



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. 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:

Roadway Moving, Inc.

Industry:

Moving and Storage

Address:

1135 Bronx River Avenue

Contact Information:

Rohenie Sukhram

Owner/Manager of Business:

Raz Sapir

Human Resources Representative and Contact Information, if applicable:

Rohenie Sukhram Email: rohenie@roadwaymoving.com

Direct Tel (929)446-0201

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?

Roadway employee traveling in company vehicles to facilitate a move in accordance with DOT guidelines.

- Roadway will ensure that all employees when executing a move will provide the following safety items for our employees to use (authorized face masks, hand sanitizers, Clorox wipes and disinfectant).
- Employees will be 100% vaccinated in or to stay in compliance and wear a face mask and adhere to all required protocols set to include but not limited to the sanitizing of the vehicles, regularly changing both masks and gloves and ensuring to take breaks and or stops frequently outside the vehicle. +

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

All Roadway customers are briefed ahead of time on the contactless move policy and procedures to adhere to. These protocols include but are not limited to:

- Initial conversation and authorization of contactless move with our customer are done via a digital signed contract to ensure that the premises will have no one onsite that has been or is currently exposed to COVID-19.
- Our customer health and safety are constant significance at Roadway. Keeping this in mind, Roadway maintains and updates our clients with all COVID-19 protocols and communication via our website, emails, and telephone +

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

At Roadway our employees receive updates and reminders via written notice, posters and verbal communication to maintain compliance in accordance with all mandates and updates. We provide to our employees at no cost a certified medical professional to conduct testing as needed or requested.

Our employees are informed that all social gatherings during break should maintain the 6 feet of social distancing. Company vehicles and vehicle cabs are not to be used for the consumption of food and or gatherings. Employees, while they do travel and work in groups in compliance with DOT standards undergo and provide continuous +

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 ensure that all PPE provided to our employees are free of charge and in abundance in our offices, storage facility and vehicles. Our trucks are fitted with a box that is replaced as needed, gloves, Purell hand sanitizers. Our corporate office and all warehouses and spaces are also provided with Face covering, sanitizer, wipes, and disinfectant sprays. We allocated a hefty budget within our finances to ensure that ample PPE, cleaning and testing are done for our employees.

Our employees use their face mask on a one-time use bases only. In the field face masks are disposed of at the end of +

- 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?

Our employees use their face mask on a one-time use bases only. In the field face masks are disposed of at the end of each move.

We provide to our employees at no cost a certified medical professional to conduct testing as needed or requested.

- 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?

The Roadway office complies with COVID-19 safety protocol by taking the following steps:

- All employees and guests entering the main office at Roadway are mandated to wear a face covering at all times.
- All desks have been placed no less than 6 feet apart.
- Hand sanitation stations have been installed with antibacterial hand sanitizers.
- Our offices are cleaned and disinfected nightly by using one of the following: Petratool fogger mist blower and or the Emist EPIX360.

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 logs are maintained and retrieved based on the location.

For our main offices and facilities, cleaning logs are posted in common areas such as the Kitchen, Conference rooms, Hallways. In each department there are cleaning logs that are also maintained to ensure the spaces have been sanitized in accordance with the CDC requirement. All logs are also scanned and saved in the health and safety division drive at Roadway. Cleaning logs include the following information: date, time, product used for cleaning and by whom it was cleaned.

- 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?

Our fleet teams are transit during the day and to ensure they are safe at all times we provide at no cost hand sanitizers, masks, wipes and disinfectants, and gloves for use. Our drivers follow Roadway strick mask policy and hand sanitization policy during all moves.

In our offices and warehouses, we ensure that our employees have access to at no cost hand sanitizers, masks, wipes and disinfectants, and gloves for use as well. Our company policy is that all employees are to remain masked up while in common areas and moving throughout any open areas.

- 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?

Our employees' health and welfare is something we take seriously at Roadway. Our employees, both movers and office personnel are briefed continuously on all COVID-19 updates and bylaws to ensure that they understand and remain in compliance with all mandates and updated COVID-19 Response Plan.

Here at Roadway, we have acquired a medical professional that randomly tests our employees to ensure that we remain safe. We also implemented and adhered to the cleaning guidelines previously mentioned with professional cleaner, disinfectants. Cleaning of office spaces and vehicles are done daily and logged in accordance with. +

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?

We have posted and remain diligent in our signage and daily reminders to adhere to all COVID mandates and cleaning procedures. Our staff are trained on how to sanitize their workstations and our vehicles as part of weekly training program.

Our fleet teams are monitored daily to ensure that they have completed the assessments and questionnaires. Our Human Resources team monitors and maintains detailed logs of all personnel infected and follow up are done to check the employee's status prior to returning to regular work. +

- 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?

In the event an employee or their family members tested positive, they are required to notify our Safety compliance division with Human Resources. Our safety and compliance division follows and logs in all tracing requirements while maintaining a strict HIPA confidentiality laws.

This information would also be documented as part of our safety and compliance procedures in response to the COVID-19 Response Plan.

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?

Our employees are screened daily for a temperature and assessed by their team leader prior to their work schedule. Employees also completed a daily questionnaire to determine whether they or any of their contacts have tested positive for a COVID. Here at Roadway after any extended period of office closure such as holidays, we have retained a 3rd party medical to perform the COVID test for all employees prior to commencing their workday.

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

Roadway provided at no cost all PPE required to our employees, regardless of their role in the company or whether they are conducting screening as part of the company's COVID Response Plan. Each employee is required to notify Safety and Compliance division in the event they display any symptoms prior to the work schedule. Our employees are regularly screened and tested to ensure we remain diligent in our COVID-19 protocols.

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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 event of a confirmed case and related contamination, our Safety and Compliance division would begin the COVID Response Plan in place.

The following procedure are as listed below:

- Verify the employee that has been confirmed as positive. This employee will be placed on COVID leave per the State and City mandate.
- In accordance with HIPA laws a very detailed trace program will begin for employee that has been confirmed

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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 event of a confirmed case and related contamination, our Safety and Compliance division would begin the COVID Response Plan in place.

The following procedure are as listed below:

- Verify the employee that has been confirmed as positive. This employee will be placed on COVID leave per the State and City mandate.
- In accordance with HIPA laws a very detailed trace program will begin for employee that has been confirmed

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STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

IV. OTHER

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

Roadway takes pride in our employees and our customers. The owner has directed all employees to remain diligent and maintain in constant compliance of all COVID-19 mandates. Along with the direction of the owner, the Safety and Compliance division, Operations, and Human Resources department; we have implemented and meticulously enforce a strict daily cleaning, mask adherence and log system. We have in place and will continue to keep our employees of all updates, mandates, and requirements pursuant to the CDC, Federal, State and Local authorities.

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 and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

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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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