

CORNELL COOPERATIVE EXTENSION – COVID-19 REOPENING SAFETY PLAN

Name of Business: Cornell Cooperative Extension Chautauqua County

Industry: Professional Services

Address: 525 Falconer Street @JCC Carnahan, P.O. Box 20; Jamestown, NY 17402-0020

Contact Information: Chautauqua@cornell.edu; 716-664-9502

Owner/Manager of Business: Emily Reynolds, Executive Director

Human Resources Representative and Contact Information, if applicable: Darcy Cramer, 716-664-9502 ext. 208

This document serves as the written safety plan outlining how Cornell Cooperative Extension Chautauqua County (CCE-Chautauqua) 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 CCE Chautauqua Board of Directors on May 22, 2021.

This document will be uploaded to the NYS Portal when necessary by Emily Reynolds.

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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	Emily Reynolds	Executive Director	Eck47@cornell.edu	716-969-2584
Secondary Emergency Contact	Darcy Cramer	Finance Administrator	dlc284@cornell.edu	716-640-7514
Workplace Health Coordinator	Emily Reynolds	Executive Director	Eck47@cornell.edu	716-969-2584
Master Gardener Coordinator	Emily Reynolds	Executive Director	Eck47@cornell.edu	716-969-2584
Facilities Manager	Dave Johnson	JCC Building and Grounds	BuildingsandGrounds@mail.sunyjcc.edu	716-490-0703
Online Content Management (Social Media/Web)	Kate Ewer	4-H Community Educator	kde32@cornell.edu	716-640-6712
Media Relations	Emily Reynolds	Executive Director	Eck47@cornell.edu	716-969-2584

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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 Department recommendations.

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

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

i. People

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

Ensure appropriate distance between personnel, unless safety or core function of the work activity requires a shorter distance. Personnel will wear acceptable face coverings, at all times when not working in solidarity.

Limit in-person gatherings when possible and use tele- or video-conferencing as an additional option. 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.

The Association will be open to the public. Public are asked to schedule a visit in advance, and use the office intercom to meet staff at the office entrance. The parking lot is also available for drop off interactions. All visitors must sign in on the appropriate sign in form including the NYS daily health screening questions.

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CCE will adjust the workplace with the following:

- Separating desks and workstations to ensure that there where possible distance is maintained between each station and employee and/or limiting shared offices to one- two employees at a time to ensure social distancing
 - Staggering shifts and lunch/rest breaks while complying with the NYS Department of Labor standards
 - Offering flexible workplace arrangements
 - Requiring unvaccinated staff to wear face coverings as required by NYS in common areas of building office and shared workplace including but 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 within the workplace, for example:
 - Limiting outside guests such as vendors, participants and volunteers in the building and/or physical work locations
 - **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 is procured by Emily Reynolds and the adequate supply amount is 12 masks kept available at all times.
 - 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 Emily Reynolds, Executive Director.
 - 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 in Partnership with JCC

- JCC and CCE will 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
- JCC and CCE will keep detailed cleaning procedures and procure ongoing supplies. Cleaning and sanitizing are two separate procedures to be followed.
- Coordination and communication will continue with JCC and CCE to remain compliant with the CCE plans. A written agreement will be signed to ensure both parties are in compliance.
- 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 and JCC 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

Best practices

- 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; wipe down door handles and have hand sanitizer 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)
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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 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.

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. Protection of privacy is recognized and all contact tracing will be handled by the County Department of Health.
 - 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 Business Re-opening Safety Plan:
 - Implement mandatory health screening assessment before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive
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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.

- Questionnaire: Qualtrics survey
 - https://cornell.qualtrics.com/jfe/form/SV_0k1Ut9udUTUsvBP

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

- Business travel with prior permission only
- Limiting the number of customers in any area at one time.
- No handshake greetings and maintain social distancing as required by the CDC, NYS and Chautauqua County Health Department
- Adhere to guidance of events and gathering as outlined by NYS and CDC.

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.

Work from Home Resources located here: <https://staff.cce.cornell.edu/covid19>

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.

Programs:

CCE Program guidance includes the attached approved NYS plan, and locally developed plans of work developed to maintain compliance with CDC and DOH regulations. See program examples below.

Forestry: [Linked Here](#)

Non-Food Agriculture: [Linked Here](#)

Farmers Markets: [Linked Here](#)

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Nutrition Programs: Follow Guidance from OTDA and EFNEP

4-H Club Programs: [Linked Here](#)

Master Gardener Programs: [Linked Here](#)

Signature Page

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

Employee: _____ Date: _____

Executive Director: _____ Date: _____

CCE-Chautauqua Specific Procedures/Protocol:

Legal / General Considerations

- CCE-Chautauqua re-opening will be minimally compliant with all legal requirements at the federal, state and local level.
- Consideration towards flexibility will be made as possible during this time.
 - Childcare or other personal family needs.

Safety Team/Overall Leadership

- Definition of “reopening”
 - Staff are present in the building on a limited/rotating basis to allow for continued social distancing.
 - Office will be open the public, appointments are encouraged. Office intercom will be used to greet visitors
 - Staff Considerations
 - Staff Schedule
 - A staff schedule will be kept; any staff wishing to modify or adjust their schedule must request permission from their supervisor
 - Use of common areas is restricted
 - Conference room meetings should be signed out for use via the JCC use request forms, and cleaned and disinfected after use
 - The kitchen is to be used on a limited basis and preference of use is given to nutrition educators preparing for classes. Room should be cleaned and disinfected after use.
 - Face covering and other PPE Requirements (per NYS and CDC)
 - Association has secured face coverings for staff or staff may use handmade coverings.
 - Gloves must be used when handling money or cleaning in the office.
 - Each staff member has been provided 3 masks each, it is staffs responsibility to keep them clean and available when needed
 - Health screening process.
 - 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.
 - Wash hands or use sanitizer immediately upon entering the building.
 - Business Travel
 - Currently no business travel will be allowed without prior permission from the Executive Director.
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Facilities

- The CCE-Chautauqua office will be open to the public.
 - Parking Lot is available for lab diagnostics and program exchanges following social distancing protocols.
 - Staff may enter using ANY door, so as not to create a flow of traffic in the front office area.
 - JCC will keep doors on one end of the building unlocked during regular business hours. (currently 8am - 5 pm)
 - Staff should continue to note on sign in board their location (in office/out).
 - Outside gardens and sheds
 - PPE and 6 feet apart
 - Must be approved by program leader
- Office Cleaning/Maintenance
 - JCC Cleaning Service will continue to do maintenance cleaning daily.
 - CCE staff will preform Workday Cleaning
 - Any common equipment touched by a staff member must be wiped immediately after use.
 - Refrigerator, Microwave, Coffee Machine, Cupboards, Bathrooms
 - Disinfectant spray/paper towel
 - All individual offices must be wiped down completely at the end of each work day.
 - Desks, Chairs, Tables, Door Handles, Phone, etc.
 - Disinfectant spray/paper towel
 - Use IT cleaning procedures for computer, mouse, and other equipment.
 - Do not enter another person's office unless necessary to access equipment.
 - Last person to leave is responsible to disinfect office entrance door knob before exiting the building.
 - General Disinfecting
 - The office team will be responsible to wipe down common areas, to include copier, postage computer, counter and door handles at the beginning of each day, at 12 noon and at 4:30pm.
 - Kitchen
 - There will be no shared snacks or food.
 - All equipment must be cleaned after use by each staff member.
 - Gloves are preferred; however, disinfecting must still take place.



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Communications

- Internal to staff
 - Individual discussions with each staff to determine “return to work” needs.
 - COVID-19 SOP developed and updated
- External to community, stakeholders, funders, etc.
 - Newsletter update
 - Social Media
 - Website
 - Volunteer email

Information Technology

- Phone systems - messages and forwarding updated to reflect current status.

Human Resources

- Safety First
 - Implementation and enforcement of these standards are important, especially if COVID-19 outbreaks return, 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-Chautauqua 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 commercial 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.



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- Work from Home
 - Under specific circumstances WFH be permitted, with formal plan in place.
 - Employee requests to work from home (isolation, care for a family member, social-distancing precaution, reasonable accommodation)
 - Required by the employer (density reduction, social distancing, isolation/signs of illness, returning from travel, exposed to a contagious individual)

- Harassment/Anti-Retaliation policies
 - Association must prohibit harassment or discrimination based on COVID-19–positive test results
 - Other Leave policies (vacation, sick, personal, Unpaid Leave, FMLA) continue.

Board and Governance

- Board and Committee meetings will continue to be run through Zoom, with an in person option when available.
- BOD minutes will continue to be posted on the website

Signature Page

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

Employee: _____ Date: _____

Executive Director: _____ Date: June 1, 2021

