

CCE Clinton  
NYS Reopening Safety Plan

Last Update: 6-25-20

DATE: \_\_\_\_\_

1. Have you had any COVID-19 symptoms in past 14 days?      \_\_\_Yes      \_\_\_No

- NOTE: People with COVID-19 have had a wide range of symptoms reported-ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.

2. Have you tested positive for COVID-19 in the past 14 days?      \_\_\_Yes      \_\_\_No

3. Have you been in close contact with a confirmed or suspected, COVID-19 case in the past 14 days?      \_\_\_Yes      \_\_\_No

**\*Check on line acknowledges you have answered no to the 3 above questions. If you have answered yes to any of the above questions please leave office immediately and then contact Mary.**

\_\_\_ Andy      \_\_\_ Chelsea      \_\_\_ Elisabeth      \_\_\_ Grace

\_\_\_ Jolene      \_\_\_ Jordy      \_\_\_ Kari      \_\_\_ Liz

\_\_\_ Logan      \_\_\_ Mary      \_\_\_ Mike      \_\_\_ Shannon

\_\_\_ Lindsey

## Cornell Cooperative Extension-Clinton

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Yes/No

- Employee was provided an orientation on COVID-19 procedures when working in the office
- COVID-19 posters and Exposure Protocols are posted and employee has seen them
- Employee must read and check off protocol questions daily before being allowed to work on-site
- Employee must comply with the 6 foot social distancing separation
- Employee must wear face covering at all times when out of their personal office
- Employee may meet with other staff in conference room or reception area where social distance of 6 feet can be maintained
- Face coverings was provided to employees for work
- Employee understands that use of PPE will be enforced
- Employee must use sanitizing wipes or sprays must be used upon leaving general areas of office, (kitchen, copier room, bathroom, lunch area)
- Employee understands that it is his/her responsibility to maintain proper 6 foot distance in areas with limited space i.e. kitchen/copy room
- At the end of each day each employee is responsible for sanitizing all surfaces in their offices
- Employee is expected to immediately inform supervisor if she/he suspects they are showing symptoms during the workday

**ACKNOWLEDGEMENT**

I (employee) \_\_\_\_\_,

hereby state to the fact that I have reviewed the Company's Policy for COVID-19 Exposure Prevention, Preparedness and Response and understand the same.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## CCE-Clinton Re-opening

### Office Staffing:

The CCE Clinton Office will follow a re-opening plan. All staff members will be, fully informed, of the steps in the opening process. Staff returning to the office to work will be required to sign-off on our COVID-19 policy.

Face coverings are required and will be, provided to all CCE staff upon returning to the office and will be, worn at all times outside their personal office space. All staff will have their temperature taken daily when working in the office.

All community spaces will limit number of staffers at one time to maintain proper social distancing. Staff will be required to use disinfecting sanitizer on surfaces in such community spaces upon leaving to return to their offices. I.E. Kitchens, bathrooms, lunch area. The lunch area will be, moved to the conference room to maintain social distancing standards.

In addition, the CCE-Office is closed to the public, and will continue, to provide services via telephone, mails, drop-off/pick-ups and e-mail. All persons coming into the CCE Office must sign-in including UPS/delivery personnel. This will allow for tracing if needed.

- **Staffing**

1. The procedure to bring staff back into the CCE Office, and will, continue throughout the next 3 to 4 months.
2. Agriculture Educator will return to working at the CCE Office beginning the week of May 18<sup>th</sup>. The educator will work in the conference room, front window area in order to service the distribution of sanitizer and face coverings. She will transition to her office post sanitizer distribution.
3. Office Manager returned to working at the CCE Office on June 3<sup>rd</sup>, 2020. Following set protocol wearing PPE and maintaining safe personal distance. This person will be the only staffer working in the main office area.
4. SNAP-Ed will return on **August 6<sup>th</sup>, 2020** to the office and will be working alone in her own office space. Again, set protocol wearing PPE and maintaining personal distance.

5. 4-H Educator will return to the office work site on **July 6<sup>th</sup>, 2020**, working alone in office space. Set protocol for PPE and maintaining proper social distancing will be required.
6. Additional staff ; Horticulture Educator and 2 EFNEP Nutrition Educators will be brought back to the office location once they are able to make the transition due to health underlying health conditions, family child care etc.
7. Nutrition Educators will rearrange the desks so that they are no closer than 6 feet of each other since they share and office.

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

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Name of Business: Cornell Cooperative Extension-Clinton

Industry: Agriculture/Education

Address: 6064 State Rte. 22, Plattsburgh, NY 12901

Contact Information: 518-561-7450, [mba32@cornell.edu](mailto:mba32@cornell.edu)

Executive Director: Mary P. Breyette Board President: W. Henry Forrence

Human Resources Representative and Contact Information, if applicable: Elizabeth Revette,  
[elr8@cornell.edu](mailto:elr8@cornell.edu)

This document serves as the written safety plan outlining how Cornell Cooperative Extension of Clinton 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 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 addresses the following areas of concern as documented by NYS.

**This document has been reviewed by the Clinton County Board of Directors on June 16, 2020.**

## 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	Mary P. Breyette	Executive Director	<a href="mailto:Mba32@cornell.edu">Mba32@cornell.edu</a>	518-569-7731
Secondary Emergency Contact	W. Henry Forrence	CCE Board of Directors' President	<a href="mailto:whenryforrence@forrence-orchards.com">whenryforrence@forrence-orchards.com</a>	518-593-8923
Workplace Health Coordinator	Mary P. Breyette	Executive Director	<a href="mailto:Mba32@cornell.edu">Mba32@cornell.edu</a>	518-569-7731
Master Gardener Coordinator	Jolene Wallace	Program Educator, Horticulture	<a href="mailto:Jmw442@cornell.edu">Jmw442@cornell.edu</a>	415-990-5257
Facilities Manager	Paul Jansen of PaulMar Enterprises, Inc.	Owner	N/A	802-309-3355
Taste NY / FM Manager	N/A	N/A	N/A	N/A
Online Content Management (Social Media/Web)	Logan Williams	Office Manager	<a href="mailto:Lsw89@cornell.edu">Lsw89@cornell.edu</a>	518-758-3450
Media Relations	Logan Williams & Mary P. Breyette	Office Manager/Executive Director	<a href="mailto:Lsw89@cornell.edu">Lsw89@cornell.edu</a> and <a href="mailto:mba32@cornell.edu">mba32@cornell.edu</a>	518-758-3450 518-569-7731
Other				



# CORNELL COOPERATIVE EXTENSION - COVID-19 REOPENING SAFETY PLAN

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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 would 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 on [www.cce.cornell.edu/clinton](http://www.cce.cornell.edu/clinton)

### i. Operations

#### Safety Requirements and Preventative Actions

- All staff will maintain social distancing of 6 feet or more at all times or wear face coverings when or where that cannot be maintained.
- Staff will be required to wear face coverings in common areas of the building office including hallways/corridors, conference room, kitchens, bathrooms, main office area and entryway.
- Staff will utilize gloves and hand sanitizer when needed.
- Face coverings will be provided for all staff and will be the responsibility of each staff member to ensure coverings are cleaned or discarded when they become damaged or soiled. Face coverings will not be shared by staff.
- Hand sanitizer will be provided in multiple locations throughout the office building.
- Gloves will be provided as needed.
- All staff will abide by the following CDC recommendation regarding preventive actions to reduce the risk of developing the flu or other respiratory diseases, including:
  - Wash your hands often with soap and water for at least 20 seconds.
  - Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
  - Avoid close contact with people who are sick.
  - When you are sick, stay home.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Clean and disinfect frequently touched objects and surfaces

# CORNELL COOPERATIVE EXTENSION - COVID-19 REOPENING SAFETY PLAN

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## Travel

- All work related travel must be pre-approved by Supervisors and should be deemed essential.
- CCE Vehicle use: individual staff may sign out Association vehicle if necessary. No passengers will be permitted. The vehicle dashboard including steering wheel and the door handles must be cleaned with sanitizing wipes or other approved method by each staff member before and after use.

## Communications

- The staff listserv, staff meetings and communications from supervisors will be used to provide employees updated information as needed.
- CCE's website, social media venues and press releases will be used to provide updated.
- Signage that included information, practices and protocols on social distancing, wearing face coverings and handwashing will be placed in strategic locations such as the kitchens, bathrooms, hallways and meeting rooms.

## Meetings

- In-person **group meeting/trainings/programming** with the public will not be held at this time
- In-person meetings with staff in the office (not the public) (with fewer than 10 people) can occur if 6 feet of distance between individuals is maintained.
- Use of video conferences, phone conferences and e-mails, etc. will be encouraged for any programming/meetings etc.

The Association will encourage the community to use the telephone or e-mail to **request** in advance or from immediate entrance directly inside office door. The general- public, entering the CCE Clinton Office at this time must will leave name and contact information for tracing purposes if needed in the future. Deliveries will be made to the main office door with documentation of date and delivery service i.e. UPS/Fed Ex. Etc. Limited services available immediately, due to staff working from home at this time.

**In-Person meetings/programs protocol:** Once given the go- ahead the following **must** protocol must be followed.

- Approval from Executive Director to meet
- All participants and volunteers must review Clinton County's re-opening plan
- All volunteers and program participants and/or parent/guardian of minors must first sign and return Assumption of the Risk and Waiver of Liability Relating to COVID-19
- All participants must answer no to the 3 COVID-19 check-list screening questions and documentation of this must be included with tracing information
- Social Distancing of 6' must be maintain
- Face covering must be worn
- Sign-in sheet with all volunteers/participants and staff with names and contact information, must be provided to Executive Director within 24 hours of program/meeting etc.
- In-person meetings/programming allowed only if requirements of program can't be accomplished via zoom, phone etc.

CCE Clinton 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
- Moving lunch area to conference room to ensure proper social distancing
- Rotating days/times in the office and working remotely for regional staff sharing office space
- Allowing some staff to remain working from home due to family obligations and lack of proper safe distancing workspace.
- Moving workstations 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
- Staff will use the conference room doors for entering and exiting during the workday.

### ii. Places: Building & Program Space 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, an outside company may be hired for extra deep nighttime cleaning / documented on a checklist to be filed with workplace health coordinator.
- Provided required protocol to land lord who assured me he would inform cleaning staff to follow.
- Land lord installed a hand sanitizing station in the shared entry way outside of our office.
- 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 both parties are in compliance.
- Staff will record cleaning and sanitation on Logs posted on individual office doors
- 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.

### CCE Staff Cleaning/Sanitation Log

Staff Name: \_\_\_\_\_

DATE	TIME	Door Handles	Phone	Computer	Other

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CCE Staff Cleaning/Sanitation Log

Staff Name: CAR

DATE	TIME	Door Handles	Radio	Mirror	Steering Wheel

### **Disinfecting the Workplace**

Before you re-open the workplace, it is necessary to clean and disinfect your office or building. Some professional cleaning services may be available to hire for a deep-clean and disinfection of your business. However, if you need to clean your office or building yourself before re-opening, utilize 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.
- 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 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

# ALL EMPLOYEES and VISITORS



**BEFORE ENTERING THE BUILDING, EMPLOYEES AND VISITORS MUST ANSWER THE FOLLOWING QUESTIONS EACH DAY. IF YOU ANSWER "YES" TO ANY OF THE QUESTIONS BELOW, DO NOT ENTER THE BUILDING. INSTEAD, RETURN TO YOUR CAR AND CALL YOUR SUPERVISOR OR THE PERSON YOU INTENDED TO VISIT.**

1. Have you traveled to the New York City Metropolitan area, Domestic "Hot Spot", or traveled outside the United States in the last 14 days?
2. Have you been in close contact (within 6 ft) with anyone who tested positive for COVID-19 in the past 14 days?
3. Have you tested positive for COVID-19 in the past 14 days?
4. Have you experienced ANY of the below symptoms of COVID-19 in the past 14 days?
  - a fever over 100.4
  - difficulty breathing or shortness of breath
  - a cough
  - chills
  - muscle pain
  - headache
  - sore throat or
  - new loss of taste or smell.

**IF YOU ANSWER "YES" TO ANY OF THESE QUESTIONS, IN ADDITION TO NOTIFYING YOUR SUPERVISOR, YOU SHOULD SELF-QUARANTINE AND CONTACT YOUR HEALTH CARE PROVIDER IMMEDIATELY.**

***YOUR HONEST ASSESSMENT WILL NOT ONLY HELP YOU,  
BUT WILL HELP KEEP YOUR CO-WORKERS SAFE AS WELL.***

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## 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: Human Resources:

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

### Screening Procedures:

A simple **daily COVID-19 Questionnaire** will be implemented based on industry standards and workers should proactively report any symptoms they are experiencing. The information collected will be kept confidential.

1. Have you had any COVID-19 symptoms in past 14 days?

Yes  No      Details:

- NOTE: People with COVID-19 have had a wide range of symptoms reported-ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.

2. Have you tested positive for COVID-19 in the past 14 days?

Yes  No      Details:

3. Have you been in close contact with a confirmed or suspected COVID-19 case in the past 14 days?

Yes  No      Details:

**Staff Who Exhibit Symptoms of COVID-19**

- Staff will be immediately sent home or should not report to work.
- Staff should remain home until medical care has been received.
- Staff should contact their Supervisor.
- Staff shall follow the direction of medical personnel and only be allowed to return with a return to work note.
- Leave time will be administered per Association policies/procedures
- CCE will follow all regulations set for by the Department of Health in event of a possible COVID-19 exposure.

**Reasonable Accommodations:**

- CCE Clinton will comply with ADA.
- The HR Department will facilitate conversations, processes and procedures relating to ADA and reasonable accommodations.

**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.

# CORNELL COOPERATIVE EXTENSION - COVID-19 REOPENING SAFETY PLAN

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## Programs:

CCE Program guidance will 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

Nutrition Programs: Follow Guidance from OTDA and EFNEP

## Signature Page

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

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

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

## CORNELL COOPERATIVE EXTENSION - Volunteers and Program Participants

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### Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people of more than # \_\_\_\_\_.

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#### Acknowledgement of Risk

I understand Cornell Cooperative Extension of Clinton County ("CCE") has put in place preventative measures to reduce the spread of COVID-19; however, **CCE cannot guarantee** that I or my dependent will not become infected with COVID-19. Further, **entering the facilities of, or participating in programs of, CCE could increase my risk of contracting COVID-19.**

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19.

By participating in CCE programs and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 diseases may result from the actions, omissions, of myself and others, including, but not limited to, CCE employees, volunteers, other participants, visitors or vendors.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my entering CCE or participation in CCE programming ("Claims"). On my behalf, and on behalf heirs and estate, I hereby release, covenant not to sue, discharge, and hold harmless CCE, its directors, officers, employees, volunteers, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, or omissions of the CCE, its directors, officers, employees, volunteers, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation.

And in addition: As a volunteer, program participant or the guardian of a program participant under the age of 18, by signing the attached, I acknowledge that I have reviewed the plan for Cornell Cooperative Extension of Clinton County. I will abide by the guidelines and continued updates as released by NYS Forward and the CDC.

Name:

Date:

Signature:

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