

Cornell Cooperative Extension | Columbia and Greene Counties

Name of Business: Cornell Cooperative Extension of Columbia & Greene Counties

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Owner/Manager of Business: Evon Antonio, Executive Director

Human Resources Representative: Angela Tallarico, Senior Administrator, amt18@cornell.edu
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This document serves as the written safety plan outlining how Cornell Cooperative Extension of Columbia & Greene Counties (Association/CCE) 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, prepared in accordance with NYS-issued industry guidelines. It 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 CCE based on local needs, best practices and changes in phased re-opening requirements. All plans will be developed in coordination with the following:

Center for Disease Control COVID-19 Resources

New York Forward Website

New York State Official Website

New York State Department of Health

Greene County Public Health

Columbia County Department of Public Health

This plan addresses the following areas of concern as documented by the NY Forward Safety Plan Template.

This document has been reviewed by the CCE of Columbia and Greene Counties Board of Directors on June 2, 2020.

June 8, 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	Cell Phone
Executive Director	Evon Antonio	Executive Director	ea353@cornell.edu	518-530-9009
Secondary Emergency Contact	Angela Tallarico	Senior Administrator	Amt18@cornell.edu	518-291-0478
Workplace Health Coordinator	Angela Tallarico	Senior Administrator	Amt18@cornell.edu	518-291-0478
Taste NY / FM Manager	Shaylyn Decker	Team Leader	Sid23@cornell.edu	518-646-2198
Online Content Management (Social Media/Web)	Deven Connelly	Communications Coordinator	Dvc34@cornell.edu	845-901-8413
Media Relations	Evon Antonio	Executive Director	ea353@cornell.edu	518-530-9009
Agriculture & Natural Resources/Climate Change & the Environment	Connor Young	Team Leader	Chy32@cornell.edu	518-573-4569
Family & Consumer Sciences	Rebecca Polmateer	Team Leader	Rp328@cornell.edu	518-703-0398
4-H & Youth Development	Linda Tripp	Issue Leader	Lke2@cornell.edu	518-605-0786

GENERAL GUIDELINES

Overview

The following are general guidelines CCE will be adhering to for the safety of the Association Staff, Volunteers and Community, per NYS Department of Health (DOH), Center for Disease Control and Prevention (CDC), and local Health Department recommendations.

Please note that CCE offices lacking or unable to procure required PPE or cleaning procedures will not be open to Non-essential staff or the public.

This plan will be updated as changes occur and will be posted for the staff and public on our website ccecolumbiagreene.org

Response Team

- **Management Team**— Evon Antonio, Angela Tallarico, Linda Tripp, Rebecca Polmateer, Shaylyn Decker, Connor Young are responsible for the overall action plan. Evon Antonio, Executive Director, is responsible for working with stakeholders and relevant health and safety bodies to manage this action plan.
- **COVID-19 prevention and protocols lead**— Angela Tallarico, in consultation with the Executive Director, is responsible for recommending and developing protocols to ensure the wellness of all employees. She is also tasked with overseeing procedures for isolating employees should they become sick at work.
- **Sanitization and disinfection leads**— Eileen Simpson (Acra), Emily Warrington (Hudson), A.J. Melino (Acra & Hudson) will manage logistics related to daily and periodic sanitation and disinfection efforts. Their responsibilities include ensuring that routine cleanings are completed and that the necessary cleaning supplies are readily available.
- **Communication lead**— Evon Antonio, Executive Director, is tasked with managing any and all pandemic-related communications. He will work with HR and internal communication stakeholders to ensure COVID-19 training is completed and that employees and their managers understand their role in preventing the spread of the disease. Angela Tallarico and/or Deven Connelly will provide COVID-19 related updates on a regular basis or as needed.

Reopening Stages

Stages 1 – Monday, June 15: Administrative staff, management team and Parenting Program Educators

Stages 2 – Monday, June 29: Remaining program staff begin to return.

Stages 3 – TBD: Volunteers, 4-H club meetings, home visits, etc.

Stages 4 – TBD: Fully open to the public, no appointments necessary.

Responsibilities

1. Leadership, including managers and supervisors, should familiarize themselves with the details of the action plan. Above all, leadership must be prepared to answer questions from employees and set a good example by adhering to the guidance prescribed in the plan. This involves practicing social distancing and good personal hygiene.
2. Employees—Employees play a critical role in COVID-19 prevention efforts. To protect everyone in our workplaces, employees are required to follow the guidelines prescribed by the state and local health departments, CDC and this plan, including but not limited to:
 - Understanding the signs and symptoms of COVID-19, and stay home if feeling sick
 - Practicing good hygiene
 - Practicing physical distancing

People

Physical Distancing: To ensure employees comply with physical distancing requirements, the Association will do the following:

1. Ensure 6 ft. of physical 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.
2. 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 distancing among participants.
3. 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, occupancy will be kept under 50% of maximum building capacity.
4. The Association will manage engagement with customers and visitors by appointment and/or the use of a doorbell/speaker/video for the general public to enter Association offices.
5. Employees must wear face coverings in common areas and situations and when traveling around the office. Common situations include: working or walking through shared offices or workspaces, hallways/corridors, stairwells, restrooms, breakrooms, kitchens, and conference rooms.

CCE will adjust the workplace with the following:

1. Separate desks and workstations to ensure that there are 6 feet between each station and employee.
2. May add partitions to open floor plans if there are less than 6 feet between each station.
3. If necessary, stagger shifts and lunch/rest breaks while complying with the NYS Department of Labor standards.

4. When necessary, rotate days or weeks in the office and working remotely (additional details on page 8 *Work from Home Plans*).
5. Move workstations to increase separation distance. As necessary, some staff may be relocated to other offices within the buildings to allow for physical distancing.
6. The use of break or meeting rooms is prohibited for use where at least 6 ft. of physical distance cannot be maintained.
7. Require meal procedures for no shared foods nor communal meals.
8. If staff need to work in their “non-home office”, they will coordinate with Emily Warrington or Eileen Simpson to identify and reserve a work space if available.
9. Staff should wipe down appliances (i.e. refrigerators, microwaves) after each use.
10. Establish contactless drop zones for all deliveries including mail, packages and food
11. Allow workplace visitors and vendors by appointment only, and in a designated location including outdoors as weather permits.
12. Water coolers/sinks/coffee self-service limited to one person at a time, face coverings are required while dispensing. Dispensers, handles or spouts must be cleaned with disinfectant prior to and after each use. Disposable cups will be available. If using your own cup/mug, be sure to clean in between use. Hand soap, hand sanitizer, disinfectant sprays or wipes and paper towels will be maintained at water of coffee filling stations and kitchen sinks.
13. CCE will continue the use of video or telephone conferencing instead of in-person meetings when possible, including public meetings.

Places: Building & Program Space

CCE will:

1. Provide face coverings (cloth or disposable) as required by NYS to be worn when social distancing is not possible.
2. Provide gloves as required for food service preparation, if applicable.
3. Provide personal hand sanitizer containing at least 60% alcohol.
4. Require each employee to clean and maintain their PPE.
5. Require all employees to review the CDC’s factsheet “Guidance for Cleaning & Disinfecting.”
6. Post signage at doors and around the office to remind employees of physical distancing protocols/ expectations
7. Develop and implement Individual program guidelines or adhere to NYS industry prescriptions (see program section below)
8. Avoid gathering when entering and exiting the facility
9. Require employees to only enter and exit main office doors
10. Maintain a log for signing in and out of the office for employees and visitors. The log will be maintained by the administrative assistants. Each day the logs will be submitted to the Senior Administrator.
11. Limit the size of in-person gatherings and meetings to conform to CDC and DOH recommendations. Currently 10 people or less. In no event will occupancy be permitted to exceed 50% of the building capacity.
12. DO NOT ENTER: OCCUPIED or IN USE signs will be posted for multiple person restrooms where a minimum of 6 ft. of physical distancing cannot be maintained due to the size of the restroom.

June 8, 2020

13. Association main building doors will be locked with an intercom system during the initial reopening phase, or until given the “all clear” from the State and/or health authorities. 

Hygiene and Cleaning

1. The Association will adhere to hygiene and sanitation requirements from CDC and DOH and maintain cleaning logs on site that document date, time, and scope of cleaning
2. Provide detailed [cleaning procedures](#) and procure supplies. Note: cleaning and disinfecting are two separate procedures to be followed.
3. To avoid employees unnecessarily touching surfaces, high touch surfaces will be modified (e.g. propping interior doors open).
4. Discourage sharing of objects. 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. CCE 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 more alcohol for areas where handwashing is not feasible.

Disinfecting the Workplace

The Association has arranged for a professional cleaning service to clean and disinfect the offices utilizing the best practices listed below prior to reopening:

1. 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.
1. Clean first, then disinfect—Disinfectant works best on already clean surfaces. As such, do a general cleaning before disinfecting the office or building.
2. Go beyond the standard cleaning routine, and make sure to pay close attention to the following areas:
 - a) Entryways and exits; wipe down door handles and have hand sanitizer and disinfectant wipes at each entry
 - b) High-touch common surfaces (e.g., light switches and plate covers, doors, cabinets, sinks, stair railings, countertops, beverage machines, refrigerators and elevator buttons, if applicable)

Cleaning of Equipment

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.

1. IT personnel will wear gloves and effectively clean and sanitize device(s) after working on them
2. For more information for cleaning of electronic devices see Cleaning Computer and Electronics for All Users.

Employee & Visitor Screening, Exposure and Confirmed Protocol

Employees

A mandatory health screening assessment will be implemented before employees begin work each day, whether in the office or remotely. Reporting will be accomplished through the following **Health Screening Survey**.

If an employee tests positive for COVID-19, they must communicate the results with the Executive Director or designee, who will follow HIPPA guidelines and immediately notify state and local health departments in addition to cooperating with contact tracing efforts. This includes 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.

1. Isolation, containment and contact tracing procedures will be followed as required and advised by CDC/ NYS and Local Health Department
2. Stay-at-home requirements for any staff that are exhibiting any health-related symptoms such as:
 - a. Cough
 - b. Shortness of breath or difficulty breathing
 - c. Fever
 - d. Chills
 - e. Muscle pain
 - f. Sore throat
 - g. New loss of taste or smell

Visitors

A continuous log of every person, including workers and visitors, will be maintained; except for deliveries that are performed with appropriate PPE or through contactless means; and excluding customers where applicable, who may be encouraged to provide contact information to be logged but are not mandated to do so. Information sought would include:

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.

Note: CCE is allowed to deny entry to any individual refusing to submit to a temperature check, if requested.

No. 202.38: Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency

All assessment responses will be documented and reviewed daily by Angela Tallarico or Evon Antonio.

Other

Work from Home Plans

If Work from Home plans (WFH) are implemented, supervisors will regularly check in with staff as determined by the response team by 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 who will consult with the Executive Director. Work from Home plans are temporary and the need will be reassessed periodically by the Executive Director until the office is fully reopened to the public.

When working from home, staff will work their normal scheduled hours. Hours worked are to be accurately reflected in Workday.

Travel

1. All work-related travel must be pre-approved by supervisors and should be deemed essential. Until advised otherwise, business travel will be limited to Columbia and Greene Counties.
2. CCE Vehicle use: individual staff may sign out an Association vehicle if necessary. No passengers will be permitted. The vehicle dashboard including the steering wheel and door handles must be cleaned with sanitizing wipes or other approved method by each staff member before and after use.

Programs

CCE Program guidance will be developed in accordance with NYS industry guidelines, as well as local program needs, capacity limitations and available infrastructure to maintain compliance with CDC and DOH regulations. See program examples below.

- Youth Programs/Camps
- 4-H Club Programs: to be developed and implemented by Program Leader or adhered to NYS
Master Gardener Programs: to be developed and implemented by Program Leader or adhered to NYS
- Forestry
- Non-Food Agriculture
Farmers Markets
- Nutrition Programs: Follow Guidance from OTDA and EFNEP
Taste NY: Follow Taste NY Ag & Market Plan

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 and applicable Executive Order on a periodic basis or whenever notified of the availability of new guidance.

Monitor State and Federal Resources for Businesses and Entities:

- ✓ 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](#)

All staff will acknowledge and sign, understanding compliance of the guidelines and protocols and receive a copy. The Management Team will review changes and provide updates as the guidelines are changed.

ACKNOWLEDGEMENT

I acknowledge receipt of the Cornell Cooperative Extension of Columbia & Greene Counties' COVID-19 Reopening Safety Plan.

I affirm that I have reviewed, understand and will implement the guidelines presented herein. I also confirm that I have reviewed the CDC's factsheet "Guidance for Cleaning & Disinfecting" referenced in this document.

I understand if I am experiencing COVID-19 related symptoms, or I have had a positive test in the past 14 days and/or close contact with confirmed or suspected cases within the past 14 days, I am not permitted to enter to Association offices, buildings, or any other locations or events where work will be performed. I will contact the local Human Resources contact, or the Association Executive Director, or designee to notify them of the same.

I further understand that if I have any questions, I can contact my immediate supervisor, the local human resources contact, the Association Executive Director, or designee.

Printed Name: _____

Signature: _____

Date: _____