 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 participants in such situations?

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

How you will manage unit-specific physical social distancing concerns?

II. PLACES

A. Protective Equipment. To ensure participants comply with protective equipment requirements, you agree that you will do the following:

- Participants will be responsible for wearing acceptable face covering. Units will also make available acceptable face covering 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

- 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?

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves, or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between participants. What measures will you implement to ensure the safety of your participants when using these objects?

B. Hygiene and Cleaning. To ensure participants 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?

- Provide and maintain hand hygiene stations for participants including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where hand washing is not feasible.

Where at the meeting location will you provide participants with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- Conduct regular cleaning and disinfection after every meeting, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects 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 meeting site and any shared objects or materials, using [products](#) identified as effective against COVID-19?

C. Communication. To ensure that participants comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind participants to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for participants, visitors, and families with a consistent means to provide updated information.
- Maintain a continuous log of every person, including participants and visitors, who may have close contact with other individuals at the meeting site or area.

Which Leader(s) will be in charge of maintaining a log of each person that enters the meeting site.

- If a participant tests positive for COVID-19, the unit must immediately notify state and local health departments and Council with contact tracing efforts, including notification of potential contacts, such as participants or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a participant tests positive for COVID-19, which Leader(s) will be responsible for notifying state and local health departments?

III. PROCESS

A. Screening. To ensure the **unit** and its **participants** comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before participants begin a meeting 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 participants gets to the meeting site? Who will be responsible for performing them, and how will those individuals be trained?

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 **unit** and its **participants** 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 participants 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 participants 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?

IV. OTHER

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



Staying up to date on Council, County, and State-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 and applicable Executive Orders at 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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