

LITTLE NECK CARE CENTER

Safety Plan: Elevator Renovation

Date: 1/27/26

Time: 7AM-5PM

Location: Entire facility.

Occurrence: Elevator repairs/replacement being conducted one cab at a time.

I. OBJECTIVE

The purpose of this safety plan is to ensure a safe environment for the residents, staff and visitors while the facility undergoes elevator renovations. The environment will remain safe and free of hazards during the work period. The elevator renovation will take place during day hours, Monday through Friday, between the hours of 7:00AM -5:00PM to minimize disruption of normal daily services to the residents. The safety of Little Neck Care Center's residents, visitors, and employees will be ensured throughout the project in the following ways:

II. Plan

1. The entrance to each elevator will be closed (one cab at a time) and a temporary isolation wall will block access to the project areas while allowing staff and residents to access the main corridor wings and other resident rooms on the floor.
2. Resident's, visitors, employees, vendors, contractors, and emergency personnel will be notified of the project via phone calls, resident council meeting, in person meetings and/or posted notifications prior to the commencement of the project.
3. Signage and direction will be posted to re-route all residents, visitors, employees, vendors, contractors and emergency personnel to the appropriate area's away from the areas currently undergoing elevator renovations. Any evacuation route signage denoting the work areas as exit routes will be modified to denote new exit routes during construction when applicable. Any exit signs denoting the work areas as a means of egress will be temporarily removed and new exit signs placed to show new exit direction when applicable.
4. Temporary barriers will be installed in work areas to minimize dust and debris. Project areas will have existing return air vents sealed to minimize dust, vapors, and debris from being recirculated to other areas of the building through the HVAC systems. Alternate means of ventilation will be provided in the work areas.
5. Noise, dust, and debris disturbances will be minimized as necessary, signs will be posted noting "Elevator Renovation In Progress".
6. The proposed work is scheduled to take place during normal business hours and will not interrupt the day-to-day business of the residents. All scheduling will be done that in the event there is an unforeseen condition, all necessary precautions will take place. Scheduling will be prepared in coordination with the contractor performing the work by the Director of Maintenance/Designee. Facility maintenance department/designee will be

available to oversee the project. Contractor's tools will be stored on the premises in a secured location under lock and key or removed from the day's workspace for safekeeping.

7. All areas undergoing Elevator Renovations will be inspected twice daily by the Director of Maintenance.
8. All means of egress and hallways will always remain clear and accessible.
9. If any utility is required to be shut off at any time during the project, the facility will make accommodations for an alternate source and inform the Department of Health.
10. During a fire alarm, the staff will continue to follow Code Doctor Red and ARCE procedures. If any part or portion of the Fire Alarm System or Sprinkler System is put out of service for 4 or more hours in a 24-hour period for project purposes, a Fire Watch conducted at 60 minute intervals will be initiated and a Fire Watch log will be maintained for the duration of the outage. Personnel assigned to conduct a Fire Watch will be familiar with the facilities established fire emergency plan, location of manual fire alarm stations and fire protection equipment with the ability to use them if necessary. The scope of work for this project should not affect this operation.
11. The Director of Maintenance will ensure that contractors are given instructions on how his/her team should react in the event of fire alarm or emergency. All contractor personnel will be required to wear identification and advised as to the sensitive and confidential nature of the environment in which they are providing services.
12. Any doors leading to the work areas will be locked, or have restricted access to prevent resident, employee, or visitor access.
13. The Director of Maintenance is responsible for daily oversight of the project and will check the area at least two (2) times a day to ensure safety.
14. The facility management team will be informed of the progress of the project in morning meeting at the beginning of each work day.
15. The Director of Maintenance will monitor the air quality of the area undergoing renovations for any obvious concerns.
16. All staff will be reminded to immediately report any concerns related to the project to the Director of Maintenance/Administrator.
17. The residents, staff, and visitors of the facility will be notified of the safety plan as it will be posted throughout the facility. Resident council representatives will be made aware of the project and safety plan prior to beginning and signatures will be retained. Project plans and updates will take place at the next resident council meeting.
18. At the end of each day and/or as necessary, any debris, dust, unused material or equipment that would potentially be a hazard will be carted away and the area will be left uncluttered. Environmental services staff will be available to provide additional cleaning to make sure that the residents daily lives are not affected in a negative way, and that the work environment remains clean.

19. Project workers will be made aware that this is a non-smoking facility and will be educated on such.
20. Project workers will be made aware that they cannot “assist” any resident, such as getting a drink of water, assisting with ambulation, buying a resident candy or cookies, etc. The workers will be advised on proper principles of customer service when interacting with our residents.
21. Project workers will eat their noon meal and take their breaks outside the facility. No eating is allowed in the areas of renovation and/or resident areas. Bottled water is allowed.
22. Project workers will use Public Restroom facilities. No workers may use a restroom in a resident room or one that is otherwise designated for residents.
23. Project workers may not ask for any medication from the Nurse on the unit, such as for headache or GI stress.
24. Project workers must wear an ID Badge.
25. The accumulation of any combustible material and debris will be removed by the end of the day or as needed in a closed container (under supervision) to prevent dust and debris from spreading, if applicable.
26. The facility will ensure the physical separation of the building occupants from work areas and that resident support services and care are not impeded.
27. The facility will ensure compliance with “Life Safety Code #101 Safeguarding Construction, Alteration & Demolition Operation #201”, “The New York State Health Code”, and other applicable State and Local codes, rules and regulations.
28. The facility will ensure that the project workers comply with all applicable facility policies and procedures.
29. All Fire protection, detection and signaling systems shall be continuously maintained. When necessary, arrangements will be made to avoid accidental or unwarranted alarm activations during construction.
30. All accidents and incidents must immediately be reported to the Project Superintendent, the facility Administrator/designee, and the Director of Maintenance.

All reasonable and necessary efforts will be taken to minimize disturbance to the day-to-day life of the residents and to make sure that usual daily activity, quality of life of the residents, employees and visitors and safety policies and procedures would not be adversely affected.

The project is anticipated to start on January 27th, 2026 and should take approximately 3-4 months to complete.

Respectfully submitted:

Stephen Staiano, Administrator