

Name of Business: **Cornell Cooperative Extension of Erie County**

Industry:

Address: **21 South Grove Street**

Contact Information: **716-652-5400**

Owner/Manager of Business: **Diane Held (Executive Director, dbh24@cornell.edu)**

Human Resources Representative and Contact Information: **Timothy Bojanowski (Operations Manager, tsb64@cornell.edu)**

This document serves as the written safety plan outlining how Cornell Cooperative Extension of Erie County (CCE) will aid in the prevention of the spread of COVID-19 during recovery and re-opening.

The following procedures have been developed to facilitate 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. This plan is a living document and will be updated and modified as future phases are rolled out and additional requirements are outlined by regulatory agencies.

This plan will be adapted and updated by CCE Erie based on local needs, best practices and changes in phased re-opening requirements. All plans will be developed in coordination with the following:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<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](#).

This document has been reviewed by the CCE Erie Board of Directors on 5/26/2020.

This document has been uploaded to the NYS Portal on June 1st, 2020 by Diane Held, Executive Director, as needed or if required.

CORNELL COOPERATIVE EXTENSION OF ERIE COUNTY - COVID-19 REOPENING SAFETY 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 association’s contact person in case of an epidemic.

	Name	Title	Email Address	Cell Phone
Executive Director	Diane Held	Executive Director	dbh24@cornell.edu	716-471-7134
Secondary Emergency Contact	Timothy Bojanowski	Operations Manager	tsb64@cornell.edu	716-698-1550
Workplace Health Coordinator	Timothy Bojanowski	Operations Manager	tsb64@cornell.edu	716-698-1550
Master Gardener Coordinator	Sharon Bachman	Agriculture Educator	sin2@cornell.edu	(716) 435-7997
Facilities Manager	NA	NA	NA	NA
Taste NY / FM Manager	Renee Day	Taste Ny Market Manager	rdd68@cornell.edu	716-984-3040
Online Content Management (Social Media/Web)	Jolie Hibit or Lynn Riley	Administrative Assistant	jah663@cornell.edu ldr22@cornell.edu	Jolie (716-229-9039) Lynn (716-432-9967)
Media Relations	Diane Held	Executive Director	Dbh24@cornell.edu	716.471.7134
Other				

GENERAL GUIDELINES

Overview

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

Please note that CCE offices lacking or unable to procure required PPE or cleaning procedures will not be open to Non-essential staff or the public.

CCE will only have staff that NEED to be in the building, others will continue to work from home to reduce the spread.

CCE will continue the use of video or telephone conferencing instead of in-person meetings when possible, including public meetings.

This plan will be updated as changes occur and will be posted for the public on <http://erie.cce.cornell.edu/>.

i. People

Physical Distancing: To ensure employees comply with physical distancing requirements, the Association 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.

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.

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.

The Association will manage engagement with customers and visitors by the use a doorbell / speaker/ video for the general public to enter Association offices.

CCE will adjust the workplace with the following:

- Separating desks and workstations to ensure that there are 6 feet between each station and employee
- Adding partitions to open floor plans
- Staggering shifts and lunch/rest breaks while complying with the NYS Department of Labor standards
- Rotating time in the office and working remotely
- Offering flexible workplace arrangements
- Moving workstations to increase separation distance
- 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.
- Requiring meal procedures for no shared foods nor communal meals
- Establishing physical distancing measures of six feet within the workplace, for example:
 - Implementing one-way traffic patterns throughout workplace if possible (entrance and exits)
 - Limiting outside guests such as vendors, participants and volunteers in the physical work location

ii. Places: Building & Program Space

- 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
 - Personal hand sanitizer containing at least 60% alcohol will be provided by CCE
 - PPE is procured by Executive Director and Operations Manager and the adequate supply amount is provided to each staff member
 - Each employee is responsible for cleaning and maintaining their PPE
 - Upon return to the physical work location, employees will be trained by Timothy Bojanowski, Operations Manager, on the proper use of PPE and hand washing [Linked Here](#).
 - Signage will be posted at doors and around the office to remind employees of social distancing protocols/ expectations
 - Individual program guidelines may be developed and implemented by program staff and the Executive Director, or NYS guidelines adhered to (see program section below).
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Hygiene and Cleaning

- We will be adhering 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
- Cleaning procedures and procuring ongoing supplies will be managed by the Operations Manager. Cleaning and sanitizing are two separate procedures to be followed. In addition, an outside company may be hired for extra deep nighttime cleaning / documented on a checklist to be filed with the workplace health coordinator.
- Coordination and communication will be conducted to remain compliant with the CCE plans. A written agreement will be signed to ensure both parties are in compliance.
- Staff will record cleaning and sanitation in a log to be filed with the Workplace Health Coordinator, Timothy Bojanowski.
- Modification of practices will take place with high-touch surfaces (e.g., propping doors open) to avoid employees unnecessarily touching surfaces.
- Sharing of objects will be limited and touching of shared surfaces discouraged; or, when in contact with shared objects or frequently touched areas, gloves will be worn (trade-appropriate or medical); or, hands sanitized or washed before and after contact.
- 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.

Disinfecting the Workplace

Before we re-open the workplace, it is necessary to clean and disinfect the office.

- Cleaning staff need to wear proper PPE to eliminate exposure or contamination while cleaning. PPE is to include gloves and a mask, while cleaning the workspace. Avoid touching eyes, face or mouth, or any personal electronic devices, while cleaning.
 - Clean first, then disinfect—Disinfectant works best on already clean surfaces. As such, do a general cleaning before disinfecting the office or building.
 - Go beyond the standard cleaning routine, and make sure to pay close attention to the following areas:
 - Entryways and exits; wipe down door handles and have hand sanitizer and disinfectant wipes at each entry
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- 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)

Cleaning of Equipment

CCE Erie 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 device and reduce the spread of COVID-19 and other germs.

- IT personnel will wear gloves and effectively clean and sanitize device(s) after working on them
- For more information for cleaning of electronic devices see: [Linked Here](#)

Communication

- 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.
- The communication plan for employees, visitors, and customers will be posted on the CCE Erie website and communicated to the staff via staff conferences and email.
- 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. Visitors will be encouraged to provide contact information to be logged but are not mandated to do so.

If an employee tests positive for COVID-19, they must communicate the results with their Executive Director, who will follow HIPPA guidelines and 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.

iii. Process

The exposure-response plan addresses the following:

- Isolation, containment and contact tracing procedures will be followed as required and advised by CDC/ NYS and Local Health Department
 - Stay-at-home requirements for any staff that are exhibiting any health-related symptoms such as:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
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Sore throat

New loss of taste or smell

- Implement employee health screening procedures as defined by NY Forward Business Re-opening Safety Plan:

Implement mandatory health screening assessment 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 will be documented via:

- Questionnaire: Qualtrics survey

The following Exposure communications are being followed by staff: [Linked Here](#)

- Restricting business travel (determine if self-quarantine is required)
- Until otherwise documented Essential Travel only. Essential travel is defined as travel necessary to the operations of the association and approved by the Executive Director.
- Limiting the number of visitors in any area at one time
- No handshake greetings and remain a minimum of 6 feet apart
- Adhere to guidance of events and gathering as outlined by NYS and CDC

iv. Other

Work from Home Plans

If Work from Home plans (WFH) are implemented supervisors will regularly check in with staff as determined by the response team by 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.

All staff will acknowledge and sign that they understand and will comply with the guidelines and protocols and that they received a copy of the reopening safety plan. Managers will review changes and provide updates as the guidelines are changed.

Travel

- All work-related travel must be pre-approved by supervisors and should be deemed essential by the Executive Director.

Programs:

CCE Program guidance will consider program structure based on space, grounds and facilities and will maintain compliance with CDC and DOH regulations. See program examples below.

4-H Club Programs: to be developed and implemented by program staff and Executive Director or adhere to NYS guidelines.

Master Gardener Programs: guidance developed and implemented by program staff and Executive Director or adhere to NYS guidelines.

Forestry: [Linked Here](#)

Non-Food Agriculture: [Linked Here](#)

Nutrition Programs: Follow Guidance from OTDA and EFNEP. HCSI guidance to be developed and implemented by program staff and Executive Director or adhere to NYS guidelines.

Taste NY: Follow Taste NY NYS Dept. of Ag & Markets Plan

Affirm you have reviewed and understand the state-issued industry guidelines and the CCE Erie reopening plan, and that you will follow and implement these guidelines.

Employee: _____ Date: _____

Executive Director: _____ Date: _____
