

CORNELL COOPERATIVE EXTENSION - COVID-19 REOPENING SAFETY PLAN

Name of Business: **Cornell Cooperative Extension of St. Lawrence County**

Industry: NYS Extension System; Ag and Food Systems, Health and Nutrition, and Youth, Family and Community Development

Address: 2043B State Highway 68, Canton, NY 13617

Contact Information: Patrick Ames, Executive Director, 315-379-9192, Ext 226.

Owner/Manager of Business: Board of Directors

Human Resources Representative and Contact Information, if applicable: Badra Rouhi, Finance and HR Manager, 315-379-9192, Ext 225.

This document serves as the written safety plan outlining how Cornell Cooperative Extension of St. Lawrence County (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 of 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 the Association based on local needs, best practices and changes in phased re-opening requirements. All plans will be 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/>

This plan addresses the following areas of concern as documented by NYS [Linked Here](#).

This document has been reviewed by the CCE of SLC Board of Directors on June 2, 2020.

This document will be uploaded to the NYS Portal TBA, as needed or if required.

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The following person(s) have been assigned responsibilities to assist with the implementation, maintenance and communications of the Association's COVID-19 Reopening Plan with key stakeholder groups. The precautions and response steps outlined in the plan is the responsibility of all staff and stakeholder groups.

	Name	Title	Email Address	Cell Phone
Primary Emergency Contact	Patrick Ames	Director	pta2@cornell.edu	315-854-5052
Secondary Emergency Contact	Badra Rouhi	Finance and HR Manager	br426@cornell.edu	315-244-9228
Workplace Health Coordinator	Maria Filippi	Program Leader	mpf65@cornell.edu	315-854-5399
Workplace Health Coordinator HSC	Cassandra Caswell	Sr. Team Leader	cgc58@cornell.edu	315-267-6979
4-H Volunteer Coordinator	Tammy Hill	Team Leader	tlh233@cornell.edu	843-437-8774
Master Gardener Coordinator	Erica LaFountain	Consumer Hort. Educator	enl2@cornell.eud	
Harvest Kitchen & Master Food Preserver Coordinator	Maria Filippi	Program Leader	mpf65@cornell.edu	315-854-5399
Farm/Facilities Manager	Charlie Hitchman	Farm Manager	cnh6@cornell.edu	315-244-0581
Online Content Management (Social Media/Web)	Bobbi-Jo Robar & Jackie Card	Operations Coordinator & 4-H Educator	bmr37@cornell.edu jtc292@cornell.edu	315-267-8252 315-261-0075
Media Relations	Patrick Ames	Director	pta2@cornell.edu	315-854-5052

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GENERAL GUIDELINES

Overview

The following are general guidelines implemented for the safety of the Association staff, volunteers and community members, developed in accordance with NYS Department of Health, Center for Disease Control, and Public Health Department recommendations.

While the Association is re-opening the Extension Office with NYS Forward's Phase 2 which includes Professional Services, there will be a measured approach taken and return to normal staffing levels is not expected immediately. In the near-term, only Association Leadership serving as the Pandemic and Recovery Planning Team will occupy the office to conduct necessary functions, planning and communications to advance the re-opening effort. Other staff will continue to work remotely and communicate effectively with supervisors. The communication strategies put in place have led to successful flex workplace arrangements and that is greatly appreciated by the Association.

In the meantime, Workplace Health Coordinators will collaborate with the Executive Director and staff to establish a staggered office work schedule that ensure social distancing requirements and personal safety. The Association will continue to monitor updates it gets from SLC Public Health Department and make future decisions regarding when additional staff can occupy the office. Please note that if the Association cannot provide required PPE or necessary cleaning supplies and procedures, it will not re-open to non-essential staff or the public.

At this point in time, we are re-opening the office and preparing to manage staff and public access to the office only. The Association is not re-opening the Extension Learning Farm or classrooms to public programs or public gatherings. Staff who do return to the office are asked to refrain from entering or using other Farm spaces to the greatest extent possible, as it will require additional sanitizing procedures. The Farm Manager and Farm Staff will use the back classroom as their designated break room and lunch room.

CCE will continue the use of video or telephone conferencing instead of in-person meetings when possible, including public meetings.

This plan will be updated as changes occur and will be posted for the public on the Association's website (stlawrence.cce.cornell.edu).

i. People

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

Ensure six feet of 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

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must wear acceptable face coverings. To accomplish social distancing requirements, Work Place Health Coordinators will establish a staggered office schedule that limits occupancy in specific office spaces.

When employees are in their personal office or workspace AND able to maintain six feet of distance from others, they will not be required to wear face coverings. When they leave their office to use commons spaces, such as the staff kitchen, reception, work room or bathroom, they will be required to wear face coverings.

In the early stages of re-opening, the public will be served through the reception area's window, which will be configured for walk up service. The public will be asked to travel in a singular direction, entering on the ramp and exiting from the side of the porch. The public with mobility issues will be allowed access via the door. Signage will be posted requesting the public to wear face coverings. Reception will be configured and marked in a way that enables interaction with stakeholder at the appropriate six feet of distance. No traditional handshakes. If staff need to meet with the public, they will do so in a designated area in the front classroom that provides appropriate social distancing.

The Association will continue to 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.

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 capacity.

CCE will adjust the workplace with the following:

- Separating desks and workstations to ensure that there are six feet between each station and employee.
 - Rotate in-office work schedules in overcrowded offices that cannot effectively maintain six feet of distance between work stations.
 - Staggering shifts and lunch/rest breaks while complying with the NYS Department of Labor Standards.
 - Continue to offer flexible workplace arrangements.
 - Requiring 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.
 - Stagger lunch meals as necessary to limit number of staff in kitchen and break room. When possible, the front classroom or outdoor picnic tables will be used as a safe lunch break location
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where six feet of social distance can be maintained while eating. No shared foods or communal meals are permitted.

ii. Places: Building & Program Space

- 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.
- Personal hand sanitizer containing at least 60% alcohol will be provided by CCE.
- PPE has been procured and two cloth coverings will be provided per employee.
- Each employee is responsible for cleaning and maintaining their PPE.

Employees will be trained on proper use of PPE and hand washing by the Executive Director and Team Leaders. Signage delineating proper use of PPE and encouraging hand washing will be posted in the office and in any common areas:

- Post signage at doors and around the office to remind employees of social distancing protocols, PPE, handwashing and staying home if not feeling well.
- Individual program guidelines to be developed and implemented by Program Leaders in compliance with NYS standards (see program section below).

Hygiene and Cleaning

- 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.
 - Detailing cleaning procedures and procuring ongoing supplies. Cleaning and sanitizing are two separate procedures to be followed.
 - CCE's contracting cleaning service will provide bi-weekly (twice a week) cleaning and sanitation services. That cleaning will be documented and submitted to the Association.
 - In addition, staff will be required to sanitize their workspace at the end of each day, including disinfecting surfaces, light switches, door knobs, and equipment used. Checklists/sanitation logs will be maintained by each employee and submitted to the appropriate Workplace Health Coordinator.
 - The Workplace Health Coordinator for the SNAP-Ed office will coordinate and communicate CCE plans with the appropriate buildings and grounds coordinator at the County.
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- 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.
- 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

Before the Association re-opens the workplace, it will have the contracted cleaning service clean and disinfect the office building. This will include the following guidelines:

- Cleaning staff will 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.
- Clean first, then disinfect—Disinfectant works best on already clean surfaces. As such, do a general cleaning before disinfecting the office or building.
- Go beyond the standard cleaning routine, and make sure to pay close attention to the following areas: entryways and exits, high-touch common surfaces (i.e., light switches and plate covers, doors, cabinets, sinks, stair railings, countertops, refrigerators).

Cleaning of Equipment

CCE devices (shared or individually issued) such as laptops, keyboards, office phones, cell phones, etc. can harbor a significant amount of dirt, debris and germs. Staff will be required to keep their devices reasonably clean to both extend the life and care of each device and reduce the spread of COVID-19.

- IT personnel will wear gloves and effectively clean and sanitize device(s) after working on them.
- For more information for cleaning of electronic devices see: [Linked Here](#)

Communication

- Post signage throughout the workplace to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
 - This plan will be posted in the office and Association website for employees, visitors, volunteers and customers to familiarize themselves with procedures.
 - A visitor log will be maintained, including workers, visitors, volunteers and customers, who may have close contact with other individuals at the worksite 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.
 - If an employee tests positive for COVID-19, he/she must communicate the results with the Executive Director, who will follow HIPPA guidelines and immediately notify State and County Public 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.
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iii. Process

The exposure-response plan addresses the following:

- Isolation, containment and contact tracing procedures will be followed as required and advised by CDC, NYS and the St. Lawrence County Public Health Department.
- Staff will be required to stay at home if they are exhibiting any health-related symptoms such as: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, loss of taste or smell.
- Staff will be required to participate in daily health screening procedures as defined by NY Forward Business Re-opening Safety Plan.
- Daily health screening will be conducted via a confidential on-line survey conducted just prior to any employee coming to work (not conducted by those in flex workplace environments at home). Those daily survey results will be reviewed by the Executive Director and maintained on file at the Extension Office.
- The form will include mandatory health screening assessments to be conducted before employees or key volunteers begin work each day, to ascertain if the person has (1) exhibited COVID-19 symptoms within the past 14 days, (2) tested positive for COVID-19 within the past 14 days, and/or (3) had close contact with a confirmed or suspected COVID-19 case within the past 14 days. Information on the screening tool will be kept confidential.
- If the answer is “yes” to any of the health screening questions, do NOT come to work. If you are already at work, return home immediately and contact your supervisor for assistance at that time. Restrict travel immediately and determine if self-quarantine is required by consulting with your health care provider or Public Health official.
- The Executive Director will follow the guidance of the SLC Public Health Department when communicating potential exposure risks to staff and constituents.

iv. 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 via 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.

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

Travel

- All work-related travel must be pre-approved by supervisors and should be deemed essential.
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- Document any necessary business travel via the Association mileage log, including contacts at destination.
- No passengers will be permitted when vehicle is being used for business purposes.

Programs:

CCE Program guidance will be developed in the future, taking into consideration: program structure, program volunteers and participants, space, and grounds and facilities needed to maintain compliance with CDC and DOH regulations. Examples include:

- 4-H Club Program to be developed and implemented by Program Leader.
- Master Gardener Programs to be developed and implemented by Consumer Horticulture Educator in compliance with NYS standards.
- Ag and Food Systems Program to be developed and implemented by Livestock Educator.
- Harvest Kitchen /Master Food Preservation Program to be develop and implemented by the Local Food Program Leader.
- Nutrition Programs to be developed by SNAP-Ed Team Leader follow Guidance from OTDA.

Employee Affirmation

Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.

Employee: _____ Date: _____

Executive Director: _____ Date: _____
