



Cortland County Community Action Program, Inc. (CAPCO)

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Head Start ❖ Early Head Start ❖ Energy Services ❖ WIC ❖ Consumer Directed Services ❖ Family Development

**Cortland County Community Action Program, Inc.
(CAPCO)**

**COVID-19 Re-Opening:
Health and Safety Procedures**

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COVID-19 Re-Opening: Health and Safety Procedures

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Appendices attached.

Our primary focus and responsibility is to keep all CAPCO Staff, participants and visitors to the building as safe and secure as possible. These guidelines have been put in place using guidance from the CDC, NYS Department of Health and NYForward. These procedures are in place for the protection of everyone. If you have a question or concern about any procedure, ask your supervisor or HR. The procedures will be updated as needed based on guidance from these entities. See **Appendix A** for general information in protecting yourself and others.

- The purpose of these procedures is to provide step-by-step processes for daily disinfecting of common areas, shared equipment, and high-touch surfaces in the office work environment.
- The goal of these procedures is to reduce the likelihood of exposure to illnesses, including the flu, common cold and the COVID-19 virus.
- Employees are accountable for conducting sanitation and disinfecting processes daily, following the steps in these procedures. It is expected that all employees incorporate these processes into their daily work routines.
- Signs with step-by-step instructions for disinfecting will be posted near every copier, appliance, and other frequently touched item.

In general, all Staff should be identifying ways to minimize their footprint while in CAPCO buildings (including your office). Some ways to do this include:

- Bringing your own coffee/beverages/food from home. This will decrease the need to wash dishes/use dishes from the office.
- ALWAYS make sure you have a mask with you to be used when in public areas, other people's offices, etc. See **Appendix B** for information re: proper use and care of face masks.
- ALWAYS have a pen/stylus with you – use your own pen when signing documents, etc.
- Pens, staplers, staple removers, other office supplies will not be available in public areas including the copy machine and mail area. You should plan to use these supplies from your own office space. Again, the idea is to minimize the number of people handling objects.
- Before going to a co-worker's office, call them, use email or text, to make sure the person is available to see you. If it can be handled via text, call or email, choose that option.
- Vendors will be allowed to enter the building as-needed with applicable Director approval prior to entering.

EMPLOYEE HEALTH AND SAFETY CHECK-POINTS

All employees and customers/visitors/vendors will be screened for symptoms **and have their body temperature taken prior to entering CAPCO's** workplace as a precautionary measure to reduce the spread of COVID-19. Employees may not enter the workplace until successfully completing the screening procedures. See **Appendix C** for the COVID-19 Self-Attestation Form.

Do not come to the office if you know you have a fever, symptoms, or have been told to quarantine by your health care provider or the health department. Stay home and call your supervisor.

Arrival Process—Main Office

- Staff who have offices in the front of the building (i.e. offices in the long hallway forward to the front of the building—The HS/EHS Assistant Director office is the last office considered in the

“front” of the building) are to enter the building using the **front glass door**.

- Staff who have offices in the back of the building (i.e. past the long hallway and exit sign door way and back) are to enter the building using the **side driveway door**. This is not the back Energy Services door, but the side door on the right-hand side as you walk down the driveway.
- Healthy Families staff will use the front door of the Healthy Families Office.
- All staff must stop at the **Employee Health and Safety Check-Point station** set-up at each entrance point. At these Check-Points, staff are required to take their own temperature using a provided Touchless Infrared Thermometer and then complete a **Daily Attestation using ChildPlus on each individual work computer**.
 - Instructions for using the thermometer and completing the attestation form will be provided at the Check-Point.
- Physical Attestation Forms will be available at the Main Office front door entry point for visitors to the building and for staff who are unable to complete the Attestation using ChildPlus.

Screening Process

- Employee screenings will be conducted in accordance with applicable CDC guidance using a provided **touchless forehead/ temporal artery** thermometer. (See **Appendix D** for CAPCO's Screening Policy)

All staff must follow the below steps before entering the building on a daily basis:

1. Using the provided hand-sanitizer pump, pump hand-sanitizer on your hands, rubbing-in thoroughly.
2. Using the provided *touchless* thermometer, take your temperature (please reference the thermometer instructions on the side panel of this poster board).
 - **Please note:** Temperatures may also be taken at-home before the employee reports to work. The employee must attest that they took their temperature at home before reporting to work. This must be done each day before the employee reports to work.
3. Using the provided hand-sanitizer, re-sanitize your hands, rubbing-in thoroughly.
4. Immediately report to your work computer and complete the online Attestation on the ChildPlus database. Employees should complete the Attestation before doing anything else for the day.
 - ChildPlus has been added to each employee's main work computer with log-in credentials assigned and communicated. The Human Resource Department has access to Attestation data that will be reviewed on a daily basis.
5. If your temperature is **100.400 or greater** OR if you answer '**Yes**' to any of the *other* questions on the Attestation, **do not enter and immediately leave the building**. **Immediately go home to isolate and call your supervisor for further instructions. If your supervisor is unavailable, contact HR.** Re-sanitize before officially entering the building at your discretion.

Results and Actions

An employee who has a **fever at or above 100.4 degrees Fahrenheit** or who is experiencing coughing, shortness of breath or other COVID-19-related symptoms based on current CDC guidance and the completed **daily Attestation Form** will be sent home immediately. Employees should contact their supervisor/manager if they cannot successfully complete the screening process and need to go home.

An employee sent home can return to work when:

- If an employee is sent home solely for a fever at or above 100.00 degrees Fahrenheit, the employee must have no fever for at least 24 hours (that is, one (1) full day of no fever without the use of medicine that reduces fevers) to *physically* return to work.
- If an employee is sent home due to symptoms of COVID-19 and/or exposure to COVID-19 and the employee remains out of work for three (3) or more consecutive days, she/he will not be permitted to physically return to work until receipt of a doctor's clearance, clearance from a local Health Department, and/or negative COVID-19 testing results with clearance to return to work.
- If an employee is out of work due to exposure to COVID-19 that has been identified and communicated via quarantine orders from a local Health Department's contact tracing, the employee cannot physically return to work without clearance from the local Health Department.

Employees who are quarantining due to COVID-19 symptoms, exposure, quarantine order, or are sent home following screening at the Employee Health and Safety Check-Point *may* have the ability to work remotely from home, use designated COVID-19 Leave per the Family's First Coronavirus Response Act (FFCRA), or use accrued leave time (i.e. sick, personal, annual).

Employees must receive approval to work remotely from their Program Director and the Agency's Executive Director and/or Human Resources designee using the Remote Work Authorization Form. Remote work approvals will be dependent on the specific position, employee circumstances, Program/Agency needs, and the ability to accommodate remote work.

Employees who are unable to report to work due to caring for a her/his child whose school or place of care is closed to that child due to COVID-19 reasons will have the ability to apply for COVID-19 Leave per the Family's First Coronavirus Response Act (FFCRA), which includes Emergency Paid Sick Leave and Expanded Emergency Family Medical Leave. Use of accrued leave may also be granted for this purpose as needed. Specific information regarding leave under the FFCRA can be accessed through Human Resources and/or referencing the Staff Member Page. Remote work may be approved for this circumstance, but must be approved by the Program Director and the Agency's Executive Director (or Human Resources designee) using the Remote Work Authorization Form. Remote work is not guaranteed for all positions and approvals will be dependent on the specific position, employee circumstances, Program/Agency needs, and the ability to accommodate remote work.

Should you become ill after arriving at the office and/or exhibit any of the symptoms identified in the COVID-19 screening (fever of 100.00, cough, shortness of breath, sore throat or any other symptoms associated with COVID-19 (e.g., loss of taste or smell, gastrointestinal problems, such as nausea, diarrhea, and vomiting) you should immediately report this to your supervisor and go home.

Specific questions regarding employees being sent home from work and/or leave time should be directed

to the employee's supervisor and/or Human Resource Department.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- CAPCO will provide all necessary personal protective equipment (PPE) to ensure staff healthy and safety in the workplace.
- CAPCO will provide every Agency employee with a minimum of **two (2) re-usable masks/face-coverings**. These masks will be washable and staff will be responsible for washing/cleaning masks as needed. It is recommended that masks be washed after several uses, when dirty Staff may use their own acceptable face covering if preferred.
- Hand sanitation dispensers are provided throughout each Agency building for staff use.

Stylus's will be provided to Agency staff members to open doors and use on touch-screen common surfaces (i.e. Main Copier touch screen, etc.)

- Where necessary, floor tape indicating 6ft social distancing
- Plexi-glass has been installed in participant/community contact areas, including the front Reception area and WIC Clerk appointment area
- Masks/face coverings must be worn in all common areas and where 6ft social distancing cannot be maintained. Out of respect for colleagues, employees should not remove face coverings/masks in individual/shared offices within 6ft without mutual permission between employee and colleague.

SANITATION

- The purpose of these procedures is to provide step-by-step processes for daily disinfecting of individual/shared offices, common areas, shared equipment, and high-touch surfaces in the office work environment. See **Appendix E** for Agency-Wide Procedures for Sanitation Processes.
- The goal of these procedures is to reduce the likelihood of exposure to illnesses, including the flu, common cold and the COVID-19 virus.
- Employees are accountable for conducting sanitation and disinfecting processes daily, following the steps in these procedures. It is expected that all employees incorporate these processes into their daily work routines.
- Signs with step-by-step instructions for disinfecting will be posted in every individual/shared office, near every copier, appliance, and other frequently touched item.

- These procedures are in place for the protection of everyone. If you have a question or concern about any procedure, ask your supervisor or Human Resources.

Cleaning and Disinfecting Procedures—Common Areas

The CAPCO Maintenance/Janitorial department will be cleaning all common areas of the Main Office on a daily basis. Satellite sites will be cleaned on a routine basis per the cleaning schedule. Routine cleaning will include designated disinfecting/sanitation efforts for all commonly used and touched surfaces.

Common areas at the CAPCO Main Office as well as satellite locations (i.e. Healthy Families Office-28 N. Main Street, Cortland; CAPCO South Main Facility-236 S. Main Street, Cortland; Cosimo's-3 Huntington Street, Cortland; Elm Tree-279 NYS Rte 13, Cortland) include but are *not limited to*:

- Foyer
- Reception lobby (Main Office specific)
- Conference Room
- Meeting spaces
- Hallways
- Staff Kitchen
- Staff and Public Restrooms
- Utility Room
- Side Door Foyer (Main Office specific)
- WIC Waiting Area (Main Office specific)

Common Area Surface Sanitation

Disinfecting daily at the Main Office and on a routine basis per the cleaning schedule at satellite locations by the CAPCO Maintenance/Janitorial department will include but *not limited to*:

- Doors- glass, handles, and buttons.
- Counter tops, and walls.
- Office furniture and equipment.
- Door knobs, light switches, telephones, and remotes.
- Restrooms- Toilets, urinals, sinks, walls, floors, and dispensers.
- Staff Kitchen- surfaces, appliances, knobs, fixtures
- Any other common-touched surfaces as needed.

Cleaning and Disinfecting Procedures—Individual & Shared Offices

Routine cleaning removes visible dirt but does not kill or remove germs. Daily efforts must be dedicated to disinfecting individual/shared offices, common areas, high-touch surfaces, shared spaces, and equipment used by more than one person. These processes are to be followed to ensure effective disinfecting.

Individual/Shared Office Surface Sanitation

This is mandatory disinfecting protocol for individual/shared office spaces. Disinfecting individual or shared offices is the responsibility of the staff that occupy these offices and should be done on a daily basis. CAPCO's Maintenance/Janitorial department is responsible for designated common areas. If staff need cleaning supplies, please contact Denise Peroulakis at extension 1113 or maintenance@capco.org

Disinfecting daily will include but *not limited to*:

- Desks, copiers, fax, chairs, keyboards, mice, monitors, filing cabinet handles, telephones, remotes, dispensers, plexi glass
- Trash/Recycle cans
- Office supplies- i.e. pens, thermometers, staplers, tape dispensers, scissors, credit cards, etc...
- Door knobs- inside and out, light switches
- Tools
- Toys
- *All* touched surfaces throughout the day

Supplies

- Each office will be provided with a roll of paper towels, sanitation solution, and/or disinfecting wipes.
- Each employee desk will be provided with hand sanitizer spray

Sanitation Procedures

- Before disinfecting anything, *the first step will always be to wash your hands* following the **CDC's Handwashing Procedures. See Appendix F.**
- *Wash your hands* following the CDC's Handwashing Procedures
- If surfaces are visibly dirty, start by cleaning them with soap solution and allowing to dry, prior to disinfecting.

NOTE: Please refer to the Safety Data Sheet (SDS) Binder located in the Utility Room for information on proper uses of all ***cleaning supplies, disinfectants, and all other chemicals.*** Never use a chemical you are unfamiliar with prior to referencing the SDS.

The processes for cleaning high touch surfaces and shared equipment are as follows:

Step 1: Using the EPA approved disinfectant sprayed onto the surface or a paper towel - or a pre-moistened wipe containing at least 60% alcohol, do a *one-way* wipe of the surface. Wipe the surface *in one direction*. Do not go back over it in the opposite direction as that could re-deposit germs onto the surface.

Step 2: Allow the surface to completely air dry.

Step 3: Dispose of paper towels in trash.

STAFF KITCHEN & BREAKROOM

- Masks should be worn when in the kitchen.
- Bleach wipes/spray will be available to wipe down surfaces before/after touching.
- Only **2 people will be permitted in the kitchen at a time**. Use of alternate microwave in the board room is encouraged if necessary to reduce congestion in the kitchen.
- Chairs will be removed and staff may eat in the board room where social distancing can be maintained—chairs are separated minimally 6ft apart in the board room.
- Staff should wash communal dishes/utensils before using.
- Staff will be asked to use their own cups for coffee and water.
- Hand Sanitizer will be available.
- Door should be **kept open** at all times for contactless entry.
- Tip: Bring lunch from home that does not require heating.
- Tip: Clean the inside of the microwave and the glass plate if anything spills or splatters while you are using it.
- Tip: Bring coffee from home in a travel mug.
- Tip: Know the location of items you want to remove from the refrigerator and only touch those items.
- Tip: Bring your lunch in an insulated lunch bag and keep at desk.
- Tip: Do not touch any areas of the vending machine that you don't need to, such as the glass front.
- Tip: Do not touch any areas of the vending machine that you don't need to, such as the glass front.
- Tip: Have the exact change so you don't need to touch the coin return.

BOARD/CONFERENCE ROOM

- Masks should be worn when entering the room until you sit in your chair to ensure social distancing.
- Staff may eat lunch in the board room.
- After eating, clean and sanitize the space used.
- Chairs will be removed, leaving only **1 chair per table** positioned at least 6ft apart.
- A microwave will be available in the Board Room to cut down on congestion in the break room.
- Hand Sanitizer will be available for staff to use when they enter the room.
- Door should be **kept open** for contactless entry.
- Side tables will be removed to ensure social distancing.
- Meetings will be limited to groups of **8 or less with only 1 person permitted per table**
- Signs displayed encouraging hand washing and social distancing.

RESTROOMS

- Staff and public restrooms have been retro-fitted for employee and participant safety.
- Restrooms now have touchless faucets on all bathroom sinks and touchless flushers on all toilets/urinals.
- Garbage can lids have been removed for staff to easily dispose of paper towels and other trash without touching garbage can surfaces
- Hand soap is provided in every bathroom. Additional hand sanitation is encouraged using hand sanitizer dispensers located throughout the building.

MAIN COPY MACHINE USAGE

- Masks are required to be worn when accessing the main lobby/Reception to use the copier.
- Only one person should be using the copier at a time
- Staff should maintain social distancing if waiting a turn to access the copier, at least 6ft apart. Markers will be indicated on the floor to guide 6ft social distancing.
- All copy jobs, should be on **hold** from staffs' desktop computer when printing.
- Unless using a CAPCO-provided stylus, use hand sanitizer to sanitizer your hands upon retrieving a copy job
 - Use of hand sanitizer is always encouraged as a safe practice regardless of use of stylus.
- Upon sanitizing hands, enter your department code to retrieve your print job
- Take your print job and leave the printer area
- Agency Receptionist will sanitize the Main Copier on a routine basis throughout the day.
- No common staplers, pens, paper clips, or other supplies will be out and available for common use. The Receptionist will maintain the hole punch and large-capacity stapler—please request the use from the Receptionist.
- The Receptionist or designee should be the only staff member to replace paper in the Main Copy Machine and to retrieve fax transmissions.
- The postage machine should only be used by the Receptionist or designee and incoming mail should only be disbursed by the Receptionist or designee.

VEHICLES

- CAPCO Staff will be encouraged to use their own vehicles when possible and reimbursed for mileage to minimize the amount of people using the same vehicles. Supervisors will approve staff use of personal vehicles and determine use of CAPCO vehicles when needed.
- Cleaning kits containing items needed to properly disinfect high touch surfaces will be accessible in every agency owned vehicle.
- Refer to **Appendix G** for guidance on high-touch areas in vehicles that should be disinfected before and after every use.

- Excessively dirty surfaces should be cleaned with soap and water and allowed to dry prior to disinfecting.
- Disinfect high touch surfaces in the vehicle before and after use by spraying EPA approved disinfectant onto a paper towel and wiping down surfaces. Allow surfaces to dry completely.
Note: Do not get surfaces, especially touch screens/electronics excessively wet and never spray them directly with cleaning solution.
- Dispose of paper towels, gloves in trash.
- Tip: Always wash your hands before and after driving and after fueling the vehicle. If not able to wash hands, used hand sanitizer containing at least 60% alcohol. Allow hand sanitizer to dry before driving or resuming activities.
- Tip: Never use bleach or ammonia inside of a vehicle and always properly ventilate the vehicle by opening the windows before cleaning the interior.
- Tip: Never use alcohol based or other cleaners near ignition sources such as the running motor of a vehicle.

→ **Appendix H**—CAPCO’s Infectious Disease Policy

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



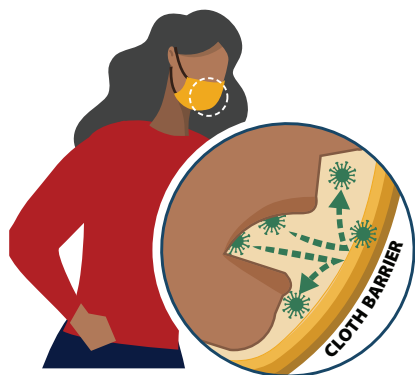
- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



COVID-19 Self-Attestation Form
To Be Completed *Prior* to Work Day/Shift

Prior to the start of each work shift, **The Cortland County Community Action Program, Inc. (CAPCO)** requires that all employees complete a COVID-19 self-attestation form. The attestation must be clear and complete and submitted to **the designated drop box** before an employee can start their work shift. Human Resources collects and reviews Self-Attestation Forms.

After reviewing an employee's self-attestation, if **CAPCO** believes that an employee is exhibiting COVID-19 symptoms, was exposed to COVID-19 or is unable or unwilling to self-certify, **CAPCO** will ask the employee to immediately leave the work premises and *may* be required to seek medical attention and applicable testing by their health care provider. Employees may not return until all applicable requirements are met.

Certification

I _____, hereby certify that on today's date the following information is true and accurate:
 (Print Name)

Daily Temperature Check: _____ ***If 100.4 or greater, immediately go home!*

Statement	Yes	No	Comments
Fever of 100.4 degrees or greater			
Cough* within the past 24 hours (This should be out of the ordinary and more than incidental. This does not include a previous diagnosis unrelated to COVID-19, i.e. allergies, etc.)			
Shortness of breath within the past 24 hours			
Sore throat (This should be out of the ordinary and more than incidental. This does not include a previous diagnosis unrelated to COVID-19, i.e. allergies, etc.)			
Any other symptoms associated with COVID-19 (e.g., loss of taste or smell, gastrointestinal problems, such as nausea, diarrhea, and vomiting)			
Close contact with an individual diagnosed with or exhibiting symptoms of COVID-19*			
Received a positive test result or diagnosis based on symptoms for COVID-19			
Currently directed to self-isolate or quarantine by health care provider or public health official			

**Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within six (6) feet of a person who has tested positive for COVID-19 for about 10 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.

I certify that the above statements are true and correct.

Employee Signature: _____

Date: _____



COVID-19 SCREENING POLICY

All employees and customers/visitors/vendors will be screened for symptoms **and have their body temperature taken** prior to entering **CAPCO's** workplace as a precautionary measure to reduce the spread of COVID-19. Employees may not enter the workplace until successfully completing the screening procedures.

This practice will remain in place until the pandemic is over or until otherwise notified by federal, state or local officials that such practice is not permissible.

SCREENING PROCESS

Upon arrival at work each day, employees must report **to their designated point of building entry and stop at the Employee Health and Safety Check-Point** to complete a mandatory self-health screen, including a temperature check, before entering the building interior. Employees must maintain a distance of at least six (6) feet from each other while waiting to be screened.

Employee screenings will be conducted privately and in accordance with applicable CDC guidance using a **touchless forehead/ temporal artery** thermometer.

In addition to the temperature screen, employees will be asked if they are experiencing any COVID-19 related symptoms (e.g., coughing, shortness of breath, chills, sore throat, etc.) or if the employee has been exposed to anyone with a confirmed or presumed positive test. The employee's temperature and answers to related symptoms and exposure questions will be documented and the record will be maintained as a private medical record.

Screening staff will be required to wear appropriate personal protective equipment (PPE), such as face masks/face coverings as well as gloves and eye protection, as necessary.

PAY FOR SCREENING TIME

Employees will be paid in accordance with applicable federal and state wage and hour laws.

RESULTS AND ACTIONS

An employee who has a **fever at or above 100.4 degrees Fahrenheit** or who is experiencing coughing, shortness of breath or other COVID-19-related symptoms based on current CDC guidance will be sent home immediately. Employees should contact their supervisor/manager if they cannot successfully complete the screening process and need

to go home. Employees should monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- If an employee is sent home solely for a fever at or above 100.4 degrees Fahrenheit, the employee must have no fever for at least 72 hours (that is, three (3) full days of no fever without the use medicine that reduces fevers)
- If an employee is sent home due to symptoms of COVID-19 and/or exposure to COVID-19 and the employee remains out of work for three (3) or more consecutive days, she/he will not be permitted to return to work until receipt of a doctor's clearance and/or negative COVID-19 testing results, whichever is available first.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work.

COVID-19 EXPOSURE

Employees who have been exposed to an individual with a confirmed or presumed positive COVID-19 test will be sent home and must not report back to work for at least 14 days.

An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact **her/his supervisor/manager** for further direction.

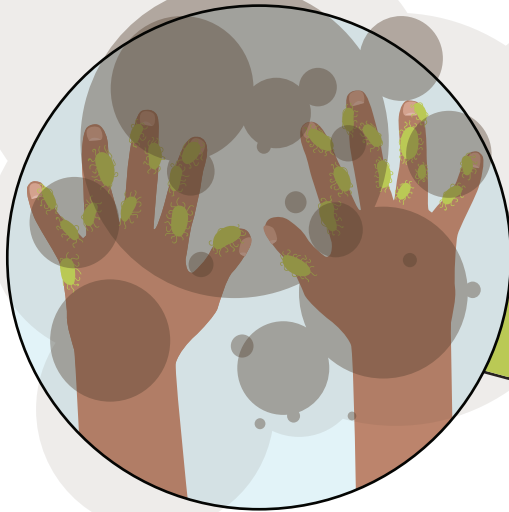
Appendix E– Agency Wide Procedures for Sanitation Processes

Common Areas / Shared Spaces	Shared Equipment / Shared Supplies	High Touch Surfaces
Conference Rooms	Copy Machines	Tabletops
File Rooms	Postage Machine	Backs of chairs, arms of chairs
Break Rooms	Paper Cutter	Light switches
Kitchens	Staplers, Tape Dispensers	Doorknobs/handles, door frame
Bathrooms	White Boards and Markers	Drawer/cabinet hardware/handles
Storage Areas/Closets	Phones	Refrigerator handles
Outdoor Picnic Tables	Remote Controls	Microwave door handle and control panel
Intake Rooms	Computers	Flush mechanism on toilet
Agency owned vehicles	Kitchen appliances	Faucets and edge of sinks
Building entry areas	Cleaning equipment	Coffee makers, Water Coolers
Stairwells	Tools	Mailboxes
	Binders, manuals, etc.	Remote controls, speakers
		Supply cabinets, shelves
		Cords, adaptors, cables
		Mouse pads, mouse, keypads
		Thumb Drive, DVD, CD
		Elevator buttons
		Stair rails
		Cell phones, tablets, cameras
		Vending Machines
		Book and brochure racks, displays
		Controls on A/C and heating units
		Files, forms, paperwork
		Bulletin boards
		Window hardware, blinds, curtains
		Desktop items: stapler, pens, sticky note dispenser, tape dispenser.

Do Not Share:

- Dishes, utensils, mugs, etc.
- Writing utensils, tape dispensers, staplers, etc. Everyone should have their own supplies whenever possible.
- Food or beverages
- Clothing such as sweaters, scarves, etc.
- Phones, tablets, cameras and other technology
- Newspapers, magazines, books
- Coat hooks, tote bags, luggage, etc.

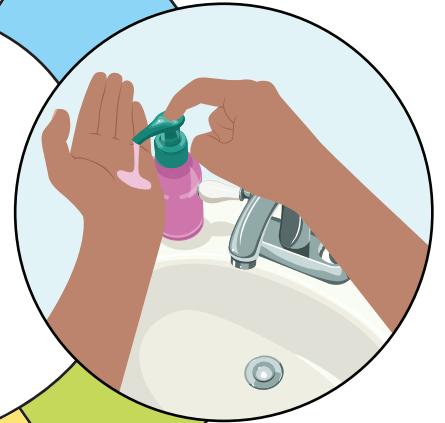
Wash Your Hands!



Dirty!



Wet



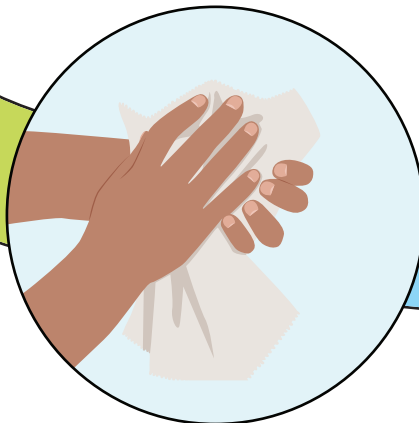
Get Soap



Scrub



Rinse



Dry



Clean!



Centers for Disease
Control and Prevention
National Center for Emerging
and Zoonotic Infectious Diseases

www.cdc.gov/handwashing



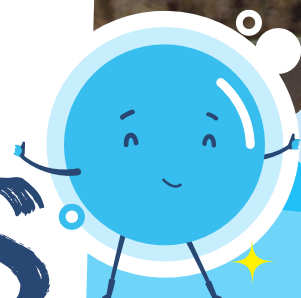
**CLEAN
HANDS KEEP
YOU HEALTHY.**

**Wash your hands with soap
and water for at least**

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing



This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

Appendix G–

Agency Wide Procedures for Sanitation Processes –

High Touch Surfaces in Vehicles

- Keys and Key Fobs
- Door handles, latches, lock buttons
- Steering Wheel
- Shift Lever
- Glove Compartment Latch
- Vehicle Manual
- Gas Cap
- Buttons and Touch Screens (Radio, Mirror Adjustors, Climate Controls)
- Armrests, seat belts, grab handles, seat adjustors
- Headrests
- Sun Visors
- Rear View Mirror
- Window Control Buttons
- Seats
- Beverage Holders
- Console Latch
- Trunk and Hood Latches
- Miscellaneous items in the vehicle (clip boards, pens, flashlight, etc.).



INFECTIOUS DISEASE POLICY

It is the goal of **The Cortland County Community Action Program, Inc. (CAPCO)** during a period of an infectious disease outbreak or pandemic to maintain essential functions and services and provide a safe and healthy work environment for employees, vendors and the public. **CAPCO** is committed to establishing methods for monitoring the severity and duration of an outbreak or pandemic, implementing measures to minimize exposure in the workplace and sustaining essential functions until the organization can resume normal operations.

COMMUNICATION

The Human Resource Director will oversee the implementation of this policy and coordinate communications from management to employees and other stakeholders. Duties include:

- Monitoring and coordinating events and communications around an infectious disease outbreak or pandemic; and
- Creating work rules that could be implemented to promote safety through infection control.

Oversight includes the maintenance of a current list of contacts including:

- Government agencies;
- Emergency response and healthcare facilities and services; and
- Equipment suppliers and service contractors who can or have agreed to assist during and after an outbreak or pandemic.

SAFETY AND HEALTH MEASURES

CAPCO will implement disease mitigation and protective measures for employees working onsite and offsite and for interactions with customers, vendors and the public during the outbreak or pandemic. **CAPCO** is committed to providing the most current and credible information about the disease, including the way it spreads, symptoms and measures to prevent its transmission.

Reducing Transmission

To ensure a clean and safe workplace, **CAPCO** will conduct a regular cleaning of frequently used objects and areas, including:

- All common spaces
- Conference rooms;
- Bathrooms;
- Cafeterias and break rooms;
- Door handles;
- Telephones; and

- Hand railings.

Employees and other individuals who enter the workplace will be advised to follow personal hygiene practices to prevent infection (e.g., hand washing with soap and water or the use of hand sanitizer with at least 60% alcohol, avoid touching of the face) and will be provided access to basic hygiene supplies (e.g., soap, water, hand sanitizer, etc.).

Exposure Risk Assessment

Specific measures to minimize the spread of infection at each work location may be based on the risk level of exposure to employees. **CAPCO** may install protective devices or adopt other interventions to prevent or mitigate exposure to an infectious disease when and where feasible. Controls may include:

- Physical barriers to control spread of the disease (e.g., plastic sneeze guards); or
- Administrative controls, such as staggered work schedules to minimize the number of individuals at the workplace or allow for thorough cleaning and disinfection between work shifts.

Health Monitoring

Supervisors/Managers or other designated personnel will be trained to identify persons with signs and symptoms of an infectious disease as described in guidance provided by the Centers for Disease Control and Prevention (CDC) (e.g., fever, cough and shortness of breath) and determine the course of action to separate the person or persons from others or remove them from the workplace (e.g., send them home). Such personnel will also be trained in other techniques to minimize disease exposure and direct person-to-person contact, including social distancing (i.e., avoiding large gatherings and maintaining distance (approximately six feet) from others when possible (e.g., breakrooms and cafeterias)). All employees will be notified on how to self-monitor for symptoms and report to a **supervisor/manager** or management when they are ill or experience infectious disease symptoms.

Face Coverings

The CDC recommends that individuals wear cloth face coverings in public places or when it is impossible to practice social distancing.

Unless otherwise notified by your **supervisor/manager**, employees may be required to wear a face covering at work. A face covering is generally a cloth, bandana or other type of material that covers an employee's mouth and nose.

Stay Home When Sick

Employees are urged not to report to work when they are feeling ill or are experiencing symptoms of an infectious disease (e.g., fever, cough or shortness of breath). An employee who appears to exhibit infectious disease symptoms upon

arrival at work or who becomes sick during their time at work will be separated from others and sent home.

If an employee is confirmed to have contracted an infectious disease, **CAPCO** will inform other employees of their possible exposure in the workplace, but the confidentiality of the infected employee will be maintained as required by the Americans with Disabilities Act (ADA) and all other applicable federal, state, and local regulations. The employee's co-workers will be instructed to self-monitor for symptoms and be provided with guidelines for doing so.

Remote Work

Employees who normally work onsite and are also capable of performing work from home or remotely may be encouraged or told to do so during an infectious disease outbreak or pandemic. The arrangement may be temporary or long-term depending on pandemic-related/contagion-related conditions such as public shelter-in-place orders, quarantines, childcare service disruptions or school closings and other related factors.

All remote or telework arrangements or requests will be determined on a case-by-case basis, considering factors including:

- Appropriateness of the job for telecommuting;
- Tenure;
- Seniority;
- Employee performance;
- Flexibility;
- The reason(s) for telecommuting; and
- The ability to work independently.

CAPCO will determine what equipment, if any, to provide to the employee to facilitate the remote or telework arrangement.

The employee may designate a workspace or off-site work area for installing any equipment to be used while telecommuting. The employee will be expected to maintain the workspace in a safe condition, free from hazards to people and equipment.

Social Distancing

CAPCO may implement social distancing guidelines to reduce the spread of the infectious disease in the workplace. In accordance with CDC recommendations, employees and other individuals who enter the workplace may be encouraged to maintain a minimum distance of **six (6) feet or the number of feet recommended by the CDC for proper social distancing** from any other person during an infectious disease outbreak or pandemic. All business meetings may be held via

phone or video conference. Employees and others may be prohibited from congregating in meeting rooms, common areas and all other onsite locations.

Cleaning and Disinfection After Positive Case

In the event an employee or any other person at the workplace tests positive for an infectious disease, cleaning and disinfection protocols will be implemented in accordance with CDC recommendations, including instructions and supplies for employees to disinfect their personal work areas. Employees should make efforts to avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

CAPCO will take steps to clean and disinfect all facility areas that have been used or may have been used by a person with a confirmed positive test result for the disease or who exhibited disease symptoms while at work.

Travel Restrictions

CAPCO will evaluate the risk of employee exposure to the infectious disease from business travel, and may restrict, cancel or ban business travel as necessary to minimize or prevent risk of infection. In making such determinations, consideration will be given to any travel bans or advisories issued by government agencies, including the U.S. Department of State and the CDC.

Non-Essential Activities

During an infectious disease outbreak or pandemic **CAPCO** may postpone or cancel all nonessential activities, including meetings, gatherings and training sessions. Affected employees would be notified as soon as practicable.

Relocation of Essential Activities

CAPCO will notify all affected employees in the event essential onsite facilities or activities must be relocated and will provide instructions to continue or resume essential functions.

VACCINATION

CAPCO will attempt to make a vaccine for the infectious disease accessible and/or communicate accessibility. Employees are encouraged to contact their doctor or healthcare provider to get vaccinated.

ATTENDANCE AND LEAVE

Attendance

CAPCO's attendance policies will remain in place during an infectious disease outbreak or pandemic, unless otherwise notified. If an employee has a challenge (e.g., childcare issues in the event of a school closure), they should speak to their **supervisor/manager** to determine an alternative plan.

Employees will be notified of any work schedule changes caused by an infectious disease outbreak or pandemic. Requests to adjust individual work schedules will be addressed on a case-by-case basis.

Leave

If an employee is out of work because of exposure to an infectious disease, or other illness or condition recognized by federal, state or local law, the employee may be required to submit additional information for the absence.

To the extent permissible by law, **CAPCO** may modify its leave policies in force during normal operations to reflect conditions during a declared infectious disease outbreak or pandemic (**i.e. see the New York COVID-19 Paid Sick Leave and/or Families First Coronavirus Act (FFCRA) and Emergency Paid Sick Leave policies**)

RETURN TO WORK

Employees who have tested positive for an infectious disease (e.g., COVID-19) or who have isolated or quarantined with symptoms of infection may return to work when they have met the following criteria:

- Provide documentation of confirmed negative results of an FDA-approved test for the infectious disease (confirmed means a second test validates an initial positive test or screen); or
- The employee has had no fever for at least 72 hours (that is, three (3) full days of no fever without the use of medicine that reduces fevers); **and**
- Respiratory symptoms have improved (for example, cough or shortness of breath have improved); **and**
- At least 10 days have passed since their symptoms first appeared.

CAPCO understands that doctors and other health care professionals may be too busy during and immediately after an outbreak to provide fitness-for-duty documentation.

CAPCO may rely on other credible sources such as local clinics to provide a form, a stamp or an email to certify that an individual does not have an infectious disease.

COMPENSATION

Employees will be paid for all hours worked during an infectious outbreak or pandemic.

Employees will be notified of any changes in pay rates for non-exempt employee hourly rate of pay or exempt employee salary as a result of long-term business needs caused by significant business disruption or economic shutdown due to an infectious disease outbreak or pandemic.

FURLOUGHS/LAYOFFS AND CLOSINGS

In the event of a temporary or permanent closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, employees will be notified as soon as practicable concerning a furlough, layoff or business closing, including an explanation as to why notice was not provided if a furlough/layoff is implemented without advance notice.

Employees subject to a furlough/layoff under this policy will be notified about available benefits and where to obtain additional information and guidance.

ONSITE WORK PROHIBITED

CAPCO reserves the right to prohibit an employee or another individual with a confirmed positive test or who is displaying symptoms (even without a confirmed positive) or has been in close contact with someone with a confirmed or presumed positive test for an infectious disease from entering onsite facilities, programs and functions if a determination is made that the entry introduces a recognized hazard to the workplace and the restriction protects the safety and health of employees, customers and others. Where possible, every effort will be made to accommodate such employees prohibited from onsite work with remote work, or other alternative work.

CONFIDENTIALITY

Infectious disease-related diagnostic information about employees will be treated as confidential, privileged information. All information about an employee's illness will be treated as a confidential medical record in compliance with the Americans with Disabilities Act (ADA). The employer will adhere to all federal, state and local public health reporting requirements.

NO RETALIATION

Employees who raise a concern or make a complaint regarding any aspect of this policy in good faith will not be retaliated against or penalized in any manner. Any employee who believes they have been retaliated against in violation of this policy should notify **the Human Resource Director** immediately.

ADDITIONAL INFORMATION

Employees may contact **the Human Resource Director** with questions regarding this policy.