

CORNELL COOPERATIVE EXTENSION – COVID-19 REOPENING SAFETY PLAN

Name of Business: **Cornell Cooperative Extension of Monroe County**

Industry: Education

Address: 2449 St Paul Blvd, Rochester, NY 14617

Contact Information: Andrea M Lista, Executive Director

Owner/Manager of Business: Same

Human Resources Representative and Contact Information, if applicable: Same

This document serves as the written safety plan outlining how Cornell Cooperative Extension of Monroe County (CCE-Monroe) 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 Monroe Board of Directors on 05/27/2021.

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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	Andrea Lista	Exec Director	Aml355@cornell.edu	585-733-0714
Secondary Emergency Contact	Susan Coyle	4-H Program Leader	Smc226@cornell.edu	585-260-9580
Workplace Health Coordinator	NA			
Master Gardener Coordinator	Ashly Piedmont	MG Coordinator	Ap824@cornell.edu	585-739-6306
Office Management	Sharon Hancock	Office Coordinator	Smh47@cornell.edu	585-410-7521
Taste NY / FM Manager	NA			
Online Content Management (Social Media/Web)	Andrea Lista	Exec Director	Aml355@cornell.edu	585-733-0714
Media Relations	Andrea Lista	Exec Director	Aml355@cornell.edu	585-733-0714
Other				

GENERAL GUIDELINES

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.

CCE will allow Remote Work arrangements as per HR Policy 506.

This plan will be updated as changes occur and will be posted for the public on monroe.cce.cornell.edu.

General Reopening

- Definition of “reopening”
 - Staff are present in the building on a limited/rotating basis to allow for continued social distancing and based on Remote Work agreements.
 - Staff will continue to use the Outlook Onsite Calendar to indicate days they are scheduled to be in the office.
 - The Association will open to the public under the following parameters.
 - The office will be open to the public Monday – Friday, 9:00am-12:00pm via the Visitor Entrance.
 - The side porch will remain available for diagnostic clinic and program drop offs.
 - Use of common areas is restricted.
 - No use of kitchen eating area.
 - No team meetings in the same room where less than 6’ distance can be maintained.
 - Conference Room use will be allowed if recommended physical distancing can be maintained. Masks must be always worn, except when eating/drinking.
 - Communal meals, snacks, and shared coffee/tea will not be allowed indoors at this time, although individuals may bring their own items as desired.
- Health screening process
 - Staff monitoring for symptoms with Daily Questionnaire – digital.
 - Staff are required to take temperature in the morning before they leave home. If they have a fever, they are not to come to the office.
 - Volunteer and Public monitoring will take place via sign-in sheet/COVID attestation.

Board and Governance

- Board and Committee meetings will continue via Zoom under Open Meetings Law allowance.
- BOD minutes will continue to be transcribed as requested.

Communication

- Internal to staff
 - Individual discussions with each staff to determine Remote Work agreements.
 - COVID-19 SOP developed and updated.
 - Signage posted throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
 - Maintain a continuous log of every person, including employees, volunteers, and visitors, who may have close contact with other individuals at the work site or area.
 - 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.
- External to community, stakeholders, funders, etc.
 - New signage to reflect updated protocols and open hours.
 - Newsletter update
 - Social Media
 - Website
 - Volunteer email

Exposure Plan

The exposure-response plan addresses the following:

- Handshake greetings will be discouraged by employees, volunteers, and visitors.
 - 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
 - Employee health screening procedures as defined by NY Forward.
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- Mandatory health screening assessment will be conducted by each employee before entering the office or an off-site work location.
- All visitors will be asked to sign a COVID Health Attestations 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.

Facilities

- Outdoor Protocols
 - Fully vaccinated individuals do not need to wear masks outside or be socially distanced.
 - Unvaccinated individuals are required to wear a mask and be physically distanced from unmasked individuals.
 - Indoor Protocols
 - Masks must be worn by all individuals within the office, except when an individual is working alone in an isolated room or setting.
 - Office Cleaning/Maintenance
 - J&J Cleaning Service will continue to do maintenance cleaning 1x week.
 - Workday Cleaning
 - Staff must either use sanitizer prior to using common equipment or wipe equipment down after use.
 - Refrigerator, Microwave, Coffee Machine, Cupboards, Copier
 - Bathroom toilet, counters, and door handles must be disinfected after each use.
 - All individual offices must be wiped down completely at the end of each workday.
 - Desks, Chairs, Tables, Door Handles, Phone, etc.
 - Use IT cleaning procedures for computer, mouse.
 - Side Porch
 - The Horticulture team will be responsible to wipe down the side porch at the end of each day.
 - Hand sanitizer will be made available on the desk for client access.
 - Kitchen
 - There will be no shared snacks, food, or congregant seating.
 - Garbage
 - All staff will be responsible to dispose of their garbage in the receptacles OUTSIDE by the garage on a weekly basis. Use bags, do not put loose trash in the bins.
 - Bathrooms
 - Toilet handles, counters, faucets, door handles must be wiped after each use.
 - Physical Distancing
 - 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 at the NYS Forward maximum capacity within physical distancing guidelines.
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4-H Youth Development

- Because there is not currently a vaccination for youth under 12yrs of age, all 4-H youth and adults will maintain the strictest protocols including but not limited to:
 - Masks will be always worn indoors and outdoors.
 - Physical distancing will be maintained at the CDC/NYS Forward recommendations.
 - Frequent hand washing and sanitizer will be used.
 - Groups may gather outdoors with the above protocols in place.

Human Resources

- EAP availability communicated periodically. (PTSD/Mental Health awareness and care)
- Safety First
 - Implementation and enforcement of these standards are important, especially if COVID-19 outbreaks return in the fall and winter, as some experts predict.
 - Employees that are concerned protocol is not being followed may contact the Executive Director without repercussion.
 - Business Continuity Plan
 - If a staff member begins to exhibit symptoms or tests positively for COVID-19 they are required to:
 - Contact the CCE-Monroe Executive Director immediately.
 - Call (888) 364-3065 or visit covid19screening.health.ny.gov
 - Contact tracing will take place and individuals in contact within the work setting (staff, visitors, clients) will be notified.
 - An internal notice will be sent to all staff and Board of Directors.
 - If the staff member was working at the office, the office will be closed for disinfection purposes and re-opened as appropriate.
 - If the Health Department places the county/state on PAUSE again, all staff will return to Work from Home so programs can continue uninterrupted.
- Harassment/Anti-Retaliation policies
 - Association must prohibit harassment or discrimination based on COVID-19–positive test results and vaccination status.
 - Other Leave policies (vacation, sick, personal, Unpaid Leave, FMLA) continue.

Information Technology

- Computer, Copier, Tech Equipment Cleaning
 - Rubbing alcohol solution (50:50) and cotton swabs available in each office and at copier
 - Phone systems - messages and forwarding updated to reflect current status.
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PPE Supplies

- Personal hand sanitizer containing at least 60% alcohol will be provided by CCE and used by all employees and volunteers.
- Each employee is responsible for cleaning and maintain their PPE.
 - Extra cleaning supplies located in downstairs bathroom cupboard.
- Signage will be posted at doors and around the office to remind employees and volunteers of social distancing protocols/ expectations.
- Face covering
 - The CCE-Monroe Association will rely on self-reporting (e.g., honor system) and not require proof of vaccination status of staff or volunteers.
 - Association has secured disposable face coverings for staff & volunteers (washable or handmade coverings may also be used).
 - Masks and Gloves are available in the Kitchen Cupboard next to the refrigerator.

Volunteers

- Volunteers or groups of volunteers wishing to use the office must be scheduled IN ADVANCE by program staff using the Outlook On-site Calendar.
 - Any volunteer who enters the building must sign in and complete a health attestation upon arrival.
 - Groups of volunteers working outside may utilize the restroom as needed by entering through the side door.
 - A sign-in sheet/health attestation will be made available for contact tracking.
 - Volunteers meeting in the Conference Room will use the outside basement entrance and sign in/complete health attestation upon arrival.
 - The Master Gardener Helpline onsite will reopen with one (1) volunteer stationed at the MG Helpline volunteer area. This person may interface with public walk-ins as needed, as long as masks are used, and physical distancing is maintained.
 - The offsite Helpline (iPad, Email, Social Media) will remain in effect to support the volume of inquiries.
 - A one-time COVID release acknowledgement will be retained for each volunteer.
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