



# CCE Orange County NY FORWARD SAFETY

Cornell Cooperative Extension Orange County has developed the following written Safety Plan outlining how it will prevent the spread of COVID-19 in the workplace. This plan will be retained on the premises and available to NY DOH or local health or safety authorities for inspection.

6/24/2020

## COVID-19 Reopening Safety Plan

**Name of Business:**

Cornell Cooperative Extension Orange County

**Industry:**

Professional Services

**Address:**

18 Seward Avenue, Suite 300

**Contact Information:**

845-344-1234

**Owner/Manager of Business and Contact Information:**

Lucy T. Joyce, Executive Director, 845-344-1234, X222

**Human Resources Representative and Contact Information:**

Peggy Kral, 845-344-1234, X223, cell 973-534-4662

## 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?*

Hallways/Corridors not wide enough, stairwells, bathrooms, etc. All staff and visitors are required to wear face coverings when moving throughout office and meeting areas. Removal of face coverings allowed by staff only when alone in private offices or workstations or when in large, well ventilated areas with minimum 6 ft. of distance maintained. Signage posted at narrow hallway entrance, bathrooms each have double occupancy, advising to return to larger waiting area if both bathrooms occupied.

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

Visitors will be required to wear face coverings and will be asked to maintain 6 ft. of distance whenever possible. Face coverings will be available if visitor does not have one. Appointments required prior to visit so staff can expect and ensure compliance and administrative management staff can be prepared for expected visitors. Sign in logs located at reception desk for all staff and visitors entering office. Any pick-ups or deliveries (e.g. horticultural samples) will be done in the reception area and/or Plant Box (for horticultural samples) at the main entrance, with face coverings and following sign in procedures if more than a no-touch pick up or drop off occurs.

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

Break room eating prohibited from use as would prevent others with face coverings from getting their food out of the refrigerator. All eating must be done in private offices or meeting rooms where no others are present or 6 ft. distances are maintained. No food or beverages are to be shared. Coffee self-service limited to one person at a time, hand washing before and after required as well as face coverings while getting coffee to return to private area or large area where no others are present or 6 ft. distances are maintained.

## 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?*

Will have face coverings available for employees as needed, distributed in advance of any return to office. Staff may utilize their own acceptable face covering if they choose.  
 Will have minimum 10 face coverings available at the reception area available for visitors or staff lacking their personal covering.  
 Review of supply once per week and order processing to restock to keep minimum of 10 face coverings at all times.

- 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?*

Training of staff on proper PPE use and maintenance per CDC guidelines to be done prior to return to office work and then regularly at (virtual) staff meetings.

- 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?*

Copy machine, postage machine, refrigerator doors, kitchen appliances, bathroom doors, front/back doors, coffee pots, etc. Signage posted to wash hands thoroughly before and after use. Gloves available to use. Sanitizing spray and paper towels available.

**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?*

Maintenance staff will follow the cleaning plan and complete the cleaning checklist.

Plan and checklist log to be kept in the Print Room on clipboard near the postage machine for easy access and review by office management staff.

- 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?*

Signage posted advising vigilance in hygiene.

Bathrooms and kitchens have sinks with soap and water. Sanitizer stations will be located in:

- the reception area with signage to stop and ensure face covering and sanitizing
- by all copy machines, scanners, postage machine, kitchen and bathroom areas with signage to sanitize hands prior to machine use or entering bathrooms or kitchen and touching door handles.

- 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?*

Cleaning plan in place and followed which addresses the more frequent needed items and areas.  
Staff trained prior to return to office as well as regular review at (virtual) staff meetings.

**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?*

Sign in log will be located at the Reception Desk for all staff and visitors entering office and will be monitored by reception or staff person receiving visitor. HR Manager will ensure safe keeping of log in HR Manager's office of the records, dependent on scheduling of staff present in the office.

- 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?*

Lucy Joyce, Executive Director, will lead all notification efforts and further communication, delegating as assigned if appropriate.

### 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?*

Online health screening assessment will be required for every staff person prior to leaving home to work. All positive answers will trigger an immediate alert email to leadership. Satisfactory (negative) responses will be reviewed daily by HR Manager. For staff without access to online assessment, or for visitors, paper assessment questions will be provided at the Reception Desk prior to entering the office. The assessment will then be reviewed by receiving staff prior to further progress into the office. Assessment will be placed in confidential file to be delivered to HR Manager Office for secure storage. Sign in log has spot to check that staff or visitor completed health assessment screening.

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

Onsite paper health assessments only requiring face coverings and sanitizing protocols be followed and provided.

**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?*

Cleaning and Disinfecting Plan outlined follows the CDC guidelines utilizing products listed by the NY DEC and determined by the EPA as effective. These cleaning products are already in supply for opening the office and adequate supplies are maintained.

*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?*

Contract tracing will be in cooperation with the Orange County Department of Health and will follow protocols and procedures they recommend. A list of all possible recent contacts will be given and confidentiality will be maintained as required by federal and state laws and regulations.

## IV. OTHER

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

CCE Orange County will minimize staff in the office to essential personnel until August and will review the environment.

Current essential personnel are Executive Director, Finance Manager, 2 finance assistants staggered on limited basis, HR Manager, 1 Maintenance/printer and Agriculture Program staff. Staff will return to the office location as the phases move forward. All staff who are able and prefer to work in the office will confirm with their supervisors and inform the HR Manager.

Any other staff needing time in the office will notify HR Manager who will assess and approve the reason.

The office will not be open to the public except for extraordinary and essential business purposes.

**Visitors & Volunteers** – If there is a need to come to the office, will need to make an appointment with the staff person they need to see in order to be in the building. The visitor and/or volunteer will need to call or text the staff person upon arrival to the building, receive approval and then come up to the third floor. The staff person meeting with the person will meet the visitor/volunteer at the reception desk, have the visitor/volunteer sign in and complete the health screening form before entering the office. Upon leaving the visitor/volunteer will sign out as they leave the floor.

**Guidelines** will be developed for program purposes.

**CCEOC staff** who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their supervisor at the time of alert and shall not be permitted to remain in or return to the building until they have completed quarantine of 14 days since last known contact.

**Travel** - all work related travel plans have been suspended, unless deemed essential and then must be reviewed and approved by the Executive Director.

**Meetings** – will continue to be held virtual until in person gatherings are permitted and 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.

**Vehicle/s** use allowed for only one staff person at a time. Cleaning and sanitizing required after use.

By the end of August, the Association will re-evaluate office and remote working situations in concert with state and county recommendations and update this plan accordingly – or sooner as needed.

**CCEOC is located on the third floor of a county building. We will also work with the guidelines and procedures being established within the building as the reopening plan continues to move forward.**

**Dated: 6/23/2020 First edition**

### **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](https://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://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](#)