



# Emergency Preparedness Plan

Cortland County Community Action Program, Inc.  
CAPCO

32 North Main Street  
Cortland, NY 13045  
Last updated November 2021

Policy Council Approval Date: December 21, 2021  
CAPCO Board of Directors Approval Date: December 16, 2021

## CAPCO WORKSITE LOCATIONS & EMERGENCY COORDINATORS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager in Agency):

**Name: Greg Richards, Executive Director:** Phone: 607-753-6781; Cell: 607-745-2807

### Agency Work Locations (Sites):

**CAPCO Main Office**, 607-753-6781, CAPCO-owned property  
32 North Main Street, Cortland, NY 13045

- Emergency Coordinator: **Denise Peroulakis**, (P): 607-753-6781; (C): 607-745-6629

**CAPCO South Main Facility**, 607-218-6518, CAPCO-owned property  
236 South Main Street, Cortland, NY 13045

- Emergency Coordinator: **Kristi Coye**, (P): 607-753-6781; (C): 607-543-0710

**CAPCO Energy Services Facility**, 607-344-3112, CAPCO-rented property

- Emergency Coordinator: **Denise Peroulakis**, (P): 607-344-3112; (C): 607-745-6629

**CAPCO Healthy Families & Adult Education Facility**: (607) 844-7327, CAPCO-rented property

- Emergency Coordinator: **Brandy Strauf**, (P): 607-753-6781; (C): 607-591-1256
- Emergency Coordinator: **Deanna Pace**, (P): 607-753-6781, extension 1401

CAPCO Head Start/Early Head Start Healthy Services Offices: (607), CAPCO-rented property

- Emergency Coordinator(s):  
**Bethann Wieder**, (P): 607-753-6781; (C): 607-227-4704  
**Kristi Coye**, (P): 607-753-6781; (C): 607-543-0710  
**Mmselle Sonnacchio**, (P) (607) 844-7163; (C): (607) 745-5136  
**Brian Halladay**, (C): (315) 729-0688

**Cosimo's**, 607-662-4288, CAPCO-rented property  
3 Huntington Street, Cortland, NY 13045

- Emergency Coordinator(s): **Bethann Wieder**, (P): 607-753-6781; (C): 607-227-4704  
**Kristi Coye**, (P): 607-753-6781; (C): 607-543-0710  
**Jim Cosimo** (Landlord), (P): (607) 756-8658

**Elm Tree**, CAPCO-rented property  
279 NYS Route 13, Cortland, NY 13045

- Emergency Coordinator(s): **Kristi Coye**, (P): 607-753-6791; (C): 607-543-0710  
**Bethann Wieder**, (P): 607-753-6781; (C): 607-227-4704  
**Bruce Martins** (Landlord), (P): (607) 423-2301

**YMCA**, 607-758-8450, CAPCO Head Start-designated rented space  
22 Tompkins Street, Cortland, NY 13045

- Emergency Coordinator(s): **Noah Beck:** (P) (607) 756-2893; (C) (607) 423-8450  
**Bethann Wieder,** (P): 607-753-6781; (C): 607-227-4704  
**Kristi Coye,** (P): 607-753-6791; (C): 607-543-0710

**Randall Elementary School,** 607-758-4170, School District  
31 Randall Street, Cortland, NY 13045

- Emergency Coordinator(s): **Juliann Quinn, Principal** (W) (607) 758-4170 ( C) (607) 543-0164  
**Becky Johnson:** (W) (607) 218-6813 (C) (607) 423-5916  
**Bethann Wieder,** (P): 607-753-6781; (C): 607-227-4704  
**Kristi Coye,** (P): 607-753-6781; (C): 607-543-0710

**Smith Elementary School,** 607-758-4175, School District  
33 Wheeler Ave, Cortland, NY 13045

- Emergency Coordinator(s): **Angela Wanish, Principal** (W) (607) 758-4180 ( C) (607) 423-3338  
**Becky Johnson:** (W) (607) 218-6813 (C) (607) 423-5916  
**Bethann Wieder,** (P): 607-753-6781; (C): 607-227-4704  
**Kristi Coye,** (P): 607-753-6781; (C): 607-543-0710

## IMPORTANT EMERGENCY PHONE NUMBERS

| <b>Agency</b>                  | <b>Service</b> | <b>Number</b>  |
|--------------------------------|----------------|----------------|
| Fire Department                | Emergency      | 911            |
| Paramedics/Ambulance           | Emergency      | 911            |
| Police Department              | Emergency      | 911            |
| Federal Protective Services    | Emergency      | 911            |
| Cortland City Police           | Non-Emergency  | 607-756-2811   |
| Homer Police Department        | Non-Emergency  | 607-749-2022   |
| Cortland County Sheriff        | Non-Emergency  | 607-758-5599   |
| Cortland City Fire Department  | Non-Emergency  | 607-758-8380   |
| Cortlandville Fire Department  | Non-Emergency  | 607-753-9014   |
| First Light                    | Non-Emergency  | 888-832-4976   |
| Homer Fire Department          | Non-Emergency  | 607-749-3121   |
| Marathon Fire Department       | Non-Emergency  | 607-849-6157   |
| McGraw Fire Department         | Non-Emergency  | 607-836-4123   |
| Electric-National Grid         | Non-Emergency  | 1-800-892-2345 |
| Gas-NYSEG                      | Non-Emergency  | 1-800-572-1121 |
| Water-Cortland Co. Water Dept. | Non-Emergency  | 607-753-3061   |

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Potential emergencies covered in this Plan and to be reported by site personnel include:

- FIRE
- FLOOD
- EARTHQUAKE
- EXTREME HEAT
- THUNDER & LIGHTNING STORM
- TERRORIST EVENT/RANDOM ACT OF VIOLENCE/INTRUDER
- CHEMICAL/TOXIC SPILL
- PANDEMIC FLU
- WINTER STORM/EXTREME COLD
- HEALTH/MEDICAL EMERGENCY
- UTILITY OUTAGE/BLACKOUT
- LOST CHILD/CODE PINK PROCEDURES

## **EVACUATION ROUTES**

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Location of fire extinguishers
  4. Fire alarm pull station locations
  5. Assembly points
  
- Site personnel should know at least two (2) evacuation routes.

### **OVERVIEW OF GENERAL EMERGENCY PROCEDURES**

These are standard procedures that will be put into action regardless of the emergency.

#### **In Preparation:**

- Train and document all staff at new hire orientation and on a consistent basis thereafter on workplace safety and emergency preparedness for all potential disasters/emergency situations.
  
- Identify and assign individual responsibilities for staff during and following an emergency (including accounting for and evacuating program participants/children, injury control, and damage assessment).
  
- Inspect the center for potential safety issues and report to immediate Supervisor, Program Director, Facilities Manager, and/or S.A.F.E. Committee.

#### **During:**

- Call your immediate Supervisor and/or Program Director about the emergency or evacuation and provide the following information:
  - Name of Center
  - Your Name
  - If evacuation is ordered, where you are evacuating to (location name)
  - Estimate the time of arrival at the evacuation location
  
- The following items should be gathered:
  - Roster of program participants

- Visitor & staff sign-In/sign-Out sheets and verify to accuracy
- Emergency disaster kit
- First Aid Kit(s)

**Following:**

- Executive Director (or designee), Program Directors, Facilities coordinator(s) and Emergency Coordinator will collaborate to restore services to the work location.
  - Assess damage
  - If needed and possible, determine alternate location to restore services
  - Determine staffing requirements to restart services
  - Provide resource recommendations for families
- Complete Accident and First Aid Form for HS/EHS children and the Staff Accident Report for HS/EHS staff.

### **ONSITE EVACUATION**

Evacuation is to be used when locations outside of the work site/location are safer than inside the work site/location. Evacuation should be used for a range of hazardous situations, such as a fire or a gas leak. Evacuation may also occur prior to the onset of severe weather.

- Staff will be trained on and informed of procedures prior to any drill or event through orientation and routine training.
- The site's Emergency Coordinator, Program Director (or designee), and/or Facilities Manager will be in charge of the evacuation.
- The Emergency Coordinator and program management will determine the day and time of drill.
- If an emergency is for a single building at a site, staff and program participants will be moved a safe distance.
- If entire site/center is to evacuate, staff and children will be moved to a predetermined evacuation area on-site or short distance away from the site.
- Staff and program participants (visitors) will be accounted for at the beginning of the evacuation and at the completion.

## **OFFSITE EVACUATION**

When evacuation is at a site away from the center, evacuation route logistics are implemented.

- The Emergency Coordinator, Program Director (or designee), and/or Facilities Manager will be in charge of the evacuation.
- Program management and Agency administrators will determine day of time of drill.
- Staff, Agency participants, and children will leave the center location and walk to a pre-designated area.
- Transportation is determined, if necessary, under extreme conditions and will be provided by CAPCO.
- Emergency Contact Information must go with HS/EHS staff.
- A sign is placed on the site front door/visible window indicating the site has been evacuated and location of staff and children with appropriate contact information.
- HS/EHS staff member must grab appropriate clothing/coats, dependent on weather.
- Staff, Agency participants, and children will be accounted for at the beginning of the evacuation and the completion of the emergency.

### **SHELTER-IN-PLACE: (HS/EHS Specific)**

“Shelter-in-Place” means that the staff and the children at the site will remain in the center building. “Shelter-in-Place” can be used in emergencies such as severe storms.

- The Emergency Coordinator, Program Director (or designee), and/or Facilities Manager will be in charge of the Shelter-in-Place.
- The Emergency Coordinator (or other designated personnel) notifies the Program Director and other Program Management of potential Shelter-in-Place and a decision is made.
- Any children and staff that are outside will be brought in, accounted for, and put in their assigned rooms.
- Windows and doors will be firmly closed and checked for soundness.



- Participating children and staff will be moved into interior rooms and hallways.

Shelter-in-Place may also be used in the event of a hazardous chemical incident.

- Windows and doors will be shut and all fans, air conditioners, and ventilators will be turned off.
- Cloths and clothing will be stuffed in gaps at the bottom of doors
- The center will stay in Shelter-in-Place mode until the Emergency Coordinator, Program Director (or designee), and/or Facilities Manager gives the “all-clear” signal.

### **LOCKDOWN**

A lockdown is used when there is an immediate threat of violence in or around the worksite/center. All exterior doors are locked if it is safe to do so, although consideration should be given to entry of buildings by emergency personnel. A lockdown is a center-wide event that will restrict access to the center.

HS/EHS Parents/guardians will be notified during a lockdown, including the fact that they will not be able to come into the center until the center has been secured and the lockdown has been lifted. HS/EHS families will be notified via family Facebook page, childplus texts, etc.

- The Emergency Coordinator or designated staff will be in charge of the lockdown dependent on location.
- The Emergency Coordinator and/or Program Director (or designee) with emergency personnel will determine the need for a lockdown.
- All outside doors of the center/building will be locked.
- All windows are closed, blinds are closed (if applicable)
- HS/EHS Children are gathered together, reassured, and kept as quiet as possible
- Email or texting is used to keep Program and Agency management informed of the emergency conditions. Phone call usage should be kept to a minimum to ensure silence during the lockdown.
- The Emergency Coordinator or designated staff will wait for the “all clear” signal from the emergency personnel, such as police or fire department, prior to allowing movement within the center.
- HS/EHS Special Needs children will follow the same rules above. There may be a therapist with the child on any certain day. Please advise him/her on directions.

## **FIRE**

Although a fire disaster need not necessarily reach catastrophic proportions, it will present some of the characteristic aspects of a disaster because of the highly destructive action of fire. Injuries can be serious and extensive, requiring immediate rescue procedures that cannot always be provided by local resources.

A fire of vast proportions can cause damage to the surrounding environment by the massive production of heat and the creation of fumes, smoke and gas. Because of their suffocating effect and their direct action on the airways, they represent other specific danger elements. The danger of smoke and gas is generally underestimated.

### **In Preparation:**

- **Smoke Alarms/Fire Extinguishers**
  - Know where smoke alarms are installed
  - Smoke alarms will be maintained on a regular basis
  - Fire extinguishers are tested consistently. Check date last tested.
  - Staff will be trained on proper Fire Extinguisher usage on an annual basis
  
- **Escaping the Fire**
  - Train and document all staff at new hire orientation and on a consistent basis thereafter on workplace fire safety and evacuation procedures.
  - Review escape routes with all HS/EHS staff and children.
  - Routine fire drills at all locations to practice escaping each room through all escape routes.
  - Keep hallways, passageways, and storage areas clean. Do not let clutter or trash accumulate.
  
- **Flammable Items**
  - Flammable liquids should be kept closed and stored in a separate and designated cabinet/bin that is labeled with a Flammable Liquids sign and/or symbol.

- The flammable liquids should be stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container or cabinet/bin.
- **Matches and Smoking**
  - Keep matches and lighters up high and away from children; if possible, lighters and matches should be kept in a locked cabinet.
  - Smoking is not permitted on any CAPCO-owned or rented property and smoking off site needs to be at least twenty (20) feet away from any facility entrance.
- **Electrical**
  - Do not overload extension cords or outlets. If you need to plug in two or more machines (computers, printers, appliances, etc.), consult with your supervisor and/or the Facilities coordinator for your specific work-site.

**During:**

- To escape a fire:
- **If your clothes catch on fire:**
  - Stop, drop, and roll until the fire is extinguished. Do not run—running may cause the fire to burn faster.
- **Evacuation from the Site: CALL 911 First**
  - Evacuate the site when it is necessary to do so and/or you are directed to do so by emergency personnel, your site’s Emergency Coordinator, Supervisor, or program management.
  - Follow designated evacuation route, as posted by the doorway in every room, classroom, and office at each CAPCO site.
  - Providing transportation for HS/EHS children away from the site will be provided by emergency personnel or school district personnel, unless you are directed to do so by emergency personnel on-site.

**Following:**

- Do not return inside the site until you are directed to do so by emergency personnel.
- If you are with injured victims (including burn victims) or you yourself are injured, call 9-1-1 or get the immediate attention of emergency personnel on-site.

- Do not attempt to handle medical conditions/injuries beyond first aid. Authorized emergency personnel are the only ones who should be caring for an injured and/or burned victim.
- Agency managers, program supervisors, and facilities coordinators will collaborate to restore services to site.
  - Assess damage
  - Determine staffing requirements to restart services
  - If needed and possible, determine alternate location to restore services
  - Provide recommendations for families
- HS/EHS Reunification
  - The Emergency Coordinator or designated staff will meet parents to check identification.
  - A staff member will retrieve the child.
  - Parent will wait in designated area for the child.
  - Parent initials the daily sign-in/sign-out sheet (blank one) stating the child was reunited.
- Complete Accident and First Aid Form for HS/EHS children and the Staff Accident Report for HS/EHS staff, if necessary. Utilize internal forms; shelter in place log must be completed documenting the incident on the OCFS form, fire log must be completed (if necessary), and record of evacuation drills (LDSS 4439).

## **FLOOD**

There are 2 types of flood conditions:

- 1.) **Local Area Flooding:** streets and drainage systems/ditches are not able to contain flowing or standing water.
- 2.) **Body of Water Flooding:** rivers, lakes, dams, and other bodies of water overflow their levels.

These conditions are not necessarily exclusive and can be dependent on one another, sometimes occurring at the same time during or after an excessive rainstorm.

### **In Preparation:**

- Familiarize yourself with and practice the off-site evacuation route for the CAPCO site(s).

- Be prepared to turn off electrical and gas power when there is standing water or fallen power lines.

**During: CALL 911 First**

- Expect the need to evacuate.
- Contact program management and/or the Executive Director to get permission to close the site (if you have not already been directed to do so).
- Bring in all outdoor equipment that is not secured to the ground or property.
- Assemble emergency disaster kits next to a central near an exit.
- Listen for disaster sirens and warning signals—if possible, stay tuned to local news. Agency supervisors will keep frontline staff informed who are not able to view news outlets or use cell phone per job and situational requirements.
- HS/EHS: Ready children for possible evacuation. Contact parents or guardians to inform them that a flood watch or warning has been issued for the site. Inform parents of the evacuation procedures with the understanding that parents or guardians may not immediately be able to pick up their children. Parents or guardians should not risk their own safety or interfere with the CAPCO disaster and/or evacuation procedure in any way that may jeopardize their own safety, the safety of the children, or staff.
- HS/EHS: Contact the regional office and NYS Daycare (OCFS) to inform them of the situation.
- **If you are directed to evacuate:**
  - Never ignore an emergency evacuation order from emergency personnel, your site's Emergency Coordinator, your supervisor, or Agency management.
  - Follow your site's emergency evacuation procedures and routes.
  - If possible and trained, turn off all utilities (including gas and electric) before evacuating. Do not attempt to turn off utilities if you do not have sufficient knowledge and/or training on how to do so.

**Following:**

- Agency managers, program supervisors, and facilities coordinators will collaborate to restore services to site.
  - Assess damage

- Determine staffing requirements to restart services
- If needed and possible, determine alternate location to restore services
- Provide recommendations for families
- HS/EHS Reunification
  - The Emergency Coordinator or designated staff will meet parents to check identification.
  - A staff member will retrieve the child.
  - Parent will wait in designated area for the child.
  - Parent initials form stating the child was reunited.
- Complete Accident and First Aid Form for HS/EHS children and the Staff Accident Report for HS/EHS staff, if necessary. Utilize internal forms; shelter in place log must be completed documenting the incident on the OCFS form, fire log must be completed (if necessary), and record of evacuation drills (LDSS 4439).

## **EARTHQUAKE**

### **In Preparation:**

- Eliminate potential hazards throughout the work site(s).
- Store heavy items on low shelves, keep storage and work areas neat and orderly.
- Limit stacking items, including stacks and piles of paper.
- HS/EHS: Move children’s activities and play areas away from windows.
- Establish a coordinates response plan involving the following:
  - Train all staff members on earthquake safety, including location and procedure for turning off utilities.
  - Practice “duck, cover, and hold” drills under sturdy tables and/or desk.
  - HS/EHS: Teach children about earthquakes and what to do.

### **During:**

- **If Indoors**
  - Drop to the ground and take cover by getting under a sturdy desk/table or other piece of furniture. Hold on until shaking stops.
    - If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
  - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

- Stay inside until shaking stops and it is safe to go outside.
  - Injuries may occur if you try to leave the building or move to an alternate location inside the building
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **If Outdoors**
  - Stay outdoors
  - Move from buildings, streetlights, and utility wires
  - Once in the open, stay there until the shaking stops
    - The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Injuries can result from collapsing walls, flying glass, and falling objects.
- **If in a moving vehicle**
  - Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires
  - Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that may have been damaged in the earthquake
  - Contact your supervisor or Program Director if possible
- **If trapped under debris**
  - Do not light a match
  - Do not move about or kick up dust
  - Cover your mouth with clothing or a handkerchief
  - Tap on a pipe or wall so Emergency Personnel can hear you. Use a whistle if one is available
    - Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust
- **Aftershocks**
  - These are secondary shockwaves that are usually less violent than the main quake but can be equally as dangerous
    - Aftershocks may occur hours, days, weeks or even months after the initial quake

- **Utilities if unable to evacuate following quake**
  - Check for gas leaks
    - If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building
    - If you turn off the gas for any reason, it must be turned back on by a professional
  - Do not turn on or off any light switch or appliance
  - Do not use a cell phone inside or within 25 feet of the center
  - Look for electrical damage
    - If you see sparks or frayed wires, or if you smell hot insulation, turn off the main fuse box or circuit breaker.
    - Do not turn off the electricity if you have to step in water to get to the fuse box or circuit breaker
    - Do not touch, pickup, or go near any down electrical power lines
  - Check for sewage and water line damage
    - If you suspect sewage lines are damaged, avoid using the toilets
    - If water pipes are damaged, avoid using water from the tap.
    - Facilities will restore services when conditions are safe.

## **Following**

- Open cabinets cautiously. Beware of objects that can fall off shelves
- Evacuation from center (only when necessary or by direction)
- HS/EHS: Ready children for possible evacuation. Contact parents or guardians to inform them that an earthquake or warning has been issued for the site. Inform parents of the evacuation procedures with the understanding that parents or guardians may not immediately be able to pick up their children. Parents or guardians should not risk their own safety or interfere with the CAPCO disaster and/or evacuation procedure in any way that may jeopardize their own safety, the safety of the children, or staff.
- HS/EHS: Contact the regional office and NYS Daycare (OCFS) to inform them of the situation.
- Program Directors, leadership, and facilities/emergency coordinators will collaborate to restore services to the center and families
  - Damage assessment
  - Staffing requirements to restart services
  - Resource recommendations for families
  - HS/EHS Specific:



- Changes in the classroom curriculum and daily activities
  - Changes in serving meals
- HS/EHS Reunification
  - The Emergency Coordinator or designated staff will meet parents to check identification.
  - A staff member will retrieve the child.
  - Parent will wait in designated area for the child.
  - Parent initials form stating the child was reunited.
- Complete Accident and First Aid Form for HS/EHS children and the Staff Accident Report for HS/EHS staff, if necessary. Utilize internal forms; shelter in place log must be completed documenting the incident on the OCFS form, fire log must be completed (if necessary), and record of evacuation drills (LDSS 4439).

## **EXTREME HEAT**

During extreme heat, adults and children can experience physical discomfort, some which can be dangerous and need treatment.

- Sunburn
- Heat cramps
- Heat exhaustion
- Heat stroke

### **In Preparation:**

- Facilities staff will inspect and maintain air conditioning system regularly
- HS/EHS Specific: The classroom staff will ensure available water and shade for children and staff.

### **During:**

- Stay indoors as much as possible and limit exposure to sun
  - High temperatures can result in poor air quality and physical activities should be limited
- Drink plenty of water
- Staff at each center will call notify their supervisor and/or Program Director about heat conditions

### **Following:**

- Assess service needs of cooling and electrical systems
- Replace emergency supplies such as water
- Complete Accident and First Aid Form for HS/EHS children and the Staff Accident Report for HS/EHS staff, if necessary. Utilize internal forms; shelter in place log must be completed documenting the incident on the OCFS form, fire log must be completed (if necessary), and record of evacuation drills (LDSS 4439).

## **THUNDER & LIGHTNING STORM**

Thunderstorms can occur individually, in clusters, or in lines. Some of the most severe thunderstorms occur when a single thunderstorm affects one location for an extended period of time, approximately 10 percent thunderstorms are classified as severe. Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour or longer. Warm, humid conditions are highly favorable for thunderstorm development. Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall. Lightning's unpredictability increases the risk to individuals and property.

### **In Preparation:**

- If you see lightning, go indoors. Stay indoors for at least 30 minutes after hearing the last clap of thunder.
- The following are guidelines if a thunderstorm is likely in your area:
  - Postpone outdoor activities
  - Go inside center
  - Secure outdoor objects that could blow away or cause damage
  - Secure doors and windows (including blinds and shades)
  - Avoid using plumbing
  - Limit corded telephone use
  - Unplug appliances other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage
- Avoid the following:
  - Natural lightning rods, such as a tall tree
  - Isolated sheds and other small structures
  - Anything metal—including equipment

### **During:**

- If you are inside a building:
  - Close windows and blinds
  - Do not stand near windows or doors

- If you are outside:
  - Go inside the center
  - If unable to seek shelter:
    - Go to a low place such as a ravine or valley
    - Squat low on the ground on the balls of your feet
    - Place your hands over your ears and place your head between your knees
    - Do not lay flat on the ground

**Following:**

- Check for visible damage to windows, doors, fence, play and playground structures and report damage to Emergency Coordinator/facilities staff.
- Check for areas of flooding surrounding the center and contact the Emergency Coordinator/facilities staff
- If needed, **call 911** for medical assistance as soon as possible
- **Always CALL 911 First:** CPR/First Aid should only be performed if staff conducting is certified and trained and the situation calls for it per training
- Contact your supervisor and/or the Program Director and inform her/him about what has occurred prior to, during, and following the situation.
- HS/EHS Specific: If necessary, use child emergency contact info to contact the responsible adult.
- Complete Accident and First Aid Form for HS/EHS children and the Staff Accident Report for HS/EHS staff, if necessary. Utilize internal forms; shelter in place log must be completed documenting the incident on the OCFS form, fire log must be completed (if necessary), and record of evacuation drills (LDSS 4439).

**TERRORIST EVENT/RANDOM ACT OF VIOLENCE/INTRUDER**

**In Preparation:**

- Create a safe and comfortable area to Shelter-in-Place if an immediate threat of violence occurs
- Regularly administer drills to instill cooperation and confidence in the staff and participants served

- HS/EHS Specific: Coordinate appropriate mental health resources for children, parents, and staff in the Program.

### **During:**

- Announce **“This is a lockdown”**. If the situation does not permit making an announcement, use an alternate lockdown signal.
  - Staff, volunteers, and participants are to go into the designated room for the lockdown.
  - If movement to a designated room is not possible or safe, remain in the current room/office you are in.
- Before locking doors:
  - Check hallways/bathrooms/common areas/child play areas
  - Quickly bring participants, staff, and volunteers into the designated lockdown area within a **one-minute period**.
- Lock all doors and windows
- Pull drapes or close blinds and/or window coverings
- Once doors are locked, no one should be allowed to go in or out
- Once in the designated room/office/classroom, everyone must remain quiet and try to stay out sight, keeping away from windows and doors.
- A designated staff member will contact Program Leadership (an immediate Supervisor, Program Director and/or site Emergency Coordinator) to report a **“Lockdown”** has occurred that all staff, participants, and children are accounted for.
- Everyone is to obey the directions of the designated supervisor/Emergency Coordinator/lead teacher (whichever is applicable) in the room.
- Staff will limit communication using phones and not travel between rooms unless necessary.
- HS/EHS Specific: The Emergency Coordinator, dependent on location, will begin to notify all parents that a “Lockdown” is in progress and the status of their child.
  - Inform the parent that they will be notified immediately when it is safe for them to pick up their child.

- The announcement “The lockdown has been lifted” will signal the end of the Lockdown.
  - HS/EHS Specific: Notify the Program Director or designated staff that the Lockdown is over and that it’s safe for parents to pick up their children.
    - The Program Director will provide a letter to all parents explaining the reason for the lockdown and provide a copy to the Main Office.
- Complete a Disaster/Emergency Incident Report with the following information:
  - Time of lockdown
  - Time notification was given to Program leadership (immediate Supervisor, Program Director and/or site Emergency Coordinator) and who received the notice
  - Classrooms and staff involved in the lockdown
  - Reason for the lockdown
  - HS/EHS Specific Time notification to parents started
  - Time lockdown was lifted, and notification was provided to Program Leadership

**Following:**

Violence can leave staff, volunteers, participants, and children feeling frightened, confused, and insecure.

- Be aware of staff demonstrating stress and provide support and resources
- Clarify misunderstandings by listening to concerns and answering questions
- Maintain a sense of calm
- Discuss concrete plans for safety
- HS/EHS Specific:
  - Encourage children to share their thoughts
  - Allow children to draw pictures
  - Re-establish the center routine as quickly as possible
  - Talk to the children about community helpers and heroes
  - If a child exhibits stress, access mental health care assistance and referrals for the parents.
- Complete Accident and First Aid Form for HS/EHS children and the Staff Accident Report for HS/EHS staff, if necessary. Utilize internal forms; shelter in place log must be completed documenting the incident on the OCFS form, fire log must be completed (if necessary), and record of evacuation drills (LDSS 4439).

## CHEMICAL/TOXIC SPILL

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents.

There are potentially hazardous materials throughout each center/worksite. All staff are expected to know the location of these items, check the label and take the necessary steps to ensure they are using, storing, and disposing of the material according to the manufacturer's directions. It is critical to store all hazard material/chemicals in places where children cannot access them. Hazardous items not only include batteries, cleaning and disinfectant items, but also may include other items such as paint, glue, toothpaste, shaving cream, hand soap, etc.)

### In Preparation:

- Familiarize yourself and know location of your center/worksite's Safety Data Sheets (SDS) and Personal Protective Equipment (PPE):
  - Main Office: Utility closet in main hallway
  - South Main Facility (Front Building-Includes Johnson Classrooms): Upstairs prep kitchen
  - South Main (Back Building): South Main 1 classroom on shelf
  - Elm Tree: In classroom on shelf.
  - YMCA: In YMCA 1 classroom on desk in corner
  - Cosimo's: Nutrition Services Office
  - Randall 1 Classroom: In classroom in cupboard
  - Randall 2 Classroom: In classroom in cupboard
  - Smith 1 Classroom: In classroom in cupboard with children's files
  - Energy Services: In auditor's office.
  
- Staff are not allowed to purchase or bring in chemicals at any time
  
- Keep products containing hazardous materials in their original containers and never remove the labels unless the container is damaged. Contact the Emergency Coordinator for instructions on replacing or repackaging and labeling damaged containers.
  
- Never store hazardous products in food containers
  
- Never mix hazardous chemicals or waste with other products.
  
- Follow manufacturer's instructions for the proper use of hazardous chemical. Refer to SDS binder for each item.

### During:

- Small Chemical Spill:
  - Notify the Emergency Coordinator
  - If toxic fumes are present, secure the area (with caution tape or cones) to prevent personnel and/or participants from entering
  - Deal with the spill in accordance with the instructions described on the SDS
  - Small spills must be handled in a safe manner while wearing the proper PPE
  
- Large Chemical Spill:
  - Immediately notify the designated Emergency Coordinator
  - If safe to do so, contain the spill with available equipment (e.g., pads, brooms, absorbent powder, etc.)
  - DO NOT attempt to clean spill
  - Secure the area and alert site personnel
  - Call a local spill cleanup company and/or the Fire Department
  - Attend to injured personnel and call the medical emergency number, if required.
  - Evacuate the building as necessary.

→ Spill Cleanup Company: **National Response Center Oil and Toxic Chemical Spill**  
**1-800-424-8802**

- Danger of Fire or Explosion
  - Evacuate the center/worksite
    - Do so immediately (do not waste time calling Emergency Personnel until you have safely evacuated)
    - Follow the center/worksite's evacuation procedures
    - Do not waste time collecting items
    - Call 911 from outside
    - Notify the Emergency Coordinator
    - Stay upwind and way from the center/worksite to avoid breathing toxic fumes
  - Do not re-enter the center/worksite until authorized by Emergency Personnel
  - Remember to take attendance and account for staff and participants you are responsible for
  - Inform immediate Supervisor and/or Program Director by phone of what is occurring and what action steps have been taken
  
- Recognize and Respond to Toxic Poisoning
  - Signs/Symptoms:
    - Difficulty breathing
    - Irritation of the eyes, skin, throat, or respiratory tract
    - Changes in skin color
    - Headache or blurred vision
    - Dizziness
    - Lack of coordination
    - Cramps or diarrhea
  - Response:

- Call 911
  - Indicate the following information:
    - Time poisoning occurred
    - Name of product
    - Manufacturer of product
    - What First Aid treatment has been given (if any)
    - SDS information (time permitting)

**Following:**

- Return to the center/worksite only when the authorities say it is safe to do so.
- Open windows and vents and turn on fans to provide ventilation
- Act quickly if you have come into contact with or have been exposed to hazardous chemicals:
  - Follow decontamination instructions from local authorities
  - Coordinate with Emergency Coordinator and facilities staff on how to clean up the center/worksite
  - Report any lingering vapors or others hazards to the Emergency Coordinator, your immediate Supervisor, your Program Director, or local authorities.
- Restarting Services:
  - Supervisors, Program Directors, and facilities staff will collaborate to restore services to the center/worksite and families
    - Damage assessment
    - Staffing requirements to restart services
    - Resource announcement for families
    - HS/EHS Specific: Changes in classroom curriculum and daily activities
    - HS/EHS Specific: Changes in serving meals

**PANDEMIC FLU**

The Flu can spread quickly and easily across all demographics. Education and prevention are the greatest tools in preventing and stopping the spread of the Flu. Daily health checks, hand washing, and proper sanitation can be very effective in preventing the spread of the Flu as well as many other illnesses.

**In Preparation:**

- Identify and assign individual responsibilities for staff during and following pandemic flu.
  - [HEAD START SPECIFIC]: Accounting for and caring for sick children, contacting parents, and health agencies.



- Staff members will be familiar with teaching and modeling proper disease prevention techniques (hand washing, covering cough).
- Staff member should know symptoms and treatment for pandemic flu.
- Offer opportunity for flu vaccination for all staff
- Encourage staff members to stay home if they are feeling ill.
- [HEAD START SPECIFIC]:
  - Practice proper handwashing techniques and coughing into sleeve/arm instead of arms.
  - Teach children about proper hygiene and how they can stay healthy
  - Make sure that parents understand to keep their children home if they are feeling ill
  - Determine all special needs for children (disabilities, medication, food, and transportation).
  - Contact Program health/nutrition supervisor to determine if any children who have special needs will require any sort of additional specialized care or services during a pandemic.
  - Identify and designate a separate area, preferably another room
    - Room for children to lay down
    - Area should be well ventilated

**During:**

- Isolation and sanitization are the most important things during a pandemic flu outbreak.
- Anyone showing symptoms should be isolated to the extent possible and sanitization efforts should be increased immediately.
- Staff showing flu symptoms will be sent home immediately.
- Staff should wash hands more frequently and sanitize offices, common areas, and equipment as often as possible
- If necessary, staff may need to wear surgical masks-will be provided and available to staff.
- Depending on the severity of the situation, a determination may be made to temporarily close a center/worksite.

- [HEAD START SPECIFIC]:
  - Encourage parents to keep their child home if the child or other members of the family are experiencing flu symptoms
  - Any children showing symptoms will be moved to a separate area and the Classroom Supervisor and Health Services component of the Program will be contacted
  - If determined necessary, contact the parent(s) to pick up the child(ren).
  - Staff caring for ill children will limit their contact with other staff and children as best they can.
  - The Classroom Supervisor will notify the Program Director or designee of children and staff showing flu symptoms
  - Depending on the severity of the situation, a determination may be made on the temporary closure of a center/worksite.

**Following:**

- Facilities staff, staff and/or contract cleaning service will thoroughly clean the center/worksite. All equipment, toys, doorknobs, cabinets, tables, chairs, and bathrooms must be cleaned with disinfectant.
- Re-stock supplies of all disaster/first aid equipment used during an emergency.
- [HEAD START SPECIFIC]:
  - Continue to be observant and question arriving children in regard to their health
  - Continue to have information available for families that encourage healthy habits.
  - If restoring services:
    - Program leadership and facilities staff will collaborate on restoring services to the center/worksite and families
      - Staffing requirements to restart services
      - Changes in classroom curriculum and daily activities
      - Changes in serving meals
      - What referrals can be provided to families

**WINTER STORM/EXTREME COLD**

Heavy snowfall/ice storm and extreme cold can immobilize an entire community and region. Winter storms can result in flooding, storm surge, closed roads/highways, blocked roads, downed power lines, and hypothermia. Extreme cold may lead to serious health problems and can bring on health emergencies for susceptible people, such as those without shelter or who are stranded, or who live in a home that is poorly insulated or without heat.

- **Freezing Rain:** Rain that freezes when it hits the ground, creating a coating of ice on roads, walkways, trees, and power lines.

- **Sleet:** Rain that turns to ice pellets before reaching the ground. Sleet also causes moisture on roads to freeze and become slippery.
- **Winter Storm Watch:** A winter storm is possible in the area. Tune in to local news and weather stations (radio, television, and internet) for more information.
- **Winter Storm Warning:** A winter storm is occurring or will soon occur in the area
- **Blizzard Warning:** Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.
- **Frost/Freeze Warning:** Below freezing temperatures are expected.

### **In Preparation:**

- Be aware of current weather conditions
  - Tune in to local news and weather stations (radio, television, and internet)
- Confirm Human Resources and Program Leadership has your proper Emergency Contact Information
  - CAPCO has a Dial My Calls system that sends notification of emergencies and center/worksites closures to indicated contact numbers.
- Have available Program Leadership's contact information for updates
- HS/EHS Specific:
  - Know procedure for notifying families of center/worksites closure or delay due to weather conditions
  - Be prepared for children to have their jackets and warm clothing available. Use Agency resources and items if necessary.

### **During:**

- Watch/listen/view weather reports and emergency information
- Wait for notice from Program Leadership for instructions on operations (Dial My Calls, Facebook posts, emails)
  - Center/worksites closures, delays, and/or early dismissals
- If Indoors During Work Hours:
  - Stay calm and await instructions from Emergency Coordinator, Program/Agency Leadership, or designee
  - Stay Indoors!
  - If there is no heat:
    - Close off unneeded rooms or areas
    - Stuff towels or rags in cracks under doors
    - Cover windows during the nighttime

- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration
  - Wear layers or loose-fitting, lightweight, warm clothing, if available.
  - If necessary, conserve fuel by keeping the center/worksite cooler than normal. Temporarily close off heat to unoccupied rooms.
  - Watch for signs of hypothermia
    - Shivering
    - Memory loss
    - Disorientation, incoherence, slurred speech
    - Drowsiness
    - Apparent exhaustion
  - If symptoms of hypothermia are detected, get the victim to a warm location, remove wet clothing, warm the center of the body first, and provide warm beverages, if possible.
  - If determined necessary, call 911
- If Outdoors During Work Hours:
    - Find a dry shelter. Cover all exposed parts of the body
    - Avoid overexertion
    - Cover your mouth to protect your lungs from extremely cold air
    - Keep dry
    - If shelter is not available:
      - Prepare a lean-to, wind break, or snow case for protection from the wind
      - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
      - Do not eat snow, it will lower your body temperature. If necessary, melt the snow first.
- If stranded in a motor vehicle:
    - Stay in the vehicle
    - Run the motor about ten (10) minutes each hour, Open the windows slightly for fresh air to avoid carbon monoxide poisoning. Make sure exhaust pipes are not blocked.
    - Make yourself visible to rescuers
      - Turn on dome light at night when running the engine.
      - Tie a colored cloth to your antenna or door
      - Raise the hood *after* the snow stops falling
    - Exercise to keep blood circulating and to keep warm

**Following:**

**HEALTH/MEDICAL EMERGENCY**

- Call medical emergency phone number: 911
  - Paramedics

- Ambulance
- Fire Department
- Other
- Provide the following information:
  - a: Nature of medical emergency,
  - b: Location of the emergency (address, building, room number), and
  - c: Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
- Contact the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

**Mimi Thomas, RN/Nurse**

**Phone: 607-844-7164/607-423-9884**

**Mmselle Sonnachio, Health Coordinator**

**Phone: 607-844-7163/607-745-5136**

**Bethann Fischer, Head Start**

**Phone: 607-753-6781/607-218-6813**

**Kristi Coye, Head Start**

**Phone: 607-753-6781/607-543-0710**

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. If trained to do so, clear the air passages using the Heimlich Maneuver in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid/CPR ONLY if trained and qualified.

### **UTILITY OUTAGE/BLACKOUT**

- In the event of extended power loss to a center/worksite, certain precautionary measures should be taken depending on the geographical location and environment of the facility:
  - Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
  - Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
    - Fire sprinkler system
    - Standpipes
    - Potable water lines

- Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

## **LOST CHILD/CODE PINK PROCEDURES**

To ensure the safety of all children, the following procedures will take place if a child becomes lost or wanders away from the family members or agency staff member.

**Step 1:** A “Code Pink” announcement will be broadcast over the intercom system to begin the missing child procedure. The announcement should include a brief description of the child. If there is not an intercom system-make announcement to all rooms in the building by going room to room.

**Step 2:** During the “Code Pink”, all doors will be covered by agency staff to ensure no one is allowed in or out of the building during the search for the missing child.

The following staff will cover these exits:

- Back Door-WIC Staff
- Side Door-Family Development
- Front Door-Reception staff
- Energy Service Door-Energy Services staff

**Step 3:** -All areas will be searched by designated departments as soon as the CODE PINK is given:

- WIC area and assist with basement-WIC staff
- All Head Start Areas-Head Start staff
- Fiscal offices and Family Essentials-Fiscal office Staff
- Energy Services, Energy Services storeroom and basement area-Energy Services

- All offices and rooms off reception area-Executive Director, Assistant Director
- Family Development offices, small conference room, bathrooms-Family Development Staff

**Step 4:** Within 10 minutes of the CODE PINK being called, if the child is not found, the Executive Director, Assistant Director or Senior staff member will notify the police (\*see note)

**Step 5:** An announcement will be made when the CODE PINK is completed.

Each program will be responsible of the training of their staff and to designate the staff people to cover the procedures.

\*Note-if there is any reason to believe that the situation is suspicious and does not involve a wandering child, the police should be notified immediately.

HS/EHS Specific:

## **EDUCATION**

**Policy ID: ED 14 (HS/EHS)**

**Subject: Active Supervision of Children**

**Performance Objective:** Education staff will practice active supervision of children at all times to ensure safety.

### **Operational Procedures:**

- 1) All children will be within the view of a staff member at all times.
- 2) Proper child: staff ratios will be maintained at all times, as required by New York State Office of Children and Family Services regulations and Head Start Program Performance Standards.
- 3) Teaching staff are prohibited from using cell phones for personal reasons during work hours. Cell phones may be used during a staff member's break time.
- 4) Shelves and other pieces of furniture can obstruct the view of the children while they are in centers. During classroom activities, staff will position themselves around the classroom to ensure all children are within the view of a staff member.
- 5) Staff will disperse themselves among the children during mealtime. This is to ensure supervision and to engage children in appropriate mealtime conversation.
- 6) During rest time staff should be able to easily monitor all children. This will require staff to position themselves throughout the classroom.
- 7) While on the playground, staff are expected to actively engage with children. Staff should be positioned strategically around the playground to ensure proper supervision of all play areas.

- 8) Whenever transitioning the group from one room/area to another room/area, staff will position themselves at the front and the end of the line. The staff member walking at the end of the line should be positioned behind all the children so that all children are within the view of a teacher.
- 9) Children should not be left unsupervised in the hallway or bathroom. Children will need privacy while in their stall, but staff will need to listen for problems as they assist other children with toileting, diapering, at the sink or lining up.
- 10) Arrival and departure is a crucial time to maintain active supervision. All children must be within the view of a staff member at all times and areas must be actively monitored so children do not wander away. If a parent needs to engage in a lengthy conversation, arrange a time when they can meet privately to speak with you.
- 11) Accurate attendance must be maintained at all times.
- 12) All staff must know the exact count of children at all times.
- 13) If a staff member must leave the room or playground, he/she must make certain to notify other staff in the room to ensure proper coverage.
- 14) Staff must remain alert for potential problems and be observant of every child in their class.
- 15) Only staff that have the appropriate clearances shall be left alone with children.

**NOTE: In the event of a public health emergency, concern, and/or outbreak of a communicable disease, Head Start/Early Head Start has the right to modify this policy, based on the guidance of the state/local health department, OCFS, OHS or any other regulatory agency. When there is no longer a concern, or it has been recommended/deemed safe by the appropriate regulatory agency, normal policy and procedure will be reinstated.**





The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

*Employees should report any questions or concerns with the implementation this plan to the designated contact.*

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

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## I. RESPONSIBILITIES

This plan applies to all employees of \_\_\_\_\_, and [all]/[the following work sites]:

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This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

| Name | Title | Location | Phone |
|------|-------|----------|-------|
|      |       |          |       |
|      |       |          |       |
|      |       |          |       |
|      |       |          |       |

## II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

### A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

- General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
  - Maintain physical distancing;
  - Exercise coughing/sneezing etiquette;
  - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
  - Individuals limit what they touch;
  - Stop social etiquette behaviors such as hugging and hand shaking, and
  - Wash hands properly and often.
- “Stay at Home Policy”:** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
- Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

*In situations where prolonged close contact with other individuals is likely, use the following control methods: (Note to employer: Check off the controls you intend to use and add any additional controls not listed here.)*

- restricting or limiting customer or visitor entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation;
- reconfiguring workspaces;
- physical barriers;
- signage;
- floor markings;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel;
- creating new work shifts and/or staggering work hours;
- adjusting break times and lunch periods;
- delivering services remotely or through curbside pickup;
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
  - Touching your eyes, nose, or mouth;
  - Touching your mask;
  - Entering and leaving a public place; and
  - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

7. **Cleaning and Disinfection:** See Section V of this plan.
8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

## B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
  - i. Mechanical Ventilation:
    - a. Local Exhaust Ventilation, for example:
      - Ventilated booths (lab hoods);
      - Kitchen Vents; and
      - Vented biosafety cabinets.
    - b. General Ventilation, for example:
      - Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
      - Increasing the percentage of fresh air introduced into air handling systems;
      - Avoiding air recirculation;
      - Using higher-efficiency air filters in the air handling system;
      - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and
  - ii. Natural Ventilation, for example:
    - Opening outside windows and doors to create natural ventilation; and
    - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. *(Note: This method is appropriate only if air will not blow from one person to another.)*
  - iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
  - iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
  - v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed in the following table:

| Engineering Controls Utilized/Location: |
|---|
|   |
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*Note to Employer: One of the best ways to reduce exposure to infectious agents is to improve ventilation. The aim is to deliver more “clean air” into an occupied area and exhaust the contaminated air to a safe location. In some cases, the air may have to be filtered before it enters the work area and/or before it is exhausted. Direct the contaminated air away from other individuals and from the building’s fresh air intake ports. Consult your ventilation system’s manufacturer or service company to determine if improvements are possible for your system.*

3. “Administrative Controls” are policies and work rules used to prevent exposure. Examples include:

- Increasing the space between workers;
- Slowing production speed to accommodate fewer workers at a time;
- Disinfecting procedures for specific operations;
- Not shaking out soiled laundry;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

| Administrative Controls Utilized/Location: |
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4. 10. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators , , and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

| PPE Required - Activity Involved/Location: |
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*1 The use of respiratory protection, e.g. an N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.*

*2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.*

**C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:**

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

### III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

#### A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see [dec.ny.gov](http://dec.ny.gov) and [epa.gov/pesticide-registration/selected-epa-registered-disinfectants](http://epa.gov/pesticide-registration/selected-epa-registered-disinfectants)). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

#### B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See [cdc.gov](http://cdc.gov) for more guidance.

C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

### IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

### V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. \_\_\_\_\_ will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

B. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of this Exposure Prevention Plan;
5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

C. The training will be

1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
3. Verbally provided in person or through telephonic, electronic, or other means.

## VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements. Document the plan revisions below:

| Plan Revision History |              |               |             |
|-----------------------|--------------|---------------|-------------|
| Date                  | Participants | Major Changes | Approved By |
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## **VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS**

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

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