

COVID-19 REOPENING SAFETY PLAN

Name of Business: Cornell Cooperative Extension of Oswego County

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Telephone: 315-963-7286

Executive Director: Paul A. Forestiere, II

This document serves as the written safety plan outlining how Cornell Cooperative Extension of Oswego County (CCE Oswego) 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. 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. This safety plan has been 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/>

<https://www.oswegocounty.com/>

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

This document has been reviewed by the Cornell Cooperative Extension of Oswego County Board of Directors on July 1, 2020.

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	Phone
Executive Director	Paul A. Forestiere II	Executive Director	paf14@cornell.edu	315-963-7286 ext. 100
Secondary Emergency Contact	Linda Brosch	4-H Team Coordinator	<u>lcr23@cornell.edu</u>	315-963-7286 ext. 400
Workplace Health Coordinator	Lauren Whipple	Human Ecology Program Manager	lw647@cornell.edu	315-963-7286 ext. 304

GENERAL GUIDELINES

I. 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 Department recommendations.

- a. Please note that CCE offices lacking or un-able to procure required PPE or cleaning procedures will not be open to non-essential staff or the public.
- b. CCE Oswego will only have staff that need to be in the building, others will continue to work from home to reduce the spread.
- c. CCE Oswego will continue the use of video or telephone conferencing instead of in-person meetings when possible, including public meetings until stipulated.
- d. Staff will return to work at the office when their supervisors notifies them. Otherwise, they will continue to work from home.
- e. This plan will be updated as changes occur and will be posted for the public on www.thatSCOOPERATIVEEXTENSION.org and in the office and Amboy 4-H Environmental Education Center on hall bulletin boards.

II. People

- a. Employees will complete the CCE Oswego Daily COVID-19 Health Screening Tool before 7:30am on a scheduled workday.
- b. Physical Distancing: To ensure employees comply with physical distancing requirements, CCE Oswego will do the following:
 - i. 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.
 - ii. 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.
 - iii. Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings.

- iv. CCE Oswego will manage engagement with customers and visitors. Everyone except for CCE Oswego staff will enter the Mexico office through the front door. People that come to the office back door will be asked to enter the building in the front unless they are not physically able to.
- c. CCE will adjust the workplace with the following:
 - i. Relocate desks and workstations to ensure that there are 6 feet between each station and employee
 - ii. May stagger lunch breaks while complying with the NYS Department of Labor standards
 - iii. May rotate working remotely and weeks in the office based on programmatic needs
 - iv. Require 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.
 - v. Establish physical distancing measures of six feet within the workplace.
 - vi. Limit outside visitors such as vendors, participants, volunteers and general public in the building and/or physical work locations
 - vii. The number of occupants in the building will correlate to the requirement that is stated in the Phase of reopening that Oswego County is in.

III. Places: Building & Program Space

- a. 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 Oswego
- b. Personal hand sanitizer containing at least 60% alcohol will be provided by CCE Oswego for use while working.
- c. PPE is procured by CCE Oswego.
- d. Each employee is responsible for cleaning and maintain their masks.
- e. Post signage at doors and around the office to remind employees of social distancing protocols/ expectations and hand washing.
- f. Individual program (Ag, HE, 4-H, etc...) guidelines are to be implemented in agreement with Section X.

IV. Hygiene and Cleaning

- a. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC), NYS and Oswego County Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning
 - i. Detailing cleaning procedures and procuring ongoing supplies. Cleaning and sanitizing are two separate procedures to be followed and documented on a checklist to be filed with workplace health coordinator. Cleaning protocol is explained in Disinfecting the Workplace, Section V.
- b. Staff will record cleaning and sanitation on the Oswego County Cooperative Extension Office Daily Cleaning Check list to be filed daily.
- c. Modifying high-touch surfaces (e.g., propping doors open) to avoid employees unnecessarily touching surfaces such as the inside back door during the warm weather days.

- d. 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
- e. CCE Oswego 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 higher alcohol content for areas where handwashing is not feasible.

V. Disinfecting the Workplace

- a. 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. If employees cleaning, 4-H will give each staff member a new pair of safety glasses to wear. Gloves are provided
- b. Cleaning staff will first clean, then disinfect—Disinfectant works best on already clean surfaces. As such, do a general cleaning before disinfecting the office or building.
- c. Cleaning staff will use the Oswego County Cooperative Extension Office Daily Cleaning Checklist.
- d. The Cleaning staff will disinfect the Mexico office daily before the employees arrive at 8:30am.
- e. The Oswego County Cooperative Extension Office Daily Cleaning Check list will be filed in the Oswego County Cooperative Extension Office Daily Cleaning Binder and kept in shelf in hallway office near computer room.
- f. Cleaning of Equipment: copiers, fax, conference room phone
 - i. 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.
 - ii. IT personnel will wear gloves and effectively clean and sanitize device(s) after working on them

VI. Communication

- a. 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.
- b. The receptionist or employee sitting at the front desk during operational hours will 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. Afterhours, this information will be collected the by staff that is present and provided to the receptionist the following morning.
- c. 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.

VII. Process

The exposure-response plan addresses the following:

- a. Isolation, containment and contact tracing procedures will be followed as required and advised by CDC/ NYS and Oswego County Health Department
- b. Stay-at-home requirements for any staff that are exhibiting any health-related symptoms such as:
 - i. Cough
 - ii. Shortness of breath or difficulty breathing
 - iii. Fever
 - iv. Chills
 - v. Muscle pain
 - vi. Sore throat
 - vii. New loss of taste or smell
- c. Implement employee health screening procedures as defined by NY Forward Business Re-opening Safety Plan: See Section IIa.
- d. The following Exposure communications are being followed by staff:
 1. Restricting business travel: (determine if self-quarantine is required)
 2. Until otherwise documented Essential Travel only. Essential travel must be approved in advanced by supervisor or executive director.
 3. Limiting the number of customers in any area at one time
 4. No handshake greetings and remain a minimum of 6 feet apart
 5. Adhere to guidance of events and gathering as outlined by NYS and CDC.

VIII. Other

a. Work from Home Plans

Cornell Cooperative Extension of Oswego County does not permit staff to work from home during times of normal operations. Covid -19, state of emergency or natural disasters may cause CCE Oswego to implement Work From Home exception for a specific length of time. During this unique Work from Home time period, supervisors will regularly check in with staff. This is important 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.

- b. All staff will acknowledge and sign the Cornell Cooperative Extension of Oswego County COVID-19 Reopening Safety Plan understanding compliance of the guidelines and protocols, and receive a copy. Managers will review changes and provide updates as the guidelines are changed.

IX. Travel

- a. All work-related travel must be pre-approved by supervisors.
- b. CCE Vehicle Use:
 - i. Individual staff may sign out a CCE Oswego owned vehicle if necessary.

- ii. The staff will pick up the CCE Oswego vehicle disinfecting kit with the car's key at the front desk.
- iii. The employee who is going to drive the CCE Oswego owned car is to use the cleaning supplies in this kit to sanitize the vehicle that is to be used before getting in it.
- iv. All items listed on the Oswego County Cooperative Extension Vehicle Cleaning Protocol are to be cleaned before the driver gets into the car.
- v. When the vehicle is returned to the office, the driver will return the cleaning kit and the car key to the receptionist or staff sitting at the front desk.
- vi. The receptionist of front desk staff member will disinfect the key before returning it to the cabinet. He or she will also replenish the cleaning supplies if they are low or used up.
- vii. Hand sanitizer is to be left inside of the CCE Oswego owned vehicle. If the driver emptied the bottle, they will bring it in to be refilled.

X. Programs:

- a. Every Cornell Cooperative Extension volunteer, program participant, 4-H club leader, 4-H member, and independent contractor is required to sign The Assumption of The Risk and Waiver of Liability Relating to Coronavirus/COVID-19 prior to attending a meeting, workshop, session, farm visit, event, program or fundraiser.
- b. CCE Program guidance will be developed by using the attached approved NYS plan, developing considerations for programs structure based on space, grounds and facilities to maintain compliance with CDC and DOH regulations.
- c. All educational programs will be conducted virtually until further notice.
- d. If in person program is held, the total number of people present will correlate to the requirement that is stated in the Phase of reopening that Oswego County is in.
- e. Staff will return to work at the office when their supervisors notifies them. Otherwise, they will continue to work from home.
- f. 4-H Clubs: Clubs may meet if the following requirements are met:
 - i. There should be no more than the maximum number of people in attendance as recommended by New York State for group gatherings and by Cornell Cooperative Extension Risk Management Team. The total people at a meeting includes leaders, members, parents, speakers, etc. Attendance should be taken for accountability and documentation of meeting size.
 - ii. All other requirements listed in the 4-H Meeting Guidance and Best Practices document written by the New York State 4-H Program dated June 2020 or its newest version.