

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 Schenectady County

Industry: Cornell Cooperative Extension Association Offices

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Association Executive Director: Sarah Pechar

Local Human Resources Contact: Sarah Pechar

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 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.

Restrooms in Schaffer Heights will have a maximum of 2-person occupancy. Face coverings must be worn while in the restrooms.

Partitions or protective barriers may be used in open floor plans or shared office or public spaces, to the extent possible.

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

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

Visitors may include volunteers, program participants or any other visitors. To the extent possible, 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 will be open to the general public by appointment only. Face coverings must be worn by all visitors.

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

Any pickups or deliveries (e.g. packages, horticultural samples, etc.) will be done in the reception area, 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 visitors when needed. 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.

Restrooms in Schaffer Heights will have a maximum of 2-person occupancy. Face coverings must be worn while in the restrooms.

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. If refrigerators have to be used, all proper safety procedures need to be followed including sanitizing door handles before and after each use.

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.

Communal coffee pots or machine use is prohibited.

Water fountains/sinks, face coverings are required while dispensing. Reusable and/or personal cups, mugs, water bottles, etc. may not be filled at shared water cooler/fountain/sink. Disposable cups will be available and may be used at filling stations only once. Hands must be washed or sanitized prior to and after each use.

Hand soap, hand sanitizer, disinfectant sprays or wipes and paper towels will be maintained at refrigerator/kitchen area.

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?

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.

The Association provides two face coverings per employee distributed in advance. 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 necessary PPE supplies.

The Association will maintain a sufficient supply of disposable face coverings available at the office entrance 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 utilizing current or new vendors as needed.

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 door, water fountain, sinks, microwaves, toasters, shared agricultural or horticultural tools, supplies, equipment and program supplies.

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 Executive Director or their designee is responsible for maintaining the ***Cleaning and Disinfecting Checklist*** daily log.

The daily log will be kept at the reception desk. At the end of each day, that day's log will be collected and stored in the binder at this desk.

- ✓ 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) will have soap, running warm water, disposable paper towels and trash cans. Hand sanitizing stations will be located in the following areas: sign in/out board, shared office spaces, by copy machine and postage machine.

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 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 COVID-19. Staff responsible for cleaning and disinfection will be trained on these policies.

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, and visitors 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.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

The Association will designate one or more individuals to be 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 the receptionist (front) desk. At the end of each business day, the log containing that day's entries will be collected and stored in the Executive Director's office.

- ✓ 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) 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 local Human Resources Contact.

Employee health screening assessments are primarily accomplished through a combination of online health screening assessment, paper health screening assessment, or telephonic health screening assessment. 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 Executive Director is the designated person responsible for performing and/or maintaining employee health screening assessments. In addition to the assessments, the designated person 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.

The Association Executive Director or designated staff 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 Executive Director or SBN Human Resources Lead 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.**

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 and sanitizing protocols must be followed.

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 Schenectady County Public Health Services 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 through 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.

Meetings - all in person gatherings 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, hardware tokens, 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.

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 and applicable Executive Orders at 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](#)