COVID-19 REOPENING SAFETY PLAN

A copy of this Plan must be posted conspicuously at each Association location.

Name of Association: Cornell Cooperative Extension of Essex County
Industry: Cornell Cooperative Extension Association Offices
Address(es): 8487 US Route 9, Lewis, NY 12950
Contact Information: Main Phone Number: 518-962-4810, Main Email: essex@cornell.edu
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Association Executive Director: Dr. James Seeley
Local Human Resources Contact: Laurie Davis- lsd22@cornell.edu

I. PEOPLE

A. 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.

✓ Tightly confined spaces (e.g. elevators, vehicles) 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 the Association implement to ensure the safety of its employees in such situations?

Common situations include: working or walking through shared offices or workspaces, hallways/corridors, elevators, stairwells, restrooms, breakrooms, kitchens, and small conference rooms.

Employees must wear face coverings in common areas including elevators, lobbies, and when traveling around the office.
Prior to visiting someone’s office, staff should contact the person to ensure face coverings are donned ahead of time.

Removal of face coverings permitted only in offices while working alone or in large, well ventilated areas, or outdoors, and where a minimum 6 ft. of distance is maintained.

**Hallways.** Hallways will be marked and flow in one direction on either side of the hallway (where possible) with separate building entrances and exits (where possible).

**Restrooms.** DO NOT ENTER: OCCUPIED or IN USE signs will be posted for multiple person restrooms where a minimum of 6 ft. distancing cannot be maintained due to the size of the restroom.

Flexible work arrangements, telework or remote work, staggered shifts and/or alternating work days will be implemented, to the extent possible.

Partitions or protective barriers (room dividers, shower curtains, etc.) will be used in open floors plans or shared office or public spaces, to the extent possible.

Add desks to spaces previously used for group gathering (e.g. meeting spaces, conference rooms).

Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.

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

Customers and visitors may include volunteers, program participants or any other visitors. To the extent possible, customers and visitors will be asked to contact staff prior to their visit so staff can prepare for the visit and help ensure compliance with the plan.

Association offices and building doors will be locked with an intercom system during the initial reopening phase, or longer.

Floor markers and signs will indicate where customers and visitors must wait in reception areas.

Any pickups or deliveries (e.g. packages, horticultural samples, etc.) will be done on the porch with face coverings and following sign in procedures if more than a no-touch pick up or drop off occurs.

Disposable face coverings are available for customers and visitors when needed. Customers and visitors must wear face coverings in common areas including elevators, lobbies, and when traveling around the office. Removal of face coverings is permitted in areas where a minimum 6 ft. of distance is maintained.

Hallways will be marked and flow in one direction on either side of the hallway (where possible) with separate entrances and exits (where possible). DO NOT ENTER: OCCUPIED or IN USE signs will be posted for multiple person restrooms where a minimum of 6 ft. distancing cannot be maintained due to the size of the restroom.
How will the Association manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

The use of break or meeting rooms and tables is prohibited for use where at least a 6 ft. distance cannot be maintained.

Staff are encouraged to use their own lunch bags/coolers, which may not be stored in refrigerators or common areas.

Taking breaks or meal periods outdoors is encouraged to the extent possible. Food consumption may be done at personal workstations, private offices, break rooms, or meeting rooms where no others are present or where 6 ft. distance can be maintained. Staff are responsible for cleaning and disinfecting their food consumption area after each use.

No food or beverages are to be shared.

Water coolers/fountains/sinks, coffee self-service limited to one person at a time, face coverings are required while dispensing. Reusable and/or personal cups, mugs, water bottles, etc. may not be filled at shared water cooler/ fountains/sink or coffer stations. Disposable cups will be available for shared water and coffee stations and may be used at filling stations only once. Hands must be washed or sanitized prior to dispensing water or coffee. Dispensers, handles or spouts must be cleaned with disinfectant prior to and after each use. Hand soap, hand sanitizer, disinfectant sprays or wipes and paper towels will be maintained at water or coffee filling stations and kitchen sinks.

II. PLACES

A. Personal Protective Equipment (PPE). To ensure employees comply with protective equipment requirements, the Association will do the following:

- The Association 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 the Association need to procure to ensure that we always have a sufficient supply on hand for employees and visitors? How will the Association procure these supplies?

The Association provides three reusable, cloth face coverings per employee distributed in advance of any return to work. Staff may utilize and maintain their own acceptable, neat, clean and presentable face coverings, masks or respirators, if they choose.

Staff who perform cleaning and disinfecting responsibilities will be provided disposable and/or reusable gloves (which may not be shared between individuals) which will be procured by the Association.

Staff who administer or collect in-person health assessment screenings will be provided face masks, disposable gloves, if requested face shields.
The Association will maintain a minimum fifty disposable face coverings available at the building entrances/reception areas available for visitors or staff lacking a face covering.

Inventory of face coverings and any other PPE supplies will be completed weekly, or more frequently if needed. Supplies will be procured by the Association Office Manager utilizing current or new vendors as needed.

- 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 the Association implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Each employee is responsible for cleaning, storing and discarding their own PPE.

The Association will notify and train staff on proper PPE use and maintenance per recommended face covering guidelines including:

**Putting on a face covering.** Do clean your hands with soap and water or if that’s not available, alcohol-based hand sanitizer, before putting on your face covering. Make sure the face covering covers both your nose and mouth. Don’t wear your mask hanging under your nose or mouth or around your neck. You won’t get the protection you need. Don’t wear the face covering on top of your head, or take it off and on repeatedly. Once it is in place, leave the covering in place until you are no longer in a public space.

**Taking off a face covering.** Do clean your hands with soap and water or if that’s not available, alcohol-based hand sanitizer, before taking off your face covering. Remove your mask only touching the straps. Discard the face covering if it is disposable. If you are reusing (cloth), place it in a paper bag or plastic bag for later. Wash your hands again.

**When cleaning a face covering.** Do put in the washer (preferably on the hot water setting). Dry in dryer at high heat. When it is clean and dry, place in a clean paper or plastic bag for later use. If you live in a household with many people, you might want to label the bags with names so the face coverings are not mixed up.

- 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 the Association implement to ensure the safety of its employees when using these objects?

Common objects likely to be shared between employees includes but is not limited to: copy machines, printers, fax machine, postage machine, refrigerator doors, bathroom doors, front/back doors, water coolers, water fountains, sinks, coffee pots, microwaves, toasters, shared agricultural or horticultural tools, supplies and equipment, program supplies, microscopes, etc.
Staff will be instructed to wash or sanitize hands thoroughly before and after use as well as using disinfectant sprays, paper towels or sanitizing wipes available to wipe down after use. Signage will be posted indicating the same.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, the Association 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 Facilities Coordinator/Office Manager are responsible for maintaining the Cleaning and Disinfecting Checklist daily log.

The daily log will be kept at the Office managers desk. At the end of each day, that day’s log will be collected and stored in the office manager’s secure file cabinet.

- 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 the Association provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Restroom(s) and kitchen(s) sinks will have soap, running warm water, disposable paper towels and trash cans. Hand sanitizing stations will be located in the following areas: office and building entrances, shared office spaces, hallways, by copy machine and postage machine, outdoors work locations, etc.

The Association posts signage promoting good hand hygiene at handwashing and hand sanitizing stations.

- 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 the Association implement to ensure regular cleaning and disinfection of the worksite and any shared objects or materials, using products identified as effective against COVID-19?

The Association has a COVID-19 Cleaning and Disinfecting Plan to ensure regular cleaning and disinfection of the workplace and which utilize products identified as effective against COVOID-19. Staff responsible for cleaning and disinfection will be trained on these policies and will be required to provide copies of their policies and products.
C. Communication. To ensure the Association and its employees comply with communication requirements, the Association 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?

The Association Office Manager is responsible for maintaining a daily log of each person entering the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means).

The daily log will be kept at her desk. At the end of each business day, the log containing that day’s entries will be collected and stored in the Office Managers files.

✓ If a worker tests positive for COVID-19, the Association 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?

The Association Executive Director, or their designee is responsible for notifying state and local health departments if a worker tests positive for COVID-19.

III. PROCESS

A. Screening. To ensure the Association and its employees comply with protective equipment requirements, the Association 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 the Association 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?

Employees who are sick should stay home or return to home, if they become ill at work. If an employee tests positive for COVID-19, they must communicate the results with their Executive Director and/or the Office manager.

Employee health screening assessments are primarily accomplished through the online health screening assessment, paper health screening assessment, telephonic health screening assessment, or a combination of any of these. Employee assessments must be completed before employees begin every work day (regardless if they are working from home or teleworking or reporting to another location).

The Association local Human Resources Contact or Association Executive Director are designated person(s) responsible for performing and/or maintaining employee health screening assessments. In addition to the assessments, the designated person(s) will also maintain a confidential daily log containing each employee’s name, the date and whether or not the employee cleared the assessment.

Essential visitor health screening assessments are primarily accomplished through a paper health screening assessment questionnaire and must be completed before an essential visitor is permitted to leave the reception area/ building entrance.

The Association Office manager or Receptionist will perform the health screening assessment for essential visitors. In addition to the assessments, the designated person(s) will also maintain a confidential daily log containing each essential visitor’s name, the date and whether or not the visitor cleared the assessment.

Training. Those performing health screening assessments are trained by the SBN Human Resources Lead or local Human Resources Contact on the assessment tool(s), and on the requirement to maintain confidentiality as required by state and federal law and regulations. Training will include a review and acknowledgment to abide by Association Policy 902: Confidentiality.

Health Assessment Privacy & Storage. Health screening assessments will be maintained in accordance with state and federal laws and regulations and Association Policy 902: Confidentiality and in the case of employee assessments, Association Policy 309: Official Personnel File. To maintain confidentiality, health screening assessments of any type and/or logs of such assessments may not be posted in public places (e.g. a sign in assessment form hanging or on display at a reception area, office or building entrance, etc.).

The Association will prevent employees or visitors from intermingling in close contact with each other prior to completion of the screening.

The Association will coordinate with other organizations located in shared spaces or buildings to ensure screening is in effect.
If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

Health screening assessments performed onsite require at a minimum, face coverings, but may also include face shields, disposable gloves and sanitizing protocols must be followed.

PPE will be supplied by the Association Office Manager/Executive Director.

B. Contact tracing and disinfection of contaminated areas. To ensure the Association and its employees comply with contact tracing and disinfection requirements, the Association 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 the Association 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 employee testing positive for COVID-19, the Association will follow the CLEANING & DISINFECTING FACILITY IF SOMEONE IS SICK WITH COVID-19 process outlined in the COVID-19 Cleaning and Disinfecting Plan. The COVID-19 Cleaning and Disinfecting Plan lists products identified as effective against COVID-19 and how the Association will acquire them.

In the case of an employee testing positive for COVID-19, how will the Association trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Contract tracing will be in cooperation with the Essex County Department of Health and will follow recommended protocols and procedures. Logs of all possible site contacts will be provided and confidentiality will be maintained as required by federal and state laws and regulations.

The Association Executive Director or their designee will inform close contacts that they may have been exposed to COVID-19 while maintaining the privacy of the COVID-19 affected individual.

IV. OTHER

Please use this space to provide additional details about the Association’s Safety Plan, including anything to address specific industry guidance.

The Association will refer to NYS Office-Based Work Guidelines for Employers and Employees for guidance on reopening Association offices.

Support for employees affected by COVID-19. Staff who are affected by COVID-19 should contact the local Human Resources contact for guidance and support on benefits which may be available for absences related to COVID-19.

Flexible work arrangements, remote work or telework. The Association has and will continue to implement flexible work arrangements with its employees though alternative work schedules, remote
work or telework, to the extent possible. Arrangements and requests for flexible work arrangement are coordinated through the employee’s supervisors and must be approved by the Association Executive Director, or their designee.

**Business Travel.** All travel plans must be reviewed by the supervisor and the Association Executive Director as needed and must be deemed essential.

**Personal travel.** TBD

**Association vehicle use.** Individual staff may sign out an Association vehicle if necessary. No passengers will be permitted. The vehicle dashboard including the steering wheel and door handles must be cleaned with sanitizing wipes or other approved method by each staff member before and after use. Meetings - all in person gathering will be very limited and only when able to be held in open, well-ventilated spaces and when individuals maintain six feet of distance between one another.

**Cleaning of computers and electronics.** Association devices (shared or individually issued) (laptops, keyboards, office phones, cell phones, copiers etc.) can harbor a significant amount of dirt, debris and germs, including COVID-19. Staff are 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. IT staff will wear gloves and effectively clean and sanitize device(s) after working on them. For more information for cleaning of electronic devices please review Cornell Cooperative Extension COVID-19: CLEANING COMPUTERS AND ELECTRONICS FOR ALL USERS available by contacting the SBN Association Lead IT Manager.

**Programs.** CCE Program reopening guidance will be developed on a program-by-program basis and in accordance with funder and/or University requirements and guidance. See program examples below.

- Camps: [Linked Here]
- 4-H Club Programs: to be developed and implemented by Program Leader or adhered to by NYS
- Master Gardener Programs: to be developed and implemented by Program Leader or adhered to by NYS
- Forestry: [Linked Here]
- Non-Food Agriculture: [Linked Here]
- Farmers Markets: [Linked Here]
- Nutrition Programs: Follow Guidance from OTDA and EFNEP

**Staying up to date on industry-specific guidance:**

To ensure that the Association stays up to date on the guidance that is being issued by the State, the Association will:

- Consult the NY Forward website at [forward.ny.gov](http://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](http://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

**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
ACKNOWLEDGMENT

The COVID-19 Reopening Safety Plan has 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. The plan may be updated and modified as needed.


I further understand if I am experiencing COVID-19 related symptoms, or I have had a positive test in the past 14 days and/or close contact with confirmed or suspected cases within the past 14 days I am not permitted to enter to Association offices, buildings, or any other locations or events where work will be performed. I will contact the local Human Resources contact, or the Association Executive Director, or their designee to notify them of the same.

I further understand that if I have any questions I can contact my immediate supervisor, the local human resources contact, the Association Executive Director, or their designee.

Printed Name: ____________________________________________

Signature: ________________________________________________

Date: ____________________________________________________