

## Cornell Cooperative Extension of Schoharie and Otsego Counties

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This document serves as the written safety plan outlining how Cornell Cooperative Extension of Schoharie and Otsego Counties (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 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. 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 Schoharie and Otsego Board of Directors on June 11, 2020.

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

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## CORNELL COOPERATIVE EXTENSION – COVID-19 REOPENING SAFETY PLAN

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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	Don Smyers	Executive Director	drs269@cornell.edu	859-391-5884
Secondary Emergency Contact	David Cox	Safety Officer	dgc23@cornell.edu	607-437-9794
Workplace Health Coordinators	Mayra Richter Madelyn Sanchez	Human Resource Manager Operations Coordinator	mer333@cornell.edu ms112@cornell.edu	607-267-2106 607-435-9248
Master Gardener Coordinator	David Cox	Safety Officer	dgc23@cornell.edu	607-437-9794
Facilities Managers	Mayra Richter Madelyn Sanchez Linda Sheets	Human Resource Manager Operations Coordinator Facilities Custodian	mer333@cornell.edu ms112@cornell.edu lgs77@cornell.edu	607-267-2106 607-435-9248
Online Content Management (Social Media/Web)	Lauren Anderson Madelyn Sanchez	HR Admin Assistant Operations Coordinator	lna23@cornell.edu ms112@cornell.edu	518-879-5227 607-435-9248
Media Relations	Don Smyers	Executive Director	drs269@cornell.edu	859-391-5884
Other (ASP)	Susan Salisbury	Afterschool Program Coordinator	sms248@cornell.edu	518-560-9762

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## GENERAL GUIDELINES

### 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 Departments recommendations.

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.

CCE will only have staff that NEED to be in the building, others will continue to work from home to reduce the spread.

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 at: [www.cceschoharie-otsego.org](http://www.cceschoharie-otsego.org)

### i. People

**Physical Distancing:** To ensure employees comply with physical distancing requirements, the Association 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 wear acceptable face coverings.

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.

The Association will manage engagement with customers and visitors by keeping visitors behind established partitions.

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CCE will adjust the workplace with the following:

- Separating desks and workstations to ensure that there are 6 feet between each station and employee
- Staggering shifts and lunch/rest breaks while complying with the NYS Department of Labor standards
- Rotating weeks in the office and working remotely
- Offering flexible workplace arrangements
- Moving workstations if necessary to increase separation distance
- 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
- Requiring meal procedures for no shared foods nor communal meals
- Establishing physical distancing measures of six feet within the workplace, for example:
  - Implementing one-way traffic patterns throughout workplace if possible (entrance and exits)
  - Limiting outside guests such as vendors, participants and volunteers in the building and/or physical work locations

### 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
  - Each employee is responsible for cleaning and maintain their PPE
  - Training employees on proper use of PPE and hand washing [Linked Here](#). Employee training is required when returning to a physical work location and will be completed by Workplace Health Coordinators
  - Post signage at doors and around the office to remind employees of social distancing protocols/expectations
  - Individual program guidelines to be developed and implemented by Program Leaders or adhered to by NYS (see program section below)
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## 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. In addition, cleaning shall be documented on a checklist to be filed with the workplace Workplace Health Coordinators.
- In the event the association is in a building with other agencies; coordination and communication are necessary to remain compliant with the CCE plans. A written agreement should be signed to ensure all parties are in compliance.
- Staff will record cleaning and sanitation in a log to be files with the Workplace Health Coordinators.
- Modifying high-touch surfaces (e.g., propping doors open) to avoid employees unnecessarily touching surfaces.
- 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 you re-open the workplace, it is necessary to clean and disinfect your office or building utilizing the best practices listed below:

- 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.
  - Clean first, then disinfect—Disinfectant works best on already clean surfaces. As such, do a general cleaning before disinfecting the office or building.
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- Go beyond the standard cleaning routine, and make sure to pay close attention to the following areas:
  - Entryways and exits; wipe down door handles and have hand sanitizer and disinfectant wipes at each entry
  - 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 clean to both extend the life and care of each device and reduce the spread of COVID-19 and other germs.

- 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 site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
  - The communication plan for employees, visitors, and customers will be posted on the CCE website and communicated to the staff via staff conferences and email.
  - 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.
  - 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.
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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 Local Health Department
- Stay-at-home requirements for any staff that are exhibiting any health-related symptoms such as:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
- Implement employee health screening procedures as defined by NY Forward Business Re-opening Safety Plan:
  - Implement mandatory health screening assessment before employees begin work each day using the Qualtric Questionnaire Survey tool.
  - 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.

The following Exposure communications are being followed by staff: [linked here](#)

- Restricting business travel: (determine if self-quarantine is required)
  - Until otherwise documented Essential Travel only. Essential travel is defined as commuting to and from the offices.
  - Limiting the number of customers in any area at one time
  - No handshake greetings and remain a minimum of 6 feet apart
  - Adhere to guidance of events and gathering as outlined by NYS and CDC
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## 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 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.

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.
- 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 by the attached approved NYS plan, developing considerations for programs structure based on space, grounds and facilities to maintain compliance with CDC and DOH regulations. See program examples below.

- 4-H Club Programs: to be developed and implemented by Program Leader or adhered to by NYS
- Master Gardener Programs: to be developed and implemented by Program Leader or adhered to by NYS
- Non-Food Agriculture: [Linked Here](#)
- Nutrition Programs: Follow Guidance from OTDA and EFNEP

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

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_

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