
Name of Business: Cornell Cooperative Extension of Tioga County
Industry: Educational Nonprofit; Sub-governmental
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Owner/Manager of Business: Andrew Fagan, Executive Director; Richard Orth, Board President
Human Resources Representative: Tina Murphy

Introduction

This document serves as the written safety plan outlining how Cornell Cooperative Extension of Tioga County will aid in the prevention of the spread of COVID-19 during recovery and re-opening. The following procedures have been developed to facilitate the transitioning staff back to their primary place of work in response to the Governor’s New York Forward phased approach to re-open New York State.

Since March 19th, CCE Tioga office has been closed. Essential work to support farmers has continued following social distancing guidelines. Other CCE Tioga staff have continued services primarily from home. As authorized by the Governor, Phase 2 businesses in the Southern Tier, including professional services / office work are permitted to re-open as of May 29th, 2020. Therefore, CCE Tioga offices will re-open on June 1st, 2020. However, services will be limited to one-on-one and will follow social distancing, face-covering, and cleaning/hygiene guidance. Educational programs serving groups of people face to face will not commence until Phase 4 and will follow NYS guidance at that time.

This plan is a living document and will be updated and modified as preparation for future phases of the plan are rolled out and additional requirements are outlined by regulatory agencies. This plan will be adapted and updated by Associations based on local needs, best practices and changes in phased re-opening requirements. All plans are developed in coordination with the following:

https://forward.ny.gov/
https://www.ny.gov/
https://www.health.ny.gov/

This plan addresses the following areas of concern as documented by NYS Linked Here.

The outline of this plan was reviewed by the CCE Tioga Board of Directors on May 26th, 2020. This document will be posted at the CCE Tioga Office as well as on the CCE Tioga Website. In addition, CCE Executive Director Andrew Fagan signed off on the affirmation that the plan exists on the NYS Portal on May 31st, 2020. The plan will be disseminated to all staff and Board members. All staff will confirm that they have received it and agree to follow the plan.
The following person(s) have been assigned for primary responsibility to develop, maintain and/or implement the preparedness, response and recovery plan and will serve as the COVID-19 Response Team for CCE Tioga.

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Overview

The following are general guidelines CCE offices will be adhering to for the safety of the Association Staff, Volunteers and Community, per NYS Department of Health, Center for Disease Control, and local Health Departments recommendations.

The key requirements in this plan are:

1. No one is allowed entrance without a face covering or with signs of COVID-19.
2. Everyone must sign-in and out at reception and answer health questions.
3. Maintain social distance of 6 ft.
4. Clean and disinfect surfaces daily; especially those touched by others.
5. Wash hands and use hand sanitizer often.
6. Limit number of people as much as possible.

This plan will be updated as changes occur and will be posted for the public on our CCE Tioga Webpage at http://tioga.cce.cornell.edu/

Section One: People

1. Physical Distancing: To ensure employees comply with physical distancing requirements, the Association will do the following:
   a. 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.
   b. Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
   c. 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, occupancy will be kept under 50% of maximum capacity.
d. The Association will post signage to communicate that all people entering must sign-in and out of reception and must wear a face covering and maintain 6 ft from others, as well as answer health questions. (see below)
e. In order to facilitate proper spacing, CCE Tioga will adjust the workplace with the following where possible:
   i. Separating desks and workstations to ensure that they are 6 feet between each station and employee.
   ii. Adding physical partitions and/or barriers.
   iii. Staggering shifts and lunch/rest breaks while complying with the NYS Department of Labor standards.
   iv. Reducing the number of staff working in the office at one time by modifying schedules to reduce number of days staff are working in the office.
   v. Offering flexible workplace arrangements.
   vi. Moving workstations to increase distance.
f. Requiring staff to wear face coverings as required by NYS in common areas of building office and shared workplace including yet not limited to hallways/corridors, conference rooms, break rooms, kitchen, restrooms and entry way.
g. Prohibiting communal meals.
h. Limit the number of people allowed in common areas at one time.

Section Two: Places (Building & Program Space)

1. Face coverings (cloth or disposable) as required by NYS to be worn when social distancing is not possible and gloves as required for food service preparation will be provided by CCE Tioga.
2. Hand sanitizer containing at least 60% alcohol will be provided by CCE Tioga.
3. Tina Murphy has been appointed as the PPE Coordinator and will order necessary PPE from available sources. Staff should communicate to their PPE needs to their supervisor and supervisors should communicate the unmet needs to Tina ASAP.
4. Each employee is responsible for cleaning and maintain their PPE.
5. A link with a training on proper use of PPE and hand washing will be sent to all staff. Staff will then send an e-mail to their supervisor as well as Tina Murphy confirming that they have viewed the on-line training.
6. Post signage at doors and around the office to remind employees of social distancing protocols/expectations.
7. Additional individual program guidelines to will be developed and implemented by Program Leaders or adhered to by NYS (see program section below).

Section Three: Hygiene and Cleaning

1. To assure adherence to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH), CCE Tioga will communicate with County leadership in regards to the CCE Tioga plan, as well as confirm that daily general cleaning is done each day by an external vendor hired by the County, as well as a list of what is done.
2. CCE Tioga will provide cleaning and sanitizing products for staff to use. Procedures for cleaning and disinfecting will be reviewed weekly with the staff at the weekly staff meeting.
3. In addition to the cleaning and disinfecting done by the County, CCE Tioga staff will:
   a. Wear PPE and gloves as necessary while cleaning and/or disinfecting.
   b. Avoid touching eyes, face or mouth, or any personal electronic devices, while cleaning.
c. Clean first, then disinfect—Disinfectant works best on already clean surfaces.
d. Go beyond the standard cleaning routine, and make sure to pay close attention to the following areas:
   i. Entryways and exits; wipe down door handles and have hand sanitizer and disinfectant wipes at each entry.
   ii. High-touch common surfaces (e.g., light switches and plate covers, doors, cabinets, sinks, stair railings, countertops, beverage machines, refrigerators and elevator buttons, if applicable)
e. Clean and sanitize door handles and other surfaces commonly touched by patrons at least twice per day.
f. Disinfect all commonly touched equipment after each use.
g. Clean and disinfect their own workstation at the end of each workday in the office.
h. A log(s) will be posted to record date & time of when cleaning & disinfecting was done and by whom.

4. Modifying high-touch surfaces (e.g., propping doors open) to avoid employees unnecessarily touching surfaces.

5. 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.

6. CCE will 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.

7. Staff should alert Tina Murphy when cleaning and/or disinfecting products are running low.

8. Cleaning equipment:
   a. CCE devices (shared or individually issued) (laptops, keyboards, office phones, cell phones, hardware tokens, etc.) can harbor a significant amount of dirt, debris and germs, including the coronavirus. Staff will be required to keep their devices reasonably clean to both extend the life and care of each devices and reduce the spread of COVID-19 and other germs.
   b. IT personnel will wear gloves and effectively clean and sanitize device(s) after working on them.
   c. Recommendations for proper cleaning of equipment will be sent all staff via e-mail.

Section Six: Health Screening

   1. NYS Mandated Health Screenings for Reopening:
      a. Daily health screening of every person.
      b. Screening of employees prior to reporting to work is preferred.
      c. Temperature checks are allowed, but not mandated.
      d. Daily review of screening results by management.

   2. Procedure for CCE Tioga Main Office at 56 Main Street:
      a. Signage outside the entrance to CCE Tioga will state the following:
         i. In compliance with NYS Health Department, you are not allowed to enter without a face covering and/or if you are exhibiting signs of COVID-19 infection which include a fever and persistent cough.
         ii. Everyone entering, must sign-in and out at the reception desk.
      b. Each person takes the survey and records their answer on the sign-in sheet.
c. New York State requires CCE to daily screen all employees for signs of COVID-19. This is permissible under EEOC guidance. All CCE employees are required to comply with daily health screenings. The questions are:
   1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
   2. Have you had a fever of 100.4 degrees or higher in the last three days without taking medication to reduce fever during that time?
   3. Have you had a positive COVID-19 test in the past 14 days?

ii. Patrons will be asked for contact information when signing in.

iii. Employees answering “yes” or “I disagree” must speak to their supervisor or director immediately to determine next steps and these will be documented in a written e-mail copied to the ED and HR at CCE Tioga.

d. Patrons answering “yes” or “I disagree” will be asked to leave and conduct business virtually via phone and/or e-mail.

e. The daily log in as well as the documented conversations and actions taken will be reviewed by management each day.

f. All staff shall maintain a daily personal contact list, which will only be used if contact tracing becomes necessary due to a direct contact with someone with COVID-19.

3. Procedure for CCE Tioga Working Off-site:

   a. Working at Home:
      i. Consistent with our existing policies, employees will communicate with their supervisor on a regular basis and get pre-approval of their weekly schedule, which includes approval of days / times working from home.
      ii. If the employee is not feeling well and wants to take sick time rather than work, he/she must communicate the change ASAP to their supervisor.
      iii. If an employee is exhibiting signs of COVID-19, the employee should seek medical care ASAP and report their condition to their supervisor, the Executive Director and HR staff ASAP to determine next steps.

   b. Working off site:
      i. Before starting work at the alternate work site each day, send an e-mail to the supervisor confirming answers to the health screening questions. If answers are “yes” or “don’t know” then the employee must communicate with their supervisor immediately to discuss next steps.

Section Seven: Communication

1. CCE Tioga will 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. In addition, CCE Tioga will post that the number of customers in any area at one time will be limited, there will be no handshake greetings and that we will adhere to guidance of events and gathering as outlined by NYS and CDC
2. CCE Tioga will implement an employee health screening procedure as defined by NY Forward Business Re-opening Safety Plan which includes a mandatory health screening assessment before employees begin work each day and for visitors, asking about
   a. COVID-19 symptoms in past 14 days
   b. Positive COVID-19 test in past 14 days
   c. Close contact with confirmed or suspected COVID-19 case in past 14 days.
3. Assessment responses will be reviewed every day and the review will be documented.
4. The re-opening plan for employees, visitors, and customers will be posted on the CCE website and communicated to the staff via staff conferences and email.
5. CCE Tioga will maintain a continuous log of every person, including workers and visitors, who come into the office, excluding deliveries that are performed with appropriate PPE or through contactless means. All patrons will be asked the health screening questions and asked to sign in and out, as well as to provide contact information.
6. If an employee tests positive for COVID-19, they must communicate the results with their Executive Director, who will follow HIPPA guidelines and cooperate with state and local health departments in regards to 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.
7. The exposure-response plan addresses the following:
   d. Isolation, containment and contact tracing procedures will be followed as required and advised by CDC/ NYS and Local Health Department
   e. Implement stay-at-home requirements for any staff who had contact with positive employee and/or are exhibiting COVID-19 health-related symptoms such as: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat and loss of taste or smell.
8. Any work travel in or outside the county must be pre-approved and documented. Other personal travel outside the area should be considered when answering the daily health screening questions, documented in daily personal contact log, and discussed with supervisor if there is an increased possibility of exposure to COVID-19.

Section Eight: Other

1. Acknowledgment: All staff will acknowledge and sign, understanding compliance of the guidelines and protocols and receive a copy. The Executive Director and Supervisors will review changes and provide updates as the guidelines are changed.
2. Work from Home Plans (WFH): WFH are to be pre-approved by a supervisor. Supervisors will regularly check in with staff by e-mail, phone and/or zoom meetings. This is essential to connect with staff, communicate and review any WFH plans. Supervisors may also need to meet with some staff individually via Zoom. Questions about WFH plans should be directed to your supervisor.
3. Programs: Each program area of CCE Tioga may develop additional guidance according to their programmatic needs based on space, grounds and facilities to maintain compliance with CDC and DOH regulations. For more details, contact the Executive Director and/or the following program leaders: 4-H Youth Development and WIOA – Melissa Watkins; Master Gardener Programs – Barb Neal and Family Development & Nutrition Programs – Jackie Spencer