

## COVID-19 PANDEMIC WORKPLACE SAFETY PLAN

The Healthcare Consortium's COVID-19 Pandemic Workplace Safety Plan ("the Plan") is designed to protect the health and well-being of both staff and visitors at the workplace, whether that be an office or other place of work. Consequently, it is the expectation that all staff will comply with these protocols, both when working in the building and when working off-site in any capacity, **as a condition of employment. Nothing in this document is optional; compliance is required. All employees will sign a statement affirming that they have read and understood this plan and agree to follow all directives contained within until further notice.**

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## 1. Guidance for Office-based Staff at both 325 Columbia Street and 610 State Street

### 1.1. Staffing Levels in the Office

Staffing levels in the office will be maintained at or below the occupancy rate that is specified by local, state and/or federal authorities. In order to achieve this, staff may be scheduled to work in the office or at alternate worksites, including the home. The work schedule will be developed and maintained by the Office Manager on a weekly basis. Furthermore, a continuous log of all employees who enter the office suite will be maintained by the Director of Consumer Assistance Programs.

### 1.2. Mandatory Daily Health Assessment of Staff

On a daily basis, all employees must complete a mandatory health assessment before being admitted to the office. Staff have a duty to disclose their responses to the following three questions, which will be used to assess an employee's health status and suitability for in-office work:

1. Have you tested positive for COVID-19 in the last 14 days?
2. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?
3. Do you have, or have you had in the last 14 days, any one of the following symptoms:
  - Cough
  - Shortness of breathOR  
Any two (2) of the following symptoms:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

In order to ensure that the health status of employees is assessed *prior* to arriving to the office, all employees who are expected to report there must respond to the health screening questions remotely. This should be done in writing in the body of an email that is sent to the Office Manager AND the staff member's supervisor no less than one hour prior to the employee's scheduled start of work. Any staff member who does NOT have access to email must advise the Office Manager and Supervisor of this limitation immediately to make alternate arrangements for reporting their responses.

**EMPLOYEES MUST RESPOND "NO" TO ALL THREE QUESTIONS IN ORDER TO REPORT TO THE OFFICE THAT DAY.**

**ANY EMPLOYEE WHO ANSWERS "YES" TO ANY OF THE QUESTIONS SHOULD NOT REPORT TO THE OFFICE.** Rather, they should immediately consult with the Office Manager about next steps.

Additionally, if an employee who reported to a worksite begins to feel ill *during* the workday, that employee should immediately notify the Office Manager and their supervisor.

Assessment responses will be reviewed every day by the Office Manager and these reviews will be recorded on the Daily Health Assessment log which is maintained in a locked filing cabinet in the Office Manager's office.. Verbal responses to the screening questions will be recorded by the person administering the survey in a log designed for that purpose and maintained in the employee's medical/legal file. All employee files are maintained in locked filing cabinets behind a locked door in the Office Manager's office.

### **1.3. Face Coverings**

- Whenever a six-foot minimum distance cannot be maintained, face coverings must be worn. Given the dimensions of the Consortium's office suite, consistently maintaining that six-foot distance in any common area of the suite is unlikely. Therefore, all employees are required to wear a face covering in any common area, including but not limited to hallways, bathrooms, and the kitchen. Employees are free to remove their face covering when they are the sole person in an enclosed office.
- If a local, state or federal order to comply is in place, clients and visitors to the agency will be required to don a face covering before entering the office suite, as we cannot ensure social distancing. If necessary, a face covering will be provided to them. If a client or visitor refuses to wear a face covering, a telephone appointment will be set up for them.
- Signage will be posted at the reception window advising clients and visitors of the face covering requirement. Clients will also be advised when making their appointments.
- Clients and visitors will be notified telephonically prior to their visit that face coverings are required; if unable or unwilling to follow that directive, services will be provided telephonically.
- All employees will be required to wear a face covering when unable to maintain the 6 foot social distancing, as well as in common areas. The Consortium will provide face coverings to all staff at no cost to them. Each employee will receive two washable cloth face coverings that have been constructed by volunteers and donated to the agency. Employees will also be provided with instructions for proper wearing, removal, cleaning, and discarding. Employees will be instructed to notify the Office Manager if a face covering needs to be replaced due to loss or becomes soiled to the point of non-use. Staff are permitted to wear their own face coverings if they prefer to do so. Signage will be posted throughout the agency with instructions for proper wearing, removal and cleaning of their face coverings.
- The agency will also need single use, disposable face coverings to provide to clients, delivery people or other visitors; the agency has 100 of these face coverings supplied by the Columbia County Emergency Operations Center. The Office Manager will monitor the supply of face coverings to ensure an adequate supply is available at all times.
- Staff will be required to properly maintain face coverings, properly store them, to clean them when soiled, repair them when damaged, discard them properly when damaged beyond repair, and never share face coverings.
- Staff who are unable to wear face coverings in required situations must contact the Office Manager immediately to initiate an interactive process to determine if an accommodation can reasonably be made.

### **1.4. Social Distancing**

#### **1.4.1. In the office suite**

- At any of the Consortium's places of work, including the main office at 325 Columbia Street and the Transportation Program office at 610 State Street, staff must endeavor to maintain, at minimum, a six-foot distance from any other person, including co-workers, clients and others.
- Since the dimensions of the Consortium's office suite will often not allow for this minimum six-foot distance, employees will be required to wear a face covering in any common area, and in their office space anytime there is not six feet between individuals.
- Furthermore, it may not be possible to maintain six feet distance while in common areas, including hallways, the building's shared kitchen, elevator, and restroom. Consortium employees are required to wear face coverings in these situations.

- 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, the occupancy must be kept at or below the occupancy rate specified by local, state and/or federal authorities.

#### **1.4.2. In common areas**

Agency employees will be permitted to use the shared kitchen for lunch breaks or meal preparation provided they follow all rules for its use as set by the County, our landlords. Additionally, agency staff will sit at separate tables; wear face coverings when not actually eating; wash hands or utilize hand sanitizer prior to and following the use of kitchen equipment. There is to be no sharing of condiments, utensils, or food. All items in the refrigerator are to be labelled with the employee's name.

#### **1.4.3. Meetings, parties, and other gatherings**

Meetings and other gatherings that need not occur in person will utilize the agency's tele- or video-conferencing capabilities. Essential in-person meetings will be held in open, well-ventilated spaces with appropriate social distancing among participants. All staff will be required to wear face coverings while attending any such meeting or gathering.

### **1.5. Managing Visitors to the Office**

#### **1.5.1 Clients**

When in-person visits with clients are scheduled, they must be done so to ensure that only one client or group of related clients visits the office suite at any given time. At this time, brochures and literature will be removed from the table outside the reception window. Information will be provided to clients as requested. Furthermore, health screening assessments will be made of clients at the time the appointment is made; when the reminder call is made; and, when the client arrives at the office. The client will be told to call the agency's main phone line from their car, or outside the building, to answer the screening questions over the phone before entering the building. If the client answers **no** to all of the following screening questions, and their Navigator is available, the client will be directed to enter the building and come up to the Consortium after completing the County's screening process. If the client's Navigator is not yet available, the client will be advised to remain outside until the Navigator calls them. If the client answers **yes** to any of the screening questions, they will be assisted in scheduling a telephone appointment. Responses made when the client arrives at the office will be documented on the visitor log.

- 1. Have you tested positive for COVID-19 in the last 14 days?**
- 2. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?**
- 3. Do you have, or have you had in the last 14 days, any one of the following symptoms :**
  - Cough
  - Shortness of breath

OR

**Any two (2) of the following symptoms:**

  - Fever; chills; repeated shaking with chills; muscle pain; headache; sore throat; new loss of taste or smell

Furthermore, ALL in-person visits with clients must be conducted in the small conference room in order to limit the spread of germs to multiple locations within the office suite and to ensure that the space can be adequately disinfected between visits. When meeting in the small conference room, staff must attempt to maintain a six-foot minimum distance with the client(s). In any case, staff and clients must wear a mask at all times. For additional protection, a Plexiglas barrier will be placed between staff and clients. The Plexiglas barrier will be disinfected between visits.

No more than four people may meet in the small conference room at any given time. The sharing of materials (e.g. passing of laptop computers, paperwork, etc.) should also be minimized to the greatest extent possible

The staff member will provide clients with paper and new writing implements as needed to minimize the sharing of these materials.

Clients are encouraged to call ahead to schedule an appointment. Walk-in clients will be screened by the receptionist when entering the building, and again when arriving at the Consortium reception window. The walk-in client may wait in the Consortium's waiting area, but if no staff will be available within a reasonable time frame, the client will be assisted with scheduling an appointment at another time.

### **1.5.2. Delivery and service personnel**

Only essential deliveries, such as water jugs for the water cooler, will be made within the agency's suite. Anyone entering the agency to make a delivery will be required to wear a face covering; a face covering will be provided if necessary. Other deliveries will be made at the upstairs reception window and brought inside the agency by a staff member.

### **1.5.3. Continuous logs**

The Director of Consumer Assistance Programs will be in charge of maintaining continuous logs of all employees and visitors who enter the Consortium office suite at 325 Columbia Street; the Transportation Program Director will do so at the Transportation Office at 610 State Street.

*Visitor Log for continuously tracking maintenance workers, delivery personnel and other visitors*  
Maintenance workers and delivery personnel need not be recorded on the Visitor Log when they are wearing proper PPE and are able to maintain 6 feet distance. However, if they refuse or are unable to do so, their presence must be recorded in the Visitor Log.

All other visitors must be recorded in the Visitor Log, which includes a health assessment screening. Furthermore, detailed contact information must be collected from the visitor for the purpose of contact tracing.

The log must be filled out completely, including departure time. Therefore, whenever an employee completes an in-person appointment with a visitor, they must be sure to enter the time the visitor left in the Visitor Log.

#### *Employee Log for continuously tracking employees*

Employees must record their time in and time out on the Employee Log each time they enter or exit the building.

## 1.6. Protocols for Hygiene and Cleaning

### 1.6.1 Personal Hygiene

#### *Washing and sanitizing hands*

The Consortium encourages frequent and thorough hand washing throughout the workday. While handwashing within the agency's office suite is not feasible, there is a public restroom in the hallway immediately outside the suite; it is stocked with soap and paper towels. The Consortium will provide hand sanitizer that is at least 60% alcohol for each employee's desk, including the downstairs reception desk. Additionally, hand sanitizer will be placed at the site of all shared objects: the Ricoh printer; paper shredder; water cooler/postage meter station and table; the small conference room. Employees will also be advised to bring hand sanitizer with them when using the building's kitchen. Hand sanitizer will be provided for client/visitor use as well.

Staff should take special care around high-touch objects and surfaces. When in contact with shared objects or frequently touched areas, sanitize or wash hands before and after contact. The Consortium will provide hand sanitizer at the point of all shared objects in the Consortium offices including, but not limited to, printers, key box, postage meter, and water cooler. Hand hygiene instructions will be posted throughout the suite, as well as at each of the shared objects, with a reminder to use hand sanitizer both before and after using shared objects.

### 1.6.2. Cleaning

The Consortium will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC), Department of Health (DOH), and Occupational Health and Safety (OSHA). The CDC cleaning and disinfection recommendations are as follows:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

These requirements will be met in two ways. As tenants in the building, much of the cleaning will be performed by staff of the Columbia County Department of Facilities. Additionally, Healthcare Consortium staff will be responsible for in-office cleaning at least once per day near the end of the day. Material Safety Data Sheets (MSDSs) will be available for all cleaning supplies. The division of labor is as follows:

#### *Cleaning performed by the Columbia County Department of Facilities*

The Director of the Columbia County Department of Facilities has provided the agency with their schedule for daily cleaning and disinfection of the building in which the Consortium is located. Additional staff will also clean and disinfect the building daily after hours and in the morning before the building opens. They will clean and disinfect the following areas daily:

#### Entrance

- Entrance door handles, vending machine, elevator buttons, handrails – stairwells, handicap buttons, light switches

Waiting area/lobby

- Furniture, such as armrests, counters, interview rooms counters / chairs, plastic containers ie. Deputy's metal detector

Bathrooms

- Faucets, toilet handles, paper towel dispensers, handicap bars, stall doors, soap dispensers

Kitchens

- Counters, microwave, toaster, refrigerator handles, coffee makers, sink handles, cabinet handles

***Cleaning performed by Healthcare Consortium staff***

In addition to the County's cleaning and disinfection plan, Consortium employees will clean and disinfect their personal work areas at least once per day. This includes: office door handles; desktops and tabletops; Plexiglas barriers; arm rests; telephones; keyboards; drawer and cabinet handles; personal printers; additional work items as necessary (e.g., stapler, tape dispenser, etc.) Non-essential items must be stored in enclosed cabinets and drawers rather than on desks.

Consortium employees will also be responsible for cleaning and disinfecting shared items such as entry and exit door handles; keypad entry; water cooler; postage meter and its tabletop; cabinet door handles; Ricoh copier; paper shredder. Touchless garbage cans will be placed in offices, near the Ricoh copier, small conference room and in the reception area.

The Consortium has created a daily cleaning log which specifies areas/items to be cleaned and disinfected by agency staff, designates the dates and times the cleaning and disinfecting should take place, and provides a place to note additional cleaning and disinfecting times as they occur. Employees will record and initial each time this takes place. Ensuring the log is kept current and cleaning/disinfecting times are being recorded will be the responsibility of the Office Manager. The log will be kept in the Office Manager's mail slot, located on the wall outside the door. Each day's completed log will be filed in the Office Manager's office.

## 2. Guidance for Transportation Program Staff

### 2.1. Mandatory Daily Health Assessment of Staff

On a daily basis, all employees will be subjected to a mandatory health assessment before being permitted to work. The following questions will be used to assess an employee's health status and suitability for work:

1. **Have you tested positive for COVID-19 in the last 14 days?**
2. **Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?**
3. **Do you have, or have you had in the last 14 days, any one of the following symptoms:**
  - Cough
  - Shortness of breath

**OR**

**Any two (2) of the following symptoms:**

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

In order to ensure that the health status of employees is assessed *prior* to reporting to work, all employees must respond to the health screening questions remotely. This should be done in writing in the body of an email that is sent to the Office Manager AND the Transportation Program Director no less than one hour prior to the employee's scheduled start of work.

**DRIVERS MUST RESPOND "NO" TO ALL QUESTIONS IN ORDER TO REPORT TO WORK THAT DAY.**

**ANY DRIVER WHO ANSWERS "YES" TO ANY OF THE QUESTIONS SHOULD NOT REPORT TO WORK.** Rather, they should **IMMEDIATELY** consult with the Transportation Program Director and Office Manager about next steps.

Any staff member who does NOT have access to email must advise the Office Manager and Transportation Program Director of this limitation immediately to make alternate arrangements for reporting their responses.

Additionally, if a driver who reported to work begins to feel ill *during* the workday, they should immediately notify the Office Manager and the Transportation Program Director.

Assessment responses will be reviewed every day by the Office Manager and these reviews will be recorded on the Daily Health Assessment log which is maintained in a locked filing cabinet in the Office Manager's office. Verbal responses to the screening questions will be recorded by the person administering the survey in a log designed for that purpose and maintained in the employee's medical/legal file. All employee files are maintained in locked filing cabinets behind a locked door in the Office Manager's office.



## **2.2. Face Coverings**

### ***For drivers***

All drivers will be required to wear a face covering when unable to maintain the 6 foot social distancing. The Consortium will provide face coverings to all drivers at no cost to them; drivers are also permitted to wear their own face coverings, provided they meet the requirement, if they prefer to do so. Each driver will receive two washable cloth face coverings that have been constructed by volunteers and donated to the agency. Drivers will also be provided with instructions for proper wearing, removal, cleaning, and discarding. Drivers will be instructed to notify program management staff if a face covering needs to be replaced due to loss or becomes soiled to the point of non-use. Signage will be posted in the Transportation Office at 610 State Street providing instructions for proper wearing, removal and cleaning of their face coverings.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

Staff will be required to sign a statement that they have read and understood the requirement to properly maintain face coverings, including to not share and properly store them, to clean them when soiled, repair them when damaged, and to discard them when damaged beyond repair.

Staff who are unable to wear face coverings in required situations must contact the Office Manager immediately to initiate an interactive process to determine if an accommodation can reasonably be made.

### ***For clients***

Drivers must ensure that all clients are masked prior to them getting into a Consortium vehicle. If a client does not have a mask, a driver must provide them one of the disposable procedural masks that have been provided for this purpose. After a mask is given to a client, drivers should avoid touching it again. Drivers have the responsibility for advising program management staff when additional procedural masks for clients are needed.

If a client leaves a disposable mask, gloves, or any other debris in the vehicle, drivers should use extra caution when disposing of it, wearing the latex gloves that have been provided and carefully removing and disposing of them thereafter. Drivers have the responsibility to let program management staff know if additional gloves are needed.

Signage will be posted in each vehicle advising clients of the face covering requirement. Clients will also be advised when scheduling their transports.

## **2.3. Social Distancing**

When transporting clients, drivers must ensure that the client is seated at the greatest practicable distance away. For instance, if a minivan is being used, it would be ideal to have the client seated in the third row, provided that they are physically able to access it. No clients should be transported in the front passenger seat of vehicle.

Drivers must not enter residences or facilities such as Whittier. If a client is not waiting at the door or curbside, drivers are instructed to use the agency cellphone to call the client or, if that fails, to call the office for guidance.

## 2.4. Hygiene and Cleaning

### *Personal Hygiene*

The Consortium encourages frequent and thorough hand washing throughout the workday. The Consortium will provide hand sanitizer that is at least 60% alcohol for each vehicle. Hand sanitizer will be provided for client use as well.

### *Cleaning and Disinfection of Vehicles*

Between each and every transport, drivers must wipe down commonly touched surfaces, such as arm rests, door handles, seatbelt buckles, grab handles, and light and temperature controls. Any debris should be removed.

The following are general guidelines for cleaning and disinfecting vehicles at the end of the day:

- Clean and disinfect commonly touched surfaces in the vehicle. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions.
- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. Utilize the disinfectant provided by the agency, which meets the EPA's criteria for use against Novel Coronavirus SARS-CoV-2, the virus that causes COVID-19.
- Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. Work clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.

Drivers are responsible for advising program management staff when cleaning supplies are running low and need to be replenished.

### **3. Guidance Applicable to All Staff**

#### **3.1. Field Work**

Field work, including off-site service delivery, public education and community outreach, will proceed whenever possible and practicable. In advance of field work at a particular location, the Director of Consumer Assistance Programs will contact sites to confirm that they are adhering to workplace safety protocols. If staff encounter a situation in which they do not feel safety protocols are being followed, they should withdraw from the location and contact the Director of Consumer Assistance Programs at the earliest opportunity. Regardless of work location, Consortium staff are expected to follow all the guidance in this document regarding face coverings, social distancing, personal hygiene, etc.

#### **3.2. Communicating plan requirements to visitors and staff**

##### **3.2.1. Worksite signage**

Signage following CDC, DOH, and OSHA guidelines will address the following topics: hand hygiene; required use, washing, wearing, storing and disposal of face coverings; social distancing requirements; and cleaning and disinfecting of personal and shared work spaces and objects. Additionally, social distancing, hand hygiene, and face covering signs will be posted at the front reception waiting area for clients and visitors to see.

Relevant information for clients and visitors will be posted on the front page of the Consortium's website and a notice about the availability of a printed copy of the plan will be posted at the reception area window. Clients and planned visitors will be notified by phone prior to arriving at the agency of the agency's requirements for face coverings, social distancing, hand hygiene, and the collection of contact information to facilitate contact tracing. Essential delivery people (primarily water and paper delivery) will be contacted by the Office Manager in advance and advised of the same.

##### **3.2.2. Availability of the Plan document**

The Plan will be provided to each staff member by email, prior to returning to the office. Upon each employees return to the office, they will be given a physical copy of the Plan and sign an acknowledgement of receipt and agreement to follow all Plan guidelines. Physical copies of the Plan will be provided visibly in the reception area and each office, including the Transportation office located at 610 State Street, and will also be posted on the staff portal of the Consortium's website. Any changes/updates to the Plan will be communicated to staff verbally by the Executive Director and/or supervisors, and distributed via email and physical copies, for which acknowledgments will be signed. Reception area, office copies and the digital version will also be updated as needed.

##### **3.2.3. Training**

Training on the Plan will initially be provided to supervisory/management staff by email, and followed up with an in-person training and discussion immediately upon their return to the office. Thereafter, all staff will be trained on the Plan via a Zoom meeting prior to their return to working in the office. Special attention will be given to reminding supervisors and staff regarding the Consortium's harassment and discrimination policy, with an emphasis on reminding them that an employee's "disease state" must not be a basis for discriminatory conduct.

#### **3.3 Protocol in the event of a COVID positive staff or visitor**

##### **3.3.1 Contact tracing**

- Identify staff and visitors who may have come in contact with the individual; The Office Manager and/or Director of Consumer Assistance Programs will notify those close contacts that "they have

been in close contact with someone who has tested positive for COVID-19, and may wish to contact their health care provider.” The daily visitor log and detailed work schedule will enable the tracking of employees and clients/visitors the employee was in contact with per DOH’s guidelines. Employees who had prolonged close contact, defined as being less than six feet from the COVID-19 positive individual for at least ten minutes may return to work as directed by the Department of Health.

### **3.3.2. Cleaning and disinfection of the contaminated area(s)**

- Close off areas used by the person who tested positive.
- Wait 24 hours before attempting to clean or disinfect the area if possible
- The Office Manager and the Director of Consumer Assistance Programs will be responsible for cleaning and disinfecting all agency areas used by the infected person, including workspaces, common areas, shared objects, the small conference room. Cleaning will be done using the cleaning products identified by the EPA as effective against COVID-19.
- The agency will use disinfectant which meets the EPA’s criteria for use against Novel Coronavirus SARS-CoV-2, the virus that causes COVID-19. .
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Workers without close contact can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

### **3.3.3. Notification to the authorities**

When the agency becomes aware that a staff member or visitor has tested positive for COVID-19, the Office Manager will immediately contact the local health department and cooperate with contact tracing efforts, including notification of potential contacts, such as other workers or visitors who had close contact with the individual. The local Department of Health phone number is 518-828-3358.

## **3.4. Other**

- The Director of Consumer Assistance Programs will serve as the agency’s designated site Safety Monitor, whose responsibilities include continuous compliance with all aspects of the workplace safety plan.
- All employees will be expected to comply with any additional rules issued by the County, our landlord, regarding facility use.
- The Office Manager will be the designated person to remain in regular communication with employees who have suspected or confirmed cases of COVID-19, and will provide information on available COVID-19 leaves, provide necessary paperwork, etc.
- Consortium staff will follow all agency safety protocols when working offsite, including the wearing of face coverings, social distancing, and hand hygiene. Employees will be provided with hand sanitizer, requested PPE and cleaning supplies to take with them on off-site service appointments.