

# COVID-19 REOPENING SAFETY PLAN

Facts about the SARS-CoV-2 Virus that Causes COVID-19:

- The virus is transmitted person to person through respiratory droplets, which is why 6-foot physical distancing is so important.
- There is no evidence that the virus can be transmitted by food.
- It can persist on surfaces for between 24-72 hours which is why sanitation of commonly touched surfaces is important.
- Risks of infection from touching surfaces can be significantly reduced by avoiding touching the face, frequent handwashing, or use of hand sanitizers.
- Cloth face coverings reduce spreading of the virus by those who may be infected but are not showing symptoms and should be used in addition to physical distance and hand hygiene.

**April 6, 2021 revision of the July 24, 2020 document**

**This is a living document and will be updated as we move through the COVID-19 Mitigation process.**

**Name of Association:** Cornell Cooperative Extension of Rensselaer County  
**Industry:** Cornell Cooperative Extension Association Office  
**Addresses:** 61 State Street, Troy, NY 12180  
**Contact Information:** Main Phone Number: (518) 272-4210  
Main Email: [rensselaer@cornell.edu](mailto:rensselaer@cornell.edu)  
Website: [ccerensselaer.org](http://ccerensselaer.org)

Staff will respond as needed to work from the office or work remotely as is deemed necessary as COVID-19 mitigation continues. All events/programs will first determine if the program/event we would like to deliver can be done so effectively virtually. If we deem it necessary to have “in-person” we will coordinate and implement safety plans as it applies to events/programs.

This document serves as the written safety plan outlining how Cornell Cooperative Extension of Rensselaer County will aid in the prevention of the spread of COVID-19 during recovery and re-opening. This updated document will be made available to our Board of Directors by April 28<sup>th</sup>, 2021. This is a revised version that was previously released and implemented in July of 2020.

	Name	Title	Email Address	Cell Phone
Executive Director and Human Resource Contact	Bernie Wiesen	Executive Director	<a href="mailto:Bw27@cornell.edu">Bw27@cornell.edu</a>	518-421-2360
Secondary Emergency Contact	David Chinery	Sr. Resource Educator for Horticulture	<a href="mailto:Dhc3@cornell.edu">Dhc3@cornell.edu</a>	518-421-2208
Workplace Health Coordinator	Bernie Wiesen	Executive Director	<a href="mailto:Bw27@cornell.edu">Bw27@cornell.edu</a>	518-421-2360
Master Gardener Coordinator	David Chinery	Sr. Resource Educator for Horticulture	<a href="mailto:Dhc3@cornell.edu">Dhc3@cornell.edu</a>	518-421-2208
Facilities Manager	Bernie Wiesen	Executive Director	<a href="mailto:Bw27@cornell.edu">Bw27@cornell.edu</a>	518-421-2360
Online Content Management (Social Media/Web)	Marcie Vohnoutka	Communications Coordinator	<a href="mailto:Mmp74@cornell.edu">Mmp74@cornell.edu</a>	518-949-1389
Media Relations	Bernie Wiesen	Executive Director	<a href="mailto:Bw27@cornell.edu">Bw27@cornell.edu</a>	518-421-2360
4-H Youth Development Programming	Kandis Freer	Team Leader for 4-H Youth Development	<a href="mailto:Kmf83@cornell.edu">Kmf83@cornell.edu</a>	518-788-5737

The following procedures have been developed to facilitate the transitioning of staff back to their primary place of work in response to the Governor’s New York Forward phased approach to transition from remote work to work from the office. This plan is a living document and will be updated and modified as preparation for future phases of the plan are rolled out and additional guidance are outlined.

This plan will be adapted and updated based on local needs, best practices and changes in phased re-opening guidance and requirements. All plans will be developed in coordination with the following:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://forward.ny.gov/>

<https://www.ny.gov/>

<https://www.health.ny.gov>

## **I. PEOPLE**

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

- ✓ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are indoors and in the presence or potential presence of others, they must wear acceptable face coverings.
- ✓ Tightly confined spaces (e.g. elevators, supply rooms, personal offices) will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- ✓ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✓ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

### **List common situations that may not allow for 6 ft. of distance between individuals. What measures will the Association implement to ensure the safety of its employees in such situations?**

- Common situations include: working or walking through shared offices or workspaces, hallways/corridors, elevators, stairwells, restrooms, breakrooms, kitchens, and small conference rooms.
- Employees must wear face coverings in common areas including elevators, lobby, hallway, and when traveling around the office.
- Prior to visiting someone's office, staff should contact the person or alert the occupant at the door and not enter until permission is granted to ensure face coverings are donned ahead of entering that space.
- Removal of face coverings permitted only in offices while working alone or in large, well ventilated areas, or outdoors, and where a minimum 6 ft. of distance is maintained.
- Flexible work arrangements, telework or remote work, staggered shifts and/or alternating work days will be implemented, to the extent possible and necessary.

### **How will the Association manage engagement with customers and visitors on these requirements (as applicable)?**

- Customers and visitors may include volunteers, program participants or any other visitors. To the extent possible, customers and visitors will be asked to contact staff prior to their visit so staff can prepare for the visit and help ensure compliance with the plan.
- Association offices will be open but external building doors may be locked until the remainder of the building (federal offices) is into a phase that allows to be open to the public without an appointment. There will be a contact phone number that will be placed on the front entrance of the building for individuals to contact us for access.

- Signs will indicate where customers and visitors must wait in the hall. In cases where an appointment has been made to receive someone in our office, all appointments are to take place in open spaces such as the hallway, large education room etc.. to maximize distancing of people. Only association staff will be permitted in our office spaces beyond this area (and county staff or their designee for cleaning/maintenance/etc.).
- Any pickups or deliveries (e.g. packages, horticultural samples, etc.) will be done on the first floor at the main entrance with face coverings and following sign in procedures if more than a no-touch pick up or drop off occurs (not applicable to delivery services that have appropriate PPE).
- Disposable face coverings are available for customers and visitors when needed. Customers and visitors must wear face coverings in areas previously designated.

**How will the Association manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?**

- The use of common spaces including education rooms is prohibited for use where at least a 6 ft. distance cannot be maintained.
- Staff are encouraged to use their own lunch bags/coolers. If refrigerators have to be used, all proper safety procedures need to be followed including sanitizing door handles before and after each use.
- Taking breaks or meal periods outdoors is encouraged to the extent possible. Food consumption may be done at personal workstations, private offices or meeting rooms where no others are present or where 6 ft. distance can be maintained.
- Staff are responsible for cleaning and disinfecting their food consumption area after each use.
- No food or beverages are to be shared.
- Communal coffee pots/machine/water cooler may be prohibited.
- Hand soap, hand sanitizer, disinfectant sprays or wipes and paper towels will be available to help maintain cleanliness in the large education room kitchen area.

## **II. PLACES**

**A. Personal Protective Equipment (PPE). To ensure employees comply with protective equipment requirements, the Association will do the following:**

- ✓ The Association will provide employees with acceptable face coverings at no-cost to the employee and have an adequate supply of coverings in case of replacement.

**What quantity of face coverings – and any other PPE – will the Association need to procure to ensure that we always have a sufficient supply on hand for employees and visitors? How will the Association procure these supplies?**

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- The Association provided four face covering per employee distributed in advance. Staff may utilize and maintain their own acceptable, neat, clean and presentable face coverings, masks or respirators, if they choose.
- Staff who perform cleaning and disinfecting responsibilities will be provided disposable and/or reusable gloves (which may not be shared between individuals) which will be procured by the Association.
- Staff who administer or collect in-person health assessment screenings will be provided necessary PPE supplies.
- The Association will maintain a sufficient supply of disposable face coverings for visitors or staff lacking a face covering.
- Inventory of face coverings and any other PPE supplies will be maintained weekly, or more frequently if needed. Supplies will be procured by the Association utilizing current or new vendors as needed.

**What policy will the Association implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?**

Each employee is responsible for cleaning, storing and discarding their own PPE.

The Association will notify and train staff on proper PPE use and maintenance per recommended face covering guidelines including:

**Putting on a face covering.** Do clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before putting on your face covering. Make sure the face covering covers both your nose and mouth. Don't wear your mask hanging under your nose or mouth or around your neck. You won't get the protection you need. Don't wear the face covering on top of your head, or take it off and on repeatedly. Once it is in place, leave the covering in place until you are no longer in a public space.

**Taking off a face covering.** Do clean your hands with soap and water or if that's not available, alcohol-based hand sanitizer, before taking off your face covering. Remove your mask only touching the straps. Discard the face covering if it is disposable. If you are reusing (cloth), place it in a paper bag or plastic bag for later. Wash your hands again.

**When cleaning a face covering.** Do put in the washer (preferably on the hot water setting). When it is clean and dry, place in a clean paper or plastic bag for later use. If you live in a household with many people, you might want to label the bags with names so the face coverings are not mixed up.

- ✓ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

**List common objects that are likely to be shared between employees. What measures will the Association implement to ensure the safety of its employees when using these objects?**

Common objects likely to be shared between employees includes but is not limited to: copy machines, printers, fax machine, postage machine, refrigerator doors, bathroom doors, front/back doors, sinks, microwave, shared agricultural or horticultural tools, supplies and equipment, program supplies, microscopes, etc.

Staff will be instructed to wash or sanitize hands thoroughly before and after use as well as using disinfectant sprays, paper towels or sanitizing wipes available to wipe down surfaces after use.

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, the Association will do the following:**

- ✓ Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH). Rensselaer County will keep track of and maintain cleaning logs that document date, and scope of cleaning the facility. CCE will be responsible for daily wiping of touch points as follows: Large education room counters, second floor door knobs and other surfaces as is appropriate and logging this effort.

**Who will be responsible for maintaining a cleaning log? Where will the log be kept?**

For common use areas in the building such as but not limited to stair wells, elevator, restrooms, lobby as examples will be the responsibility of the Rensselaer County Facilities staff and cleaning and disinfecting checklist will be maintained by the county facility staff and ultimately the Rensselaer County Facilities Director and Manager will retain these records.

Daily cleaning unique to the CCE spaces in the building such as the 2<sup>nd</sup> floor will be accessible to CCE staff at - R:\Office-and-Operations\COVID-19 and coordinated by the Executive Director. The association staff will be responsible for utilizing cleaning supplies to wipe down/clean equipment/office features after every use (i.e. sink, microwave, copy machine, postage machine etc..).

- ✓ Provide hand hygiene options for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

**Where in the work location will the Association provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?**

Restroom(s) and kitchen(s) sinks will have soap, running warm water, disposable paper towels and trash cans. Hand sanitizer has been supplied to every staff member. Additionally, hand sanitizer will be placed throughout the office for easy access and usage.

**What policies will the Association implement to ensure regular cleaning and disinfection of the worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?**

The Association has a plan for shared equipment and high touch locations (see previously in this document). To ensure regular cleaning and disinfection of the workplace and which utilize products identified as effective against COVID-19. All staff will be expected to wipe with appropriate cleaning products after each use of shared equipment and spaces.

**C. Communication. To ensure the Association and its employees comply with communication requirements, the Association will do the following:**

- ✓ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ✓ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ✓ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

**Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?**

The Association will designate the staff person to which an individual comes to visit and/or whomever is on staff at the time to be responsible for maintaining a daily log of each person entering the site (deliveries that are performed with appropriate PPE or through contactless means not logged).

The daily log will be kept near the entrance points. The log sheets will be collected and delivered to the Executive Directors office to be appropriately stored.

- ✓ If a worker tests positive for COVID-19, the Association must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

**If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?**

The Association Executive Director, or their designee, is responsible for notifying the local health department if a worker tests positive for COVID-19 in synergy with the positive staff member.

### III. PROCESS

#### A. Screening. To ensure the Association and its employees comply with protective equipment requirements, the Association will do the following:

- ✓ Implement mandatory health screening assessment before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. And may include different other elements as described above as the mitigation phase progresses. Assessment responses must be reviewed every day and such review must be documented.

**What type(s) of daily health and screening practices will the Association implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?**

Employees who are sick should stay home or return to their home, if they become ill at work. If an employee tests positive for COVID-19, they must communicate the results with their Executive Director and/or designee.

**Employee health screening assessments** are primarily accomplished through e.g. - online health screening assessment, paper health screening assessment, telephonic health screening assessment, or a combination of any of these. Employee assessments must be completed **before** employees begin **every** work day (regardless if they are working from home or teleworking or reporting to another location).

The Association Executive Director or their designee are the persons responsible for performing and/or maintaining employee health screening assessments. In addition to the assessments, history of the assessments by employee will be confidentially stored including date and whether or not the employee cleared the assessment.

**Visitor health screening assessments** are primarily accomplished through a paper health screening assessment questionnaire and must be completed **immediately upon arrival to the office.** These visitor assessments will be turned into the Executive Director daily for filing and tracking. Additionally, all visitors must wear a face covering. If they do not have one, we will provide a disposable face cover.

The Association staff member the person is there to see or the staff member "available" in the office will perform the health screening assessment for visitors and assure the visitor Logs into the visitor log document. The Executive Director will file the logs for visitors which will include the visitor's name, the date and contact information. Additionally, the Executive Director will confidentially store for reference as needed.

**Training.** Those performing health screening assessments are trained by the Executive Director, SBN Human Resources Lead or local Human Resources Contact on the assessment tool(s), and on the requirement to maintain confidentiality as required by state and federal law and regulations. Training will include a review and acknowledgment to abide by [Association Policy 902: Confidentiality](#).

**Health Assessment Privacy & Storage.** Health screening assessments will be maintained in accordance with state and federal laws and regulations and [Association Policy 902: Confidentiality](#) and in the case of employee assessments, Association [Policy 309: Official Personnel File](#). To maintain confidentiality, health screening assessments of any type and/or logs of such assessments may not be posted in public places (e.g. a sign in assessment form hanging or on display at a reception area, office or building entrance, etc.).

The Association will prevent employees or visitors from intermingling in close contact with each other prior to completion of the screening.

The Association will share with other organizations located in shared spaces or buildings processes in place for staff regarding daily health assessment of staff.

**If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?**

Health screening assessments performed onsite require at a minimum, face coverings, but may also include face shields, disposable gloves and sanitizing protocols must be followed.

**B. Contact tracing and disinfection of contaminated areas. To ensure the Association and its employees comply with contact tracing and disinfection requirements, the Association will do the following:**

- ✓ Have a plan for cleaning, disinfection, and receive guidance from the local health department on contact tracing in the event of a positive case.

**In the case of an employee testing positive for COVID-19, how will the Association clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?**

In the case of an employee testing positive for COVID-19, the Association will follow the cleaning & disinfecting procedures provided by the appropriate sources – CDC, Rensselaer County Department of Health, and/or New York State. This is also the case if a staff member is sick with COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>) The COVID-19 Cleaning and Disinfecting Plan in this link lists products identified as effective against COVID-19. Additionally, the county will be notified and will also take action with in the confines of cleaning and disinfecting based on their county plan.

**In the case of an employee testing positive for COVID-19, how will the Association trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?**

Contract tracing will be in cooperation with the Rensselaer County Department of Health and will follow recommended protocols and procedures. Logs of all possible site contacts will be provided and confidentiality will be maintained as required by federal and state laws and regulations.

The Association Executive Director, or designee, will work in conjunction with the County Health Department to inform close contacts that they may have been exposed to COVID-19 while maintaining the privacy of the COVID-19 affected individual.

#### **IV. OTHER**

**Please use this space to provide additional details about the Association's Safety Plan, including anything to address specific industry guidance.**

The Association will refer to NYS [Office-Based Work Guidelines for Employers and Employees](#) for guidance on reopening Association offices.

**Support for employees affected by COVID-19.** Staff who are affected by COVID-19 should contact the local Human Resources contact for guidance and support on benefits which may be available for absences related to COVID-19.

**Flexible work arrangements, remote work or telework.** The Association has and will continue to implement flexible work arrangements with its employees through alternative work schedules, remote work or telework, to the extent possible. Arrangements and requests for flexible work arrangement are coordinated through the employee's supervisors and must be approved by the Association Executive Director.

**Business Travel.** All travel plans must be reviewed by the supervisor and the Association Executive Director as needed and must be deemed essential.

**Association vehicle use.** Individual staff may sign out an Association vehicle if necessary. No passengers will be permitted. The vehicle dashboard including the steering wheel and door handles must be cleaned with sanitizing wipes or other approved method by each staff member before and after use. Meetings - all in person gathering will be very limited and only when able to be held in open, well-ventilated spaces and when individuals maintain six feet of distance between one another.

**Cleaning of computers and electronics.** Association devices (shared or individually issued) (laptops, keyboards, office phones, cell phones, hardware tokens, etc.) can harbor a significant amount of dirt, debris and germs, including COVID-19. Staff are required to keep their devices reasonably clean to both extend the life and care of each devices and reduce the spread of COVID-19 and other germs. IT staff will effectively clean and sanitize device(s) after working on them. For more information for cleaning of electronic devices please review ***Cornell Cooperative Extension COVID-19: CLEANING COMPUTERS AND ELECTRONICS FOR ALL USERS*** available by contacting the SBN Association Lead IT Manager.

**Programs.** CCE Program reopening guidance will be developed on a program-by-program basis and in accordance with funder and/or University requirements and guidance. All programs regardless of program area will adhere to the following:

- All participants including volunteers, parent/guardians over the age of 2 years of age will be required to have access to a face cover. We will be able to provide a disposable face cover in cases where an individual does not have access to one. Individuals will be expected to wear the face cover indoors at any time they are in common spaces and/or in the presence of others.
- Programs will be managed in such a way to maximize the ability to stay minimally 6 feet apart and in settings that are outdoors and/or large to accommodate this as much as is reasonably possible.
- There will be a sign- in sheet which will include the name and contact information of all that are present at a program for potential contact tracing.
- Prior to the start of the program CCE Staff will be sure all participants have a COVID-19 waiver on file. The CCE Staff member will need to be sure that all participants have access to the safety plan and initiate and collect the signed waiver prior to the start of the program.
- Additionally, participants will need to complete the same form that is used for visitors to the office that declare attestation to their health.
- COVID-19 Waivers and health screen attestation are to be turned into the Association Executive Director within 24 hours of the program as well as a copy of the sign in sheet with the contact information of all those present at the program.

Attached are specific guidance in addition to above on safety protocols for programming

- Association "off site" Staff Programming
- Association "Public Events" Staff and Volunteer
- 4-H Youth Development Programs
  - o Club meetings/Events
  - o Live Horse Events
  - o Shooting Sports
- Horticulture/Agriculture
  - o Master Gardeners community garden activities

See other program examples below.

- Camps: [Suggestions for Youth and Summer Camps | CDC](#)
- Forestry: [Linked Here](#)
- Non-Food Agriculture: [Linked Here](#)
- Farmers Markets:

- <https://agriculture.ny.gov/system/files/documents/2020/08/interimguidancefarmersmarkets.pdf>

### **Staying up to date on industry-specific guidance:**

To ensure that the Association stays up to date on the guidance that is being issued by the State, the Association will:

- ✓ Consult the NY Forward website at [forward.ny.gov](http://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](http://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

### **State and Federal Resources for Businesses and Entities**

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

#### *General Information*

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)  
[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)  
[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

#### *Workplace Guidance*

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)  
[OSHA Guidance on Preparing Workplaces for COVID-19](#)

#### *Personal Protective Equipment Guidance*

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)  
[OSHA Personal Protective Equipment](#)

#### *Cleaning and Disinfecting Guidance*

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)  
[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)  
[CDC Cleaning and Disinfecting Facilities](#)  
[DOH COVID-19 Testing](#)  
[CDC COVID-19 Symptoms](#)

## ACKNOWLEDGMENT

The COVID-19 Reopening Safety Plan has been developed to facilitate the transitioning staff back to their primary place of work in response to the Governor's New York Forward phased approach to re-open New York State. The plan may be updated and modified as needed.

I acknowledge receipt of the Cornell Cooperative Extension of Rensselaer County COVID-19 Reopening Safety Plan.

I further understand if I am experiencing COVID-19 related symptoms, or I have had a positive test in the past 14 days and/or close contact with confirmed or suspected cases within the past 14 days I am not permitted to enter to Association offices, buildings, or any other locations or events where work will be performed. I will contact the Association Executive Director, or their designee to notify them of the same.

I further understand that if I have any questions I can contact my immediate supervisor, the human resources contact, the Association Executive Director, or their designee.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# COVID 19 Acknowledgement Waiver

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people of more than 50.

---

## Acknowledgement of Risk

Name of Attendee/Volunteer/Program Participant \_\_\_\_\_

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

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

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

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

If over 18 Years \_\_\_\_\_ Date \_\_\_\_\_  
Signature

If under 18 years Guardian/Parent Name: \_\_\_\_\_

Guardian/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# COVID-19 Visitor/Program Participant Daily Check

New York State requires Cornell Cooperative Extension Associations to screen visitors for signs of COVID-19. Delivery persons for deliveries that are performed with appropriate PPE or through contactless means are excluded from this process. All Association visitors are required to comply with daily check prior to entering Association locations.

Please review the statements below, then indicate "YES" or "NO" as appropriate. **If you indicate "NO," you may not enter the Association location or program. In addition, must leave the site or program immediately if you begin to experience symptoms or feel sick.**

COVID-19 symptoms may include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

- I have not knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.
- I have not tested positive for COVID-19 in the past 14 days.
- I have not experienced any symptoms of COVID-19 in the past 14 days.
- I have not returned from out-of-state or international travel as defined by the NYS Department of Health within the past 14 days. Out-of-state travel does not include states contiguous with New York including: New Jersey, Connecticut, Pennsylvania, Massachusetts, or Vermont. *Refer to the NYS Travel Advisory website for current travel restrictions.*

YES, I can confirm the statements above.

NO, I cannot confirm the statements above and I will not be reporting to work.

---

**Visitor/Program Participant Printed Name**

**Phone/Contact email**

---

**Visitor/Program Participant Signature  
(Guardian/Parent if visitor/participant under 18 years)**

---

**Date**

---

If this Visitor Daily Check was taken verbally from the visitor, who completed this form?

---

**Screener Printed Name**

---

**Screener Signature**

---

**Date**

**Cornell Cooperative Extension of Rensselaer County's COVID Plan**  
**CCE Educational Events**

**Facts about the SARS-CoV-2 Virus that Causes COVID-19:**

- The virus is transmitted person to person through respiratory droplets, which is why 6-foot physical distancing is so important.
- There is no evidence that the virus can be transmitted by food.
- It can persist on surfaces for between 24-72 hours which is why sanitation of commonly touched surfaces is important.
- Risks of infection from touching surfaces can be significantly reduced by avoiding touching the face, frequent handwashing, or use of hand sanitizers.
- Cloth face coverings reduce spreading of the virus by those who may be infected but are not showing symptoms and should be used in addition to physical distance and hand hygiene.

***Residential meetings/ programs*** will be limited to 10 people indoor

When social distancing of 6 feet (36 square feet per person) can be maintained.

***Residential meetings/ programs*** will be limited to 25 people outdoor

When social distancing of 6 feet (36 square feet per person) can be maintained.

***Non-Residential*** will be limited to 100 people indoor.

When social distancing of 6 feet (36 square feet per person) can be maintained and no more than 50% capacity based on certificate of occupancy.

***Non-Residential*** will be limited to 200 people outdoor.

When social distancing of 6 feet (36 square feet per person) can be maintained.

***Procedures:***

- Please do not feel like you have to somehow accommodate so you can meet in person. Meeting remotely or outdoors is still preferred. If you are uncomfortable with meeting at this time, please do not feel pressured to do so.
- Tracing mechanism is to be in place utilizing the association event tracking form.
- All attendees will attest to the health screening questions in the NY Forward Guidance (visitor/participant health assessment) to attend the event and health forms will be collected.
- All attendees will practice social distancing of at least 36 square feet per person.
- Attendees will wear a mask properly, one will be provided if needed. Face cover must fully cover nose and mouth.
- Participants are asked to bring their own food and labeled beverage.
- Hand sanitizer will be available. Hand washing will be encouraged, especially after coming in contact with commonly touched surfaces.
- All shared materials will be disinfected between each use.
- Participants will be asked to not intermingle or share items.
- All present will complete or have an Assumption of Risk waiver regarding Coronavirus on file with the CCE Office.
- This document is effective April 5, 2021 but can change anytime due to the increase of cases of COVID in Rensselaer County, or changes at the local health department level, NY Forward or CDC guidance.

**Cornell Cooperative Extension of Rensselaer County's COVID Plan  
Staff/Volunteers Working in the Public coordinated by CCE - venue not coordinated by CCE  
(Farmer's Markets, Festivals, Open Houses as examples)**

**Or**

**Staff/Volunteers Programming offsite – at a venue not coordinated by CCE  
(Boys and Girls Club, YMCA, Schools as examples)**

**Facts about the SARS-CoV-2 Virus that Causes COVID-19:**

- The virus is transmitted person to person through respiratory droplets, which is why 6-foot physical distancing is so important.
- There is no evidence that the virus can be transmitted by food.
- It can persist on surfaces for between 24-72 hours which is why sanitation of commonly touched surfaces is important.
- Risks of infection from touching surfaces can be significantly reduced by avoiding touching the face, frequent handwashing, or use of hand sanitizers.
- Cloth face coverings reduce spreading of the virus by those who may be infected but are not showing symptoms and should be used in addition to physical distance and hand hygiene.

**Practice standard safety protocols as is reasonable as are in place for working in the office or CCE coordinated events (i.e. frequent hand washing, sanitizing touch points, etc.). In this instance "Volunteer" refers to both adult and youth.**

Staff – must be sure to complete the daily health assessment

Volunteers – must be able to attest to the Visitor/Participant Health assessment and report this to the appropriate CCE Staff member overseeing this effort. Additionally, all volunteers must have an Assumption of Risk Waiver regarding Coronavirus on file with the CCE office.

Follow all safety procedures in place at public events assuming they are following appropriate local and state guidance.

Always wear a face cover and carry hand sanitizer

Maintain social distancing of 6 feet from others, limit contact with others closer than 6 feet as much as is reasonable

If doing an interactive activity with touch points (chairs/tables/equipment/etc.) select activities with minimal touch points and sanitize between users.

Encourage activities that do not require repeat touch points or are single use (for example if needing a writing utensil to do an activity, let participants take the writing utensil with them – single use)

If at any time a staff member or volunteer feels unsafe and/or COVID-19 Mitigation standards are not being upheld at the public event they should remove themselves immediately and contact their supervisor or respective CCE staff member.

## Cornell Cooperative Extension of Rensselaer County's COVID Plan 4-H Clubs and Events

### Facts about the SARS-CoV-2 Virus that Causes COVID-19:

- The virus is transmitted person to person through respiratory droplets, which is why 6-foot physical distancing is so important.
- There is no evidence that the virus can be transmitted by food.
- It can persist on surfaces for between 24-72 hours which is why sanitation of commonly touched surfaces is important.
- Risks of infection from touching surfaces can be significantly reduced by avoiding touching the face, frequent handwashing, or use of hand sanitizers.
- Cloth face coverings reduce spreading of the virus by those who may be infected but are not showing symptoms and should be used in addition to physical distance and hand hygiene.

**Residential meetings/ programs** will be limited to 10 people indoor

When social distancing of 6 feet (36 square feet per person) can be maintained.

**Residential meetings/ programs** will be limited to 25 people outdoor

When social distancing of 6 feet (36 square feet per person) can be maintained.

**Non-Residential** will be limited to 100 people indoor.

When social distancing of 6 feet (36 square feet per person) can be maintained and no more than 50% capacity based on certificate of occupancy.

**Non-Residential** will be limited to 200 people outdoor.

When social distancing of 6 feet (36 square feet per person) can be maintained.

### Procedures:

- Please do not feel like you have to somehow accommodate so you can meet in person. Meeting remotely or outdoors is still preferred. If you are uncomfortable with meeting at this time, please do not feel pressured to do so. Additionally, some events may have more specific safety plans.
- The 4-H meeting/event does not start until members arrive to the event and concludes at the time of departure from the event.
- Leaders need to keep a tracing mechanism (see attached as a reference), including who was there, where the event or meeting was held (specifics: outside on the lawn, in the barn...), how long the event lasted, and if seen and answered the health screening questions in the NY Forward Guidance before coming to the meeting/ event.
- All attendees will attest to the health screening questions in the NY Forward Guidance, prior to attending event. For CCE coordinated events – Health forms will be collected.
- All attendees will practice social distancing of at least 36 square feet per person.
- Attendees will wear a mask properly, one will be provided if needed. Face cover must fully cover nose and mouth.
- Participants are asked to bring their own food and labeled beverage.
- Hand sanitizer will be available. Hand washing will be encouraged, especially after coming in contact with commonly touched surfaces as well as the handling of animals.
- All shared materials will be disinfected between each use.
- Participants will be asked to not intermingle or share items.
- All present will complete or have an Assumption of Risk waiver regarding Coronavirus on file with the CCE Office.
- This document is effective April 5, 2021 but can change anytime due to the increase of cases of COVID in Rensselaer County, or changes at the local health department level, NY Forward or CDC guidance.

## **4-H Equine Events – Live 7-6-20**

Facts about the SARS-CoV-2 Virus that Causes COVID-19:

- The virus is transmitted person to person through respiratory droplets, which is why 6-foot physical distancing is so important.
- There is no evidence that the virus can be transmitted by food.
- It can persist on surfaces for between 24-72 hours which is why sanitation of commonly touched surfaces is important.
- Risks of infection from touching surfaces can be significantly reduced by avoiding touching the face, frequent handwashing, or use of hand sanitizers.
- Cloth face coverings reduce spreading of the virus by those who may be infected but are not showing symptoms and should be used in addition to physical distance and hand hygiene.

**This is a living document and will be updated as we move through the COVID-19 Mitigation process.**

**Staffing:** Bernie Wiesen – Executive Director

**Procedures:**

- The 4-H Equine event does not start until members arrive to the event and concludes at the time of departure from the event.
- Participants and attendees will be provided a form to complete and attest (sign) to the health screening questions in the NY Forward Guidance. Forms will be given to the respective County Executive Director/s in which the program participants originate via respective staff at this event.
- A listing of all who are present and their contact information will be collected/created as a tracing mechanism.
- Participants and all attendees are expected to bring their own face cover and keep with them at all times. The face cover must be worn properly which includes fully covering the nose and mouth in all cases where a distance of 6 feet between people cannot be attained. Extra face covers will be provided in case someone does not have one.
- Participants are asked to bring all their own equipment needed for the event. Sharing of equipment is strongly discouraged.
- Hand sanitizer will be available and hand washing encouraged throughout the event.
- There are limitations to those present. Youth participants are to bring only their guardian/s or parent/s. Extended family and friends will not be allowed at this time. All non-members in attendance must have a relevant or safety reason for being present. Non-members present must also complete a health assessment and sign in with the designated CCE staff member for contact tracing purposes.
- Participants are asked to bring their own beverage and food to stay hydrated and energized as well as their own writing utensil if applicable.
- Participants are expected to social distance at all times including breaks and unstructured times (snacks/meal breaks/non class time/etc..). Failure to do so will result in being excused from the event.
- Overnight is not permitted at this time.
- Stall assignments will be spread out as is best to maximize social distancing mechanisms.
- Restrooms will be available and managed by Schaghticoke Fairgrounds maintenance.
- The operation and facilitation of equine events may be altered as needed in order to comply with health guidance in alignment with the reduction of COVID-19 spread.
- All in attendance must have a COVID-19 Waiver on file with the CCE office.

## 4-H Archery Live Event

Facts about the SARS-CoV-2 Virus that Causes COVID-19:

- The virus is transmitted person to person through respiratory droplets, which is why 6-foot physical distancing is so important.
- There is no evidence that the virus can be transmitted by food.
- It can persist on surfaces for between 24-72 hours which is why sanitation of commonly touched surfaces is important.
- Risks of infection from touching surfaces can be significantly reduced by avoiding touching the face, frequent handwashing, or use of hand sanitizers.
- Cloth face coverings reduce spreading of the virus by those who may be infected but are not showing symptoms and should be used in addition to physical distance and hand hygiene.

Staffing: Eileen DePaula – 4-H Program Coordinator

- **The 4-H Archery event does not start until members arrive to the event and concludes at the time of departure from the event.**
- Participants and attendees will be provided a form to complete and attest (sign) to the health screening questions in the NY Forward Guidance. Forms will be given to the respective County Executive Director/s in which the program participants originate via respective staff at this event.
- A listing of all who are present and their contact information will be collected/created as a tracing mechanism.
- Participants and all attendees are expected to bring their own face cover and keep with them at all times. The face cover must be worn properly which includes fully covering the nose and mouth in all cases where a distance of 6 feet between people cannot be attained. Extra face covers will be provided in case someone does not have one.
- Participants are asked to bring all their own equipment needed for the event. Personal equipment is not to be shared by other participants.
- If a participant does not have their own equipment, it will be provided for them to use during the session by CCE Rensselaer County. There is to be no sharing of equipment.
- All equipment will be cleaned and sanitized after use.
- Hand sanitizer will be available and hand washing encouraged throughout the event.
- There are limitations to those present. Youth participants are to bring only their guardian/s or parent/s. Extended family and friends will not be allowed at this time. All non-members in attendance must have a relevant or safety reason for being present. Non-members present must also complete a health assessment and sign in with the designated CCE staff member for contact tracing purposes.
- **Participants are asked to bring their own labeled water bottle to stay hydrated.**
- Participants are expected to social distance at all times including breaks and unstructured times (breaks/non-class time/etc.). Failure to do so will result in being excused from the event.
- There will be no restrooms available. The indoor classroom will not be available to participants.
- **When not on the firing line, youth are to wait in their designated area. Social distancing is to be practiced at all times during the archery session by all attendees.**
- The operation and facilitation of the archery event may be altered as needed in order to comply with health guidance in alignment with the reduction of COVID-19 spread.
- All in attendance must have a COVID-19 Waiver on file with the CCE office.
- Attached is the Health Screening tool required of all program participants and those in attendance to complete upon arrival to an event

**Guidelines for Master Gardeners working in public gardens during COVID-19 Mitigation  
Cornell Cooperative Extension of Rensselaer County**

The original guidelines were developed by a group of Master Gardeners and staff via a ZOOM meeting. Attendees: Nancy Scott, Bette DiNovo, Mike Reger, Beverly Reinhardt, Kathy Hartley, Betsy Kauffman, Marge Davey, Mary Ellen Ratcliffe, David Chinery. It has since been updated twice (June 11, 2020 and February 11, 2021). This is a living document and will be adjusted as is relevant given our statewide/regional CCE, county, state and federal oversight.

1. We will not be doing any garden maintenance until we get a “green light” from Extension administration – which was granted as we entered Phase 1 – May 20<sup>th</sup>, 2020.
2. We will make sure we have permission to be at each garden site from the site owners. Locations that own/house gardens should be asked if there is any protocol we need to follow and we should review and follow their requirements in addition to what we have in place in this document.
3. Master Gardeners will work in small groups and practice social distancing of a minimum of six feet and wear a face cover. A minimum of two Master Gardeners should be at each site for safety.
4. Master Gardeners will bring their own face mask, gloves, hand sanitizer, etc. Master Gardeners will bring and use their own tools.
5. We will resume regular gardening activities in 2021. This may include the purchase and application of mulch and other projects.
6. The public will not be invited into the gardens until restrictions ease. If we meet members of the public while we are working, we will practice social distancing and encourage them to do the same.
7. The gardens are for the most part in good condition currently. Captains are encouraged to check their gardens and see what needs to be done.
8. We will update our lists of who works in each garden. Garden Captains will need to track the work being done and by whom including day and time and be sure Master Gardener’s that work are aware and follow this document.
9. Each MG volunteer will decide if he/she wants to participate in gardening. No one should feel pressured to participate.
10. All volunteers and program participants must complete and return to the Cornell Cooperative Extension of Rensselaer County office the document entitled “Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19.”
11. All Master Gardeners are to be able to attest to the health screening questions in the NY Forward Guidance (visitor/participant health assessment) before they are able to work in the community at a garden site on behalf of CCE as a Master Gardener.