

NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

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.

COVID-19 Reopening Safety Plan (dated June 5, 2020)

Name of Business:

Cornell Cooperative Extension Tompkins County (CCETC)

Industry:

Administrative Business/Educational Center (Agriculture, Environment, Nutrition, 4-H Youth & Family)

Address:

615 Willow Avenue, Ithaca, NY 14850

Contact Information:

607-272-2292

Executive Director:

Kenneth Schlather, Executive Director (email: ks47@cornell.edu)

Human Resources/Operations Representative and Contact Information, if applicable:

Karen Yearwood, Operations Effectiveness Manager, 607-272-2292 ext.163 (email: kay27@cornell.edu)

Online Content Management (Social Media/Web):

Sandra Repp, Communications Coordinator, 607-272-2292 ext. 158 (email: sjr37@cornell.edu)

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

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wear acceptable face coverings. Staff are expected to wear face coverings when not at their desks.

- ☒ 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?

Entrance to the restrooms is a narrow area. Will designate markings using tape that denote 6 ft. of spacing. The women's restroom has 2 toilet stalls. Will have sign on the door stating no more than 2 persons allowed if at a 6 ft. distance.

One-way traffic pattern will be implemented to designate up and down stairwell. If the same stairwell is to be used for both up and down foot traffic, staff is to wear face coverings.

Program areas will be limited to specified number of staff to work in such designated areas. Conference room will be available for staff to use as workspace. Maximum capacity will be specified for each office/conference rooms.

Each designated area in the building will have a maximum occupancy designated which will be posted.

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

Signs will be posted on the main entrance doors and throughout the building. Customers and visitors are currently not allowed in the office; signage will be at the entrance stating this. The main entrance door will be locked when no one is at the reception desk, and a doorbell will be used to alert staff elsewhere in the building that someone is at the door. Signage will be at the door informing visitors to call the designated office telephone number (front desk employee).

Staff may meet with visitors, including volunteers, outside and will maintain 6 ft. separation with visitors and staff wearing face covering. Since such a meeting is happening on the premises, the staff is to obtain the following information from the visitor – name, email, telephone number, purpose of the visit, attestation the visitor does not have a fever, staff meeting with, etc. This information is to be kept for contact tracing. A google document providing all staff with access will be created to log visitors.

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

Employees will use a scheduling tool for identifying when they will be in the office.

Employees will abide by the maximum capacity established for each office area.

Almost all employees who will work in the office anticipate doing so for limited hours, and are expected to update written record of their time in office whether it be 1, 2, or 3 hours.

Outdoor seating will be made available for employees to work outside.

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?

Those staff who have been identified to be in the office on a regular basis in the first 2-4 weeks of CCETC first phase will be provided up to 2 washable face coverings each. Staff who will continue to work mainly from home, but who will be in the office on an occasional basis during the week are expected to bring their own face coverings. By the end of June all staff, regardless of whether they work from home or work in the office, will be provided at least 1 washable face covering upon return to the office. In addition, disposable face coverings will be available for any staff who forgets to bring their own.

- ☒ 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?

Staff will be expected to clean and maintain their own face coverings. Instructions on how to maintain clean face masks is provided in the section, Use of face masks or cloth covering in this Tompkins County online site: <https://tompkinscountyny.gov/health/factsheets/coronavirussocialdistance#masks>

- ☒ 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?

Common objects are: printer/copier, fax machine, refrigerator, telephone, mail, etc. Each user is expected to clean/disinfect after each use. Cleaning supplies will be provided near each public equipment for staff to disinfect after use. Signs will be visible near the equipment with disinfecting instructions. Staff will be instructed to wash their hands after use of common objects.

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.

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Who will be responsible for maintaining a cleaning log? Where will the log be kept?

Cleaning logs will be on the wall in each room and open areas. A Building Monitor will be designated and will be responsible for checking the logs.

After conference room is used, the person who signed out the room will be responsible for disinfecting items used/touched and report on the log the area was disinfected.

D&B Maintenance (cleaning company) will report on the log each time they clean and disinfect each office area, conference room or other location in the building.

- ☒ 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?

Hands free sanitizer stations will be in the following locations: 2 upon entering the building, 1 near conference rooms A & C, 1 in the 2nd floor hallway, 1 in the Ag/Env office.

Hand washing stations for personnel to use soap and water are located: in the restrooms on the 1st floor, kitchen area on the 2nd floor, restroom in the Ag/Env area, 1st floor workroom, 1st floor F&CD area

- ☒ 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?

Staff will be responsible for disinfecting shared equipment and areas they touched (e.g. handrails on stairwell, doorknobs, etc.) throughout the day, using disinfectant products located throughout the building.

D&B Maintenance (cleaning company) will disinfect during their work hours Monday to Friday.

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.

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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?

Kathy Maxson
Maria Christian

The log will be kept at the front desk at the main entrance.

- ☒ 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?

Karen Yearwood
Kenneth Schlather

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?

Staff will complete a Qualtrics survey daily before arriving at the office. The survey is an attestation of health. Staff will be expected to bring their own face covering for use in the office (disposable masks will be available for those who forgot to bring one). Upon arrival at the office staff will sign in, indicate the time of arrival, either attest that they completed the Qualtrics survey or complete a hard copy version on the spot, and then indicate whether they have come straight from home or whether came from somewhere else. If they came from somewhere else, they will indicate where they were before arriving at the office (this is being done to facilitate contact tracing in the event that staff are infected or were in contact with someone else who has been infected).

No touch thermometers will be in the office, yet will not be used at this initial stage since the Qualtrics survey will be in use. At such appointed time, staff will be notified in advance if the thermometers will be used.

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

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?

All staff will be notified, as office will be closed (2-3 days) with exception to essential staff.

D&B Maintenance will be asked to thoroughly disinfect the complete building.

Will refer to TCHD and CDC website for guidelines of product and ensure sufficient supply are on-site.

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?

If the TCHD is following through with the notification process, we will defer to them. If it is the responsibility of CCETC, we will arrange with the supervisor and/or members of the Leadership Team to inform close contacts.

Develop questionnaire to ask employee.

Review log of employees in the office during the time infected employee was in, or where infected employee worked.

Review log of employees in the office during the time infected employee was in, or shortly after their departure, whether employee came from home or had been elsewhere before entering the building, or where infected employee worked in the building.

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IV. OTHER

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

1. Staffing
 - a. Staff return to the office will be coordinated to determine how many staff members have to work in the office at a given time. Depending upon work responsibilities, staff will be allowed to work from home with supervisory approval.
 - b. Work from Home Plans (WFH). Depending upon work responsibilities, staff can work from home with supervisor's approval. If WFH are implemented supervisors will regularly check in with staff by email, telephone, or 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.
 - c. Volunteers will review and adhere to this Plan prior to volunteering in the office or with a specific program.
2. Workspace
 - a. Physical improvements will be made to current workspace to ensure 6-ft physical distance
 - b. Waiting/Conference room capacity will be reduced by at least 50% to facilitate 6-foot physical distancing. For example, if a conference room had 10 seats, 5 of the seats will be moved and designated to not use.
3. Vehicles
 - a. Disinfecting schedule for company vehicles will be maintained by respective program leaders. Contact Way2Go for information as this program has guidance from other local and government transportation sources.
 - b. Each vehicle will have PPE (e.g. sanitizers) for use by driver(s) and riders.
 - c. Written procedures will be created and maintained by the program area overseeing the vehicle. Such procedures to include the number of people in the vehicle
4. Programs
 - a. CCETC programs will adhere to this Safety Plan and provide additional guidelines for their program if needed.
 - b. Offsite Work guidelines will be provided (currently in draft form)

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 and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

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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](#)

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Employee Acknowledgement

Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them. An employee is responsible for being familiar with any additions or revisions to this Re-opening Safety Plan.

Employee:

Print Name: _____ Signature: _____

Date: _____

Executive Director: _____ Date: _____

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