

Agriculture & Natural Resources, Climate Change & the Environment

Cornell Cooperative Extension of Columbia and Greene Counties Reopening Safety Plan 7/21/20

This document serves as the written safety plan outlining how Cornell Cooperative Extension of Columbia and Greene Counties (CCE), and Agriculture & Natural Resources (ANR) and Climate Change & the Environment (CC&E) programs, will aid in the prevention of the spread of COVID-19 during recovery and re-opening.

All program organizers and volunteers must read this document, be provided training, sign the affirmation section and return this document to Eileen Simpson, 6055 Rt. 23, Acra, NY, before they can hold any in-person programming/events.

The following staff have been assigned for primary responsibility to develop, maintain and/or implement the preparedness, response and recovery plan and will serve as contact persons.

	Name	Title	Email Address	Phone
Executive Director	Evon Antonio	Executive Director	Ea353@cornell.edu	518-721-2069
Emergency Contact	Connor Young	Team Leader	Chy32@cornell.edu	
Secondary Emergency Contact	Kelsey West	Program Coordinator		
Health Coordinator	Connor Young	Team Leader	chy32@cornell.edu	
Facilities Sign-out (Hudson Office)	Emily Warrington	Administrative Assistant	Ew387@cornell.edu	518-318-1210
Facilities Sign-out (Acra Office)	Eileen Simpson	Administrative Assistant	Es693@cornell.edu	518-721-2068

Overview

The following are general guidelines CCE Columbia and Greene 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.

This plan will be updated as changes occur and will be posted for the public at www.ccecolumbiagreene.org.

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i. Meeting Guidelines

1. A&NR and CC&E staff will be responsible for sharing these best practices with volunteers and participants to ensure that proper procedures are being followed.
2. There will be no more than 50 people at an event or meeting (includes total of staff, volunteers, participants, partners, speakers, etc.) when outdoors. When indoors, that number may be only the number that can comfortably sit at a distance of six feet from each other, never to exceed 25 people total.
3. Attendance must be taken for accountability and documentation of meeting size. Leaders need to keep a tracing mechanism.
Include:
 - a. Date and time of event
 - b. Confirmation of completed waiver and health screening
 - c. Attendees – including participants, volunteers, staff, presenters, etc.
 - d. Meeting location/s (specifics: conference room, SMF, etc.)
 - e. Time event ended
 - f. Confirmation that surfaces and shared spaces were sanitized following event
4. Social distancing procedures must be maintained, including the following best practices:
 - Wearing masks by all participants AND maintaining six-foot distances between participants when indoors.
 - Wearing masks by all participants AND maintaining six-foot distances between participants without touching of any kind when outdoors.
 - Holding meetings outdoors whenever possible or in a CCE space or at any public facility.
 - **Meetings cannot take place in private homes.**
 - Hand sanitizer should be available at all times.
 - The meeting time should be limited as much as possible.
 - Only single-serve, commercially-prepared food and drink should be provided.
 - Participants are welcome to bring their own drinking water (clearly labeled with their name).
5. There will be participants who are not comfortable meeting in person at this time. It is critical that these decisions are respected and that there is no pressure applied, or opportunities withheld, due to a decision not to participate.
6. Meeting notices will include the questions stated below. If anyone answers yes, they are not allowed to attend the meeting or event.

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Please answer the following questions. If you answer yes to any, please do not attend this in-person meeting or event:

1. *Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?*
Yes No
2. *Have you tested positive for COVID-19 in the past 14 days?*
Yes No
3. *Have you experienced any symptoms of COVID-19 in the past 14 days?*
Yes No

According to the CDC guidance on "Symptoms of Coronavirus," people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms of COVID-19 include, but are not limited to:

<i>Cough</i>	<i>Shortness of breath</i>	<i>Difficulty breathing</i>
<i>Fever</i>	<i>Chills</i>	<i>Muscle pain</i>
<i>Sore throat</i>	<i>New loss of taste or smell</i>	

7. All participants in the meeting or program must read and sign the "Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19" form which is to be collected by the volunteer/program leader in charge of the event. These forms, along with the sign-in sheet must be returned to Connor Young, Team Leader, within one week of the event/meeting.

ii. Places: Building & Program Space

1. Meetings and events **will take place at a CCE facility or at a public facility** or space where social distancing can be maintained. Outdoor meetings are strongly suggested! There will be NO in-home meetings at this time.
2. Meeting organizers are responsible for having PPE items available to attendees, including face masks, hand sanitizer, and cleaning products.
3. CCE will provide needed PPE items at the request of the meeting organizer.
4. Each group is responsible for cleaning and maintaining the area which they use for programs or meetings. Cleaning materials will be available at the CCE facilities.
5. Signage will be posted at doors and around the meeting space to remind participants of social distancing protocols/expectations. These are available from our CCE offices.

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6. Training for event leaders and organizers on proper use of PPE and hand washing is [Linked Here](#).

iii. Hygiene and Cleaning

1. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH).
2. CCE will maintain cleaning logs for CCE's meeting spaces on site that document date, time, and scope of cleaning.
3. Modify high-touch surfaces (e.g., propping doors open) to help participants from unnecessarily touching surfaces.
4. Limit sharing objects and discourage touching shared surfaces. 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.
5. Available at CCE's meeting spaces are hand hygiene stations, 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.
6. Hand sanitizer and masks are available from CCE for sponsored activities and events.
7. It is the participant's responsibility to properly clean any equipment used during a meeting or event in a CCE space. This includes, but is not limited to, chairs and tables, door handles, equipment, and any and all surfaces used by the group. Cleaning materials are provided for CCE's meeting spaces.

iv. Travel Opportunities

1. Family members may travel together in the same vehicle.
2. Leaders and program organizers cannot transport program participants.

v. Communication

1. Signage throughout the meeting space will be posted to remind users to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

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2. This Safety Plan will be posted on the CCE website and communicated to program participants via registration emails and virtual meetings.
3. Logs of every person, including workers and visitors, who may have been in close contact with other individuals are kept on file at the CCE office.
4. If any participant in a meeting or event tests positive for COVID-19, they must communicate the results with the Team Leader, Connor Young. He will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts and program/event participants who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Affirmation:

Affirm you have reviewed, understand and will abide by these safety expectations.

Event Participant: _____ Date: _____

Team Leader: _____ Date: _____