COVID-19 EXPOSURE PREVENTION, PREPAREDNESS, AND RESPONSE
RETURN TO WORK POLICIES & PROCEDURES
FOR ALL TOWN STAFF

The Town of Clayton takes the health and safety of our employees very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, the Town of Clayton must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Town's workforce. The Town of Clayton's Human Resources office will continue to monitor the related guidance that U.S. Center for Disease Control and Prevention ("CDC") and Occupational Safety and Health Administration ("OSHA") continue to make available. This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. This Plan will be effective from the date adoption until further notice. The Town of Clayton may also amend this Plan based on operational needs.

RESPONSIBILITIES OF SUPERVISORS

All Department Heads must be familiar with this Plan and be ready to answer questions from employees. Department Heads must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Department Heads must encourage this same behavior from all employees.

RESPONSIBILITIES OF EMPLOYEES

The Town of Clayton is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 at our jobsites, everyone must play their part. As set forth below, the Town of Clayton has instituted various housekeeping, social distancing, and other best practices at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact the Town Supervisor. OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

EMPL0YEE HEALTH PROTECTION

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands. Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands; if no tissue is available then cough into your elbow.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Sick employees are not to report to work.

- All personnel who have a health condition that may place them at high risk, please contact your primary health care provider for guidance, contact your supervisor and Human Resources to discuss your personal situation.
- Prior to starting a shift, each employee will either self-certify or be examined by a qualified person that they:
    - Have no signs of a fever or a measured temperature greater than 100.3 degrees.
    - Had no cough or trouble breathing within the past twenty-four (24) hours.
    - Have had no "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, being within six (6) feet of a person who has tested positive for COVID-19, or coming in direct contact with secretions (ex: sharing utensils, being coughed on) from a person who has tested positive for COVID-19 while that person was asymptomatic.
    - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Any employee exhibiting any of the symptoms below must report such symptoms to a supervisor (via phone, texting or email) immediately and head home from work or stay home if already there. Employees that show signs or complain about such symptoms shall be directed to leave the worksite immediately. COVID-19 symptoms typically include:
    - Fever
    - Cough
    - Shortness of Breath or Difficulty Breathing
    - New Loss of Taste or Smell
    - Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

  If warranted, employees must seek medical attention and receive applicable testing per their health care provider. They are not to return to the work site until cleared by a medical professional if the health care provider determines that they may be or have been infected with COVID-19. CDC and NYSDOH guidelines must be followed accordingly.

GENERAL SITE PROCEDURES TO LIMIT TRANSMISSION OF COVID-19

The Town of Clayton has instituted the following protective measures at all locations:

Building Entrance and Exit

- Employees arriving (and leaving) work are to use the designated entry points established for the building. Designated entry points should be utilized to eliminate or limit employees from interacting with the public. Designated entry points need to be identified within the site safety plan.
- Elevators and lifts shall only be used at 50% capacity and employees must be provided with appropriate PPE for use.

Public Access to Building

- There shall be limited public access to buildings or property without an appointment and essential need. Department Heads are encouraged to stress to the public the desire to handle

transactions remotely, if possible, or to prearrange visits to the worksites if necessary, so that social distancing can be maintained.

- All in-person meetings will be limited. To the extent possible, meetings should be held by telephone or remotely, if possible. If meetings are conducted in-person, attendance will be collected verbally, and an appointed representative will sign-in each attendee and such sign-in will include the meeting date, time and each attendee's contact information. Attendance will not be tracked through passed-around sign-in sheets or mobile devices. During any in-person safety meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Social Distancing Protocol will be posted at each public entrance to each facility.
- Signage will be posted at each public entrance of each facility to inform all employees and visitors that they should:
    - Avoid entering the facility if they have a cough or a fever
    - Maintain six (6) foot distance from one another
    - Sneeze and cough into a cloth or tissue, or if not available, into one's elbow
    - Not to shake hands or engage in any unnecessary physical contact

Interaction with Coworkers and the Public

- Where appropriate, the Town of Clayton will stagger shifts and coordinate work activities so social distancing can be maintained.
- Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to less than ten (10) people.
- Employees must avoid physical contact with others and shall direct others (coworkers, visitors, etc.) to increase personal space to at least six (6) feet, where possible. Only necessary employees should enter offices and all employees should maintain social distancing while inside the offices.
- Handshaking or other touching is strongly discouraged.
- Any employee or visitor showing symptoms of COVID-19 will be asked to leave the facility and return home.
- While working offsite at a private establishment or home, employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Employees should wash or sanitize hands immediately before starting and after completing the work and wear appropriate PPE during work.

Measures to Protect Employee Health

- Co-mingling of departments is discouraged as much as feasible (stay in your own work area). A "No Congregation" policy is in effect on all worksites. All employees must adhere to social distancing protocols by maintaining a minimum distance of 6 feet from other individuals. If an activity must be performed and it is infeasible to perform that operation while maintaining social distancing, employees must be provided with the appropriate PPE based on the potential level of exposure as defined by OSHA and the CDC.
- All desks or individual workstations must be separated by at least six (6) feet.
- Employee restrooms are not to be made available for public use.

- Wall mounted alcohol-based hand sanitizers are in various work areas, routine walk paths, lobby and the guard shack entrance.
- All employees shall wear face coverings where social distancing cannot be consistently maintained. CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required. Face coverings shall be disposed of or washed by employees between uses and shall not be shared.
- If a work activity requires more than one employee to occupy a vehicle, appropriate PPE must be worn.
- Employee training will be limited to remote training to the extent allowable.
- Employees shall encourage customers to use touchless payment options, when available and to minimize handling cash, credit cards, reward cards and mobile devices, where possible.
- When exchanging paper and coin money:
    - Do not touch your face afterward.
    - Ask customers to place cash on the counter rather than directly into your hand.
    - Place money directly on the counter when providing change back to customers.
    - Wipe counter between each customer at checkout.

Cleaning & Disinfection of the Workplace

- Each worksite will have developed cleaning and disinfection procedures following CDC and DOH guidelines. Cleaning logs for each facility shall be maintained and stored by the Buildings & Grounds Department for all facilities other than the Highway Garage or the Highway Department for the Highway Garage. Said logs shall document date, time, and scope of cleaning.
- All persons on site must wash or sanitize their hands upon entering the worksite and periodically over the course of their shift. The Town of Clayton understands that due to the nature of our work, access to running water for hand washing may be impracticable. In these situations, the Town of Clayton will provide, if available, alcohol-based hand sanitizers and/or wipes. Employees will be made aware of proper handwashing procedures and instructions as to how to properly wash one's hands will be provided onsite. All wash stations shall be provided with soap, hand sanitizer, paper towels and a garbage receptacle with a liner. If a worker notices soap, sanitizer or towels are running low or are out, they are to immediately notify their supervisor.
- To avoid spreading germs, all employees must clean up after themselves. No person shall be responsible for moving, unpacking, and packing up tools or other personal belongings of another individual.
- Employees will be responsible to clean and disinfect their own workstation daily as follows:
    - Clean the workstation at the beginning and end of each workday
    - Use alcohol-based wipes or sprays containing at least seventy percent (70%) alcohol
    - Spray alcohol on work surfaces and tools, allow to stay on surface for at least thirty (30) seconds

    - Disinfect desk phones at the beginning and end of each workday and after anyone other than you use the phone. Desktop phones have proven to be one of the highest risk areas for surface transmission.
    - For IT equipment such as keyboards, spray a paper towel with alcohol to wipe down surface, or use alcohol wipes
    - Once you touch an item, clean it: stapler, tape dispenser, cabinet door, door handles
    - A list of disinfectants and the applicable time to leave on surfaces is attached.
    - Wipe down any shared equipment such as a copy machine or door handles to any shared offices before and after each use using alcohol-based wipes or sprays containing at least seventy percent (70%) alcohol
- When entering a machine or vehicle which you are not sure you were the last person to enter, door handles, steering wheel, etc. are to be cleaned and disinfected.
- All high contact surfaces, such as but not limited to, meeting areas, door handles, handrails, personnel hoists, elevators, laptops, tools, bathrooms/porta-johns, etc. shall be cleaned and disinfected at least twice daily.
- Breakrooms and other common areas will be cleaned at least once per day. Employees performing cleaning will be issued proper personal protective equipment ("PPE"), such as nitrile, latex, or vinyl gloves and gowns, as recommended by the CDC.
- Any trash collected from the worksite must be changed frequently by someone wearing nitrile, latex, or vinyl gloves.
- Bathrooms should be cleaned at least twice per week and disinfected on the inside. Hand sanitizer dispensers should always be full.
- Frequently touched items (i.e. door pulls and toilet seats) will be disinfected frequently.
- Vehicles and equipment/tools should be cleaned at least once per day and before change in operator or rider.
- OSHA has indicated that a reliable report that an employee has tested positive for COVID-19 does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.2 Notwithstanding this, the Town of Clayton will clean those areas of the worksite that a confirmed-positive individual may have contacted and it will do so before employees can access that work space again.
- The Town of Clayton will maintain Safety Data Sheets of all disinfectants used on site.

Employee Recommended Actions

- In lieu of using a common source of drinking water, such as a cooler, employees should use individual water bottles.
- Employees may choose to bring the following supplies from home to reduce the need to handle commonly used items in the office: dish gloves to clean, desk cleaner, hand sanitizer, and a water/coffee cup with lid
- When handling deliveries of packages, consider the following precautions:
    - Wash your hands with soap and water after handling
    - Use hand sanitizer when soap and water are not available
    - Avoid touching your face, eyes, nose, or mouth

- Consider using PPE such as disposable nitrile gloves and/or the use of disposable surgical masks when handling
- Disinfect surfaces with ten percent (10%) bleach solution or hospital-grade disinfectant as appropriate to the surface being treated.

JOBSITE EXPOSURE SITUATIONS

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms or 14 days of isolation after the first positive test if they remain asymptomatic and providing evidence of a negative COVID-19 test.
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 14 days of isolation from the onset of symptoms and providing evidence of a negative COVID-19 test. *The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.*
- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine and providing evidence of a negative COVID-19 test.
    - However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:
        1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
        2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
        3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
        4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
        5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.
- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 14 days of isolation from the onset of symptoms and providing evidence of a negative COVID-19 test.

OSHA RECORD-KEEPING

If a confirmed case of COVID-19 is reported, the Town of Clayton will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. OSHA requires construction employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a fatality, or (2) results in the in-patient hospitalization of one or more employee. "In-patient" hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment. OSHA has made a determination that COVID-19 should not be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an "illness." However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time. If an employee has a confirmed case of COVID-19, the Town of Clayton will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside of the work environment. Thus, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work-related, and thus not recordable. The Town of Clayton's assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID19 that is considered work-related, the Town of Clayton will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

CONFIDENTIALITY & PRIVACY

Except for circumstances in which the Town of Clayton is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The Town of Clayton reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The Town of Clayton also reserves the right to inform sub-contractors, vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

GENERAL TERMS & QUESTIONS

Given the fast-developing nature of the COVID-19 outbreak, the Town of Clayton may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the Town Supervisor or your Department Head.

APPENDIX A

FACILITY-SPECIFIC RECOMMENDATIONS

Administrative Office

- The Designated Employee Entrance for the Town Hall shall be the Merrick Street entrance. This door shall remain locked at all times.
    - Signage shall be posted regarding Handicapped use. If a handicapped individual is in need of the entrance, they will phone the posted phone number and the visitor will be assisted either directly with their request or they will be let into the building to use the lift and access the hallway as necessary.
- Social Distancing Protocol will be posted at each public entrance to each facility.
- Signage will be posted at each public entrance of each facility to inform all employees and visitors that they should:
    - Avoid entering the facility if they have a cough or a fever
    - Maintain six (6) foot distance from one another
    - Sneeze and cough into a cloth or tissue, or if not available, into one's elbow
    - Not to shake hands or engage in any unnecessary physical contact
- Awareness Social Distancing circles will be placed on the lobby floor to indicate 6' distances for visitors
- The lobby hallway shall be closed off with a stand which includes a plexiglass window with passthrough slot for sharing documents, etc. as necessary. There should be no unnecessary visitors accessing the hallway offices.
    - If a visitor needs to see an employee, they may ask the Town Clerk's office to call the employee to the front hallway stand. If no one is available at the Town Clerk's window, a list of department phone numbers will be available, and the visitor may call the office and request the individual's assistance.
    - If necessary, the window in the Town Clerk's office may also be used for this interaction with prior approval from the Town Clerk.
    - A similar stand will be placed at the Merrick Street end of the hallway for use.
    - The stands will be on locking wheels so that they may be moved as necessary by Town personnel to enter and exit the building.
- All benches and other furniture will be removed from the lobby.
- A drop box will be placed outside of the front entrance to allow for transfer of paperwork without in-person transactions.
- Those visits which are considered necessary shall be pre-scheduled and included in the shared calendar so that all personnel are aware of the visit.
- The Town Hall restrooms shall not be for public use until further notice.
- There shall be limited congregation in shared spaces including the restrooms, copy room and board room, as well as in other employee's offices as provided for in the general guidance of this document. Unannounced entrance to other offices should be limited.
- It is strongly suggested that intra-office correspondence be shared via email or other electronic means, where possible—limiting the amount of shared paper traversing offices and departments.

Cerow Recreation Park Arena

- The Designated Employee Entrance for the Arena complex shall be the breakroom door. This door shall remain locked at all times.
    - Signage shall be posted regarding Handicapped use. If a handicapped individual is in need of the entrance, they will phone the posted phone number and the visitor will be assisted either directly with their request or they will be let into the building to use the lift and access the hallway as necessary.
- Social Distancing Protocol will be posted at each public entrance to each facility.
- Signage will be posted at each public entrance of each facility to inform all employees and visitors that they should:
    - Avoid entering the facility if they have a cough or a fever
    - Maintain six (6) foot distance from one another
    - Sneeze and cough into a cloth or tissue, or if not available, into one's elbow
    - Not to shake hands or engage in any unnecessary physical contact
- There shall be limited congregation in shared spaces including the restrooms, break rooms, as well as in other employee's offices as provided for in the general guidance of this document.
- Unscheduled visits from the public should be limited, as should be direct interaction with construction personnel.
- Arena bathrooms should not be available for public use until further notice.

Clayton Harbor Municipal Marina

- The Designated Employee Entrance for the Marina Office shall be the main entrance door. This door shall remain locked at all times.
- Social Distancing Protocol will be posted at each public entrance to each facility.
- Signage will be posted at each public entrance of each facility to inform all employees and visitors that they should:
    - Avoid entering the facility if they have a cough or a fever
    - Maintain six (6) foot distance from one another
    - Sneeze and cough into a cloth or tissue, or if not available, into one's elbow
    - Not to shake hands or engage in any unnecessary physical contact
- There shall be limited congregation in shared spaces including the restrooms, break rooms, as well as in other employee's offices as provided for in the general guidance of this document.
- Unscheduled visits from the public should be limited, as should be direct interaction with personnel who are not employed by the Town of Clayton.
- Interactions with the public should be conducted through the windowed-stand, where possible.
- Touchless check-in and check-out should be utilized to the extent possible.
- Dock employees may utilize the shared public bathrooms or may use the Town Hall bathrooms which are not available for public use until further notice.

Highway Garage

- The Designated Employee Employee Entrance for the Highway Barn shall be the side entrance door. This door shall remain locked at all times.
- Social Distancing Protocol will be posted at each public entrance to each facility.
- Signage will be posted at each public entrance of each facility to inform all employees and visitors that they should:
    - Avoid entering the facility if they have a cough or a fever
    - Maintain six (6) foot distance from one another
    - Sneeze and cough into a cloth or tissue, or if not available, into one's elbow
    - Not to shake hands or engage in any unnecessary physical contact
- There shall be limited congregation in shared spaces including the restrooms, break rooms, as well as in other employee's offices as provided for in the general guidance of this document.
- Unscheduled visits from the public should be limited, as should be direct interaction with personnel who are not employed by the Town of Clayton.
- Highway barn bathrooms should not be available for public use until further notice.

Justice Court

- The Designated Employee Entrance for the Justice Court shall be the rear entrance door. This door shall remain locked at all times.
- Social Distancing Protocol will be posted at each public entrance to each facility.
- Signage will be posted at each public entrance of each facility to inform all employees and visitors that they should:
    - Avoid entering the facility if they have a cough or a fever
    - Maintain six (6) foot distance from one another
    - Sneeze and cough into a cloth or tissue, or if not available, into one's elbow
    - Not to shake hands or engage in any unnecessary physical contact
- There shall be limited congregation in shared spaces including the restrooms, break rooms, as well as in other employee's offices as provided for in the general guidance of this document.
- Unscheduled visits from the public should be limited, as should be direct interaction with personnel who are not employed by the Town of Clayton.
- Interactions with the public should be conducted through the front window, where possible.
- Justice Court bathrooms should not be available for public use until further notice.

Transfer Site

- The Designated Employee Entrance for the Transfer Site shall be the office door (the public is not permitted in the Transfer Site building). This door shall remain locked at all times.
- Social Distancing Protocol will be posted at each public entrance to each facility.
- Signage will be posted at each public entrance of each facility to inform all employees and visitors that they should:
    - Avoid entering the facility if they have a cough or a fever
    - Maintain six (6) foot distance from one another
    - Sneeze and cough into a cloth or tissue, or if not available, into one's elbow
    - Not to shake hands or engage in any unnecessary physical contact
- Transfer site sales should be conducted while remaining six (6) feet apart from other individuals.
- There shall be limited congregation in shared spaces including the restrooms, break rooms, as well as in other employee's offices as provided for in the general guidance of this document.
- Unscheduled visits from the public should be limited.
- Transfer Site bathrooms should not be available for public use until further notice.
- Transactions of cash shall follow the protocol outlined in the general guidance of this document and should also include:
    - Transfer of cash between employees and the public shall occur with the use of a bank bag. The public may place their payment in the bank bag rather than handing the cash to the employee. This will assist in limiting the amount of hand-to-hand contact involved with the process.

APPENDIX B

EMPLOYEE SELF-SCREENING EMAIL

Sample Employee Email

Subject: Daily COVID19-Screening

To keep you and all our employees safe, every employee must be assessed for COVID-19 symptoms and risk factors each day before entering our work facility. The survey must be completed prior to your shift and is available four hours before your start time.

You will be expected to show proof of green check at point of entry. The easiest way is to take it on your mobile phone and save a screenshot. <<Your Department Head will ask to see the proof of green check and will record the information on a daily basis (or) You will be asked to print the proof of green check and record the information on a daily basis each morning and submitted to the Human Resources office.>>

Regardless of survey results, if you feel that you have symptoms related to COVID-19 infection please contact a health professional.

The survey below should be completed at the beginning of each shift on all days you are scheduled to work in our facilities.

https://covid19symptomchecker.spectrumhealth.org

Employee Symptom Checker

Spectrum Health has developed the Symptom Checker, a free mobile site designed to help employees of essential businesses routinely check for symptoms before they come to work. Since it's free, it's also an easily shared resource. It can be provided ahead of an appointment with anyone who comes in to your business, whether it's a vendor, a contractor or even a customer.

Symptom Checker

- To access the symptom checker: https://covid19symptomchecker.spectrumhealth.org (https://covid19symptomchecker.spectrumhealth.org/)
- This site is optimal on a mobile device
- More information and instructions on how to implement:

The Symptom Checker houses a few quick questions that monitor for COVID-19 symptoms, using current guidelines from the CDC. Once the questions are completed, an employee will either receive a green good-to-go checkmark or be directed to seek further medical advice should their results require it.

This is the same tool our own health care workers use before showing up for a shift. To most effectively implement it, Spectrum Health requires proof of a green checkmark before any employee can come in to work. This helps us monitor the health and safety of over 30,000 employees simply and effectively.

While the Symptom Checker does not provide medical advice or connect employees directly to a health care provider, it will provide consistent self-monitoring and reinforce proper protocols.

Latest Updates

In partnership with the CDC and Spectrum Health's Infectious Disease doctors, this tool is updated frequently. Changes are listed below:

- April 4th - initial release of the symptom checking tool
- May 5th - addition of less common COVID-19 symptoms such as sore throat and nasal congestion. The inclusion of these symptoms may increase the number of individuals being directed to seek further medical advice.

Sample Email Template for Employees

- Download template (/-/media/spectrumhealth/documents/covid/sample-covid19-symptom-checker-employee-email.pdf?la=en&hash=06046E1902EC8302667DE6B6A4A41AA71A612533)

Screening Entry Poster

- Generic - Stop - Have You Screened? (/-/media/spectrumhealth/documents/covid/stop-stand-in-line-sign-11x17-generic.pdf?la=en&hash=C5DF12FC66EB54922229A0F26DACB656227E8F7B)
- Spectrum Health Screening -Stop - Have You Screened? (/-/media/spectrumhealth/documents/covid/stop-stand-in-line-sign-11x17.pdf?la=en&hash=96D27024B0BD967B060BA38B3943561C7187AC71)

Screening Help

- CDC Guidelines for Testing (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html)

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COVID-19 (/covid19)

Ways to Get Care (/covid19/ways-to-get-care)

Giving Opportunities (/covid19/giving-opportunities)

Thank You (/covid19/thank-you)

Community Resources (/covid19/community-resources)

Employer Resources (/covid19/employer-resources)

For Clinicians (/covid19/provider-resources)

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(https://www.instagram.com/spectrumhealth/) (http://www.linkedin.com/company/spectrum-health)

EMPLOYEE TEMPERATURE SHEET

Please Initial on the day that you took your temperature. Monitor hourly if you are at 99°F. If you reach 100°F, you should alert your supervisor and immediately go home and self-isolate yourself, monitoring for symptoms.

EMPLOYEE	MON	TUE	WED	THU	FRI	SAT	SUN

APPENDIX C

HEALTH SCREENING FORM FOR VISITORS

Health Screening Form for Visitors

In an effort to reduce the risk of COVID-19 exposure to Town of Clayton employees, all visitors must complete the following screening questions:

Date: _____

Visitor's name: _____ Visitor's phone number: _____

Person/department visiting: _____

Self-Declaration by Visitor		
	YES	**NO**
Have you traveled to China, Iran, South Korea, Italy and Japan or been in close contact with anyone who has traveled to those areas within the last 14 days?		
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?		
Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, shortness of breath or other respiratory problem)?		

Visitors answering yes to any of the above questions will not be permitted access to the Town of Clayton's facility.

Visitor signature: _____

For internal use:

Access to facility (circle one): Approved Denied

Employee name: _____ Employee signature: _____

APPENDIX D

WORK APPROPRIATE HANDOUTS AND POSTINGS

Only Enter This Building If You:

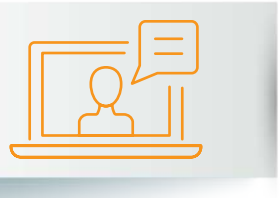
- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

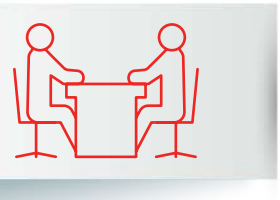
If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.

SOCIAL DISTANCING GUIDELINES AT WORK

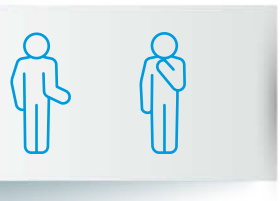


1 Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.

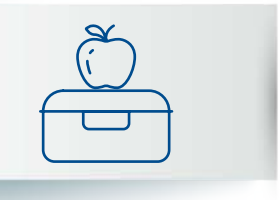


2 Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.

3 Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.



4 Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.



5 Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

6 Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

7 Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.

SHRM®
BETTER WORKPLACES
BETTER WORLD™

STOP THE SPREAD OF GERMS AT WORK

COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.
Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

CLEAN YOUR HANDS OFTEN.
Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.

CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.
Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.
Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.

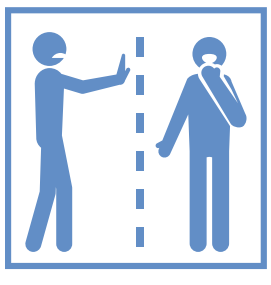
STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.
When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.

SHRM®
BETTER WORKPLACES
BETTER WORLD™

Protect yourself from COVID-19 and stop the spread of germs.

Simple steps help stop the spread of COVID-19 and other viruses:

Wash your hands often with soap and water **for at least 20 seconds**, especially before eating.



Avoid close contact with people who are sick.

Avoid touching your eyes, nose, and mouth.

Stay home when you are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Stay up to date by visiting
www.ny.gov/coronavirus

NEW YORK STATE | Department of Health

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

cdc.gov/coronavirus

CS 316475-A April 13, 2020 6:49 PM

Prevent the spread of COVID-19 if you are sick

Accessible version: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation,** ride-sharing, or taxis.

Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
  - See COVID-19 and Animals if you have questions about pets: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals

Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.

If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.

If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

cdc.gov/coronavirus

CS 316120-A 05/03/2020

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.

Clean all "high-touch" surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
  - ***If you will not have a test*** to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

      AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)

      AND
    - at least 10 days have passed since your symptoms first appeared.
  - ***If you will be tested*** to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use of medicine that reduces fevers)

      AND
    - other symptoms have improved (for example, when your cough or shortness of breath has improved)

      AND
    - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

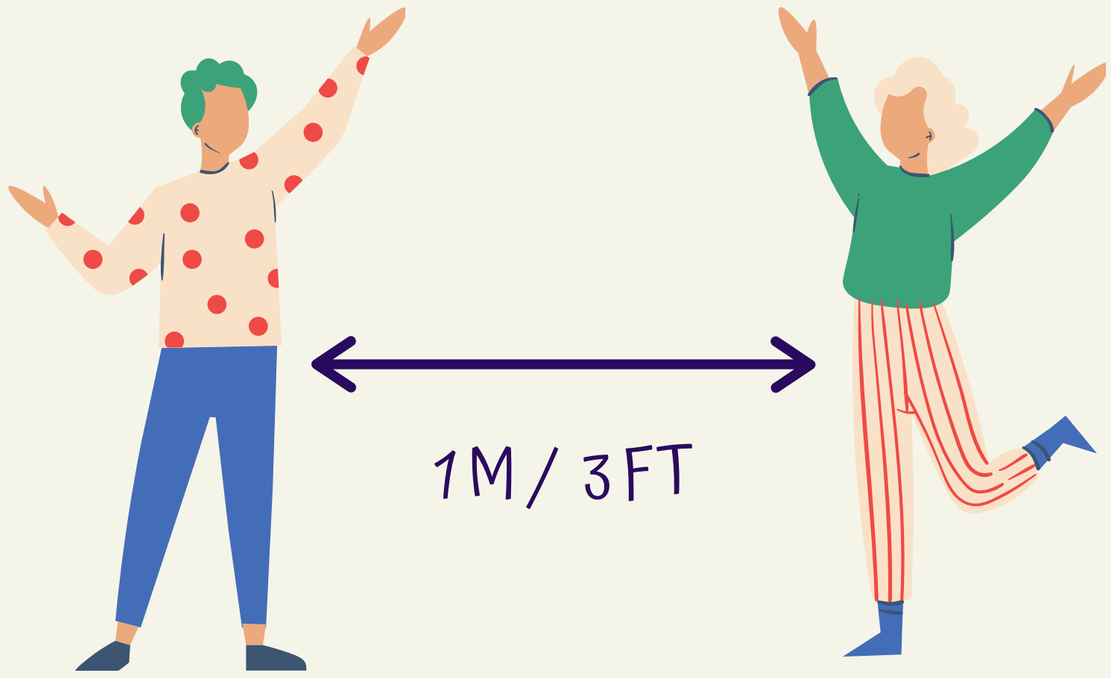
KEEP CALM AND WASH YOUR HANDS

U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

CS243041B

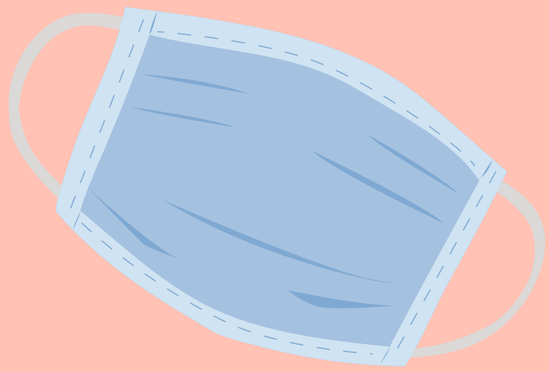
STOP THE SPREAD

WASH YOUR HANDS FREQUENTLY



MAINTAIN PHYSICAL DISTANCING OF 6 FEET

AVOID TOUCHING EYES, NOSE AND MOUTH



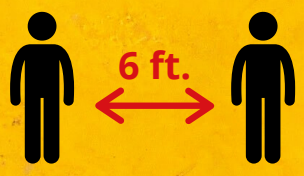
WEAR A MASK, AS DIRECTED BY NYS

Source: World Health Organization

SAFETY NOTICE

This organization has implemented a Coronavirus Prevention Plan

ESSENTIAL ELEMENTS INCLUDE:



Social Distancing

Face Coverings

Hand Sanitizer

Frequent Cleaning

Symptom Monitoring

The health of our employees and customers is our top priority. We have proactively taken these measures to help stop the spread of the pandemic.

Be Responsible!

- **Do Not Enter If Your Are Sick**
- **Face Masks Are Encouraged**
- **Practice Social Distancing**

SENECA

APPENDIX E

DISINFECTION AND DEEP CLEANING PROTOCOLS AND CHECKLISTS

Disinfection & Deep Cleaning Protocols & Checklists

Click Here --> CDC Approved Products

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

Take unique, office-specific circumstances into consideration when sanitizing and disinfecting.

Reminders

- ☐ Deep clean or disinfect entire office/facility prior to anyone returning to work.
- ☐ Replace HVAC air filters or clean/disinfect.
- ☐ The cleaning steps outlined below should be taken routinely to disinfect workplace surfaces, chairs, tables, etc. and to protect employees.

Providers or employees should sanitize and disinfect all areas of the site with special attention to

- Mailroom and Printer Equipment
- Workstations and equipment
- Screens on Work Areas
- Common surface areas
- Restrooms
- Cafeterias
- Lockers

Put tight controls in place on who enters and exits the site during the cleaning shutdown

- Security
- Sanitization vendors
- Taskforce team members, as needed

General Disinfection Measures

- This checklist should be implemented in facilities to reduce the risk of spread of infection
- The cleaning steps outlined below should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees
- Along with these workplace disinfection activities, proper personal sanitary practices including washing hands after bathroom use are also necessary

1. This content has been informed or adapted from online conversations with the Venture Community, publicly available information, including original content in the Safe Work Playbook by Lear Corporation and www.lifelabslearningcorporation.com, Newmark Knight and Frank http://www.ngkf.com/ and generously shared online.
2. This is not legal advice
3. The author of this document made every effort to remove confidential/company identifying information before distribution. Please notify the author if any such information was missed so that updates can be made

Disinfection Frequency at Workstations and Offices

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	**Work site common surfaces**	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with handheld sprayer or wipe	Minimum at the end of each "shift"
2	**Offices, desk, and conference rooms**	Table and chair surface		Spray with handheld sprayer or wipe	At the end of each meeting and end of day
3	**Conveyor belts**	Wipe areas of common employee interphase		Spray with sprayer	At least once respectively in the morning and afternoon
4	**Moveable trays or containers**	Handles and other commonly touched areas		Spray with sprayer	Based on use; Once per "shift" if contacted by 1 person only; otherwise, between users
5	**General objects often used or touched**	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with handheld sprayer or wipe	At least four times per day
6	**Cafeteria/Canteen**	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally, 3 or more times per "shift" to include after all breaks and meals
7	**Tableware**	Disinfection of tableware	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour	After use
8	**Vending machines**	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Generally, 3 or more times per "shift" to include after all breaks and meals
9	**Forklifts**	Wipe areas of common human interaction		Spray with sprayer	After each use
10	**Multi-user safety vest and another PPE**	All surfaces		Spray with sprayer	Not applicable/ not allowed
11	**Transport vehicles**	Common surfaces (e.g. seat surfaces rails, belts, door and window controls)		Spray with sprayer	Before and after each use
12	**All floors and walls**	All general floors and walls at site		Mop	Periodic, where frequently touched; mop hard surfaces daily

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Deep-Cleaning and Disinfection Protocol

COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

Deep cleaning should be performed as soon after the confirmation of a positive test as practical.

While the scope of deep cleaning is presumed to be the full facility, companies may choose to reduce the footprint to be deep cleaned if there is sufficient rationale to do so.

Notwithstanding the above, if an active employee is confirmed to have a COVID-19 positive test, companies may choose, in lieu of performing deep cleaning, to shut down the facility for a period of at least 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

1. **Identify an approved external company that should carry out the deep cleaning activity; this company must have the minimum requirements of:**
   - Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
   - Proper equipment and PPE to perform the task
   - All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated
   - Use of approved COVID-19 disinfectant chemicals to perform this activity

2. **The BTW taskforce should coordinate and supervise the cleaning and disinfection process. They must ensure that:**
   - There is a specific plan and strategy to clean all site, machinery / equipment, common areas, offices and any typical areas where employees interact
   - Only authorized people can access the site during the cleaning operation
   - All 3rd party team members are using any required PPE and that it is also properly disposed at the end of the process
   - Assure that employees are made aware that the work areas have been disinfected

3. **Personal Protective equipment (PPE) requirements for the Deep Cleaning team:**
   - The use of PPE is to be determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste.

4. **Disposal**
   - At the end of the process the Cleaning company must follow the local regulations to dispose all the PPE and cleaning material used in the proper manner.

Reference: **www.epa.gov**

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Cleaning Audit Checklist

Conforming Audit Card

Shift:	**Card #**
Inspection Area:	

General Disinfection Measures

1. Did the cleaning crew / employees receive training about the disinfection method and frequency?
2. Was hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate?
3. Did the team conduct a comprehensive cleaning in all work common surfaces (control buttons, tools conveyors, trays, containers, forklifts, machines)?
4. Did the team conduct a comprehensive cleaning in all offices, desk and conference rooms (cabinets, desk, table and chair surface)?
5. Did the team conduct a comprehensive cleaning in all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms)?
6. Did the team conduct a comprehensive cleaning in cafeteria/canteen (tables, chair surfaces, dispensers, vending machines, etc.)?
7. Did the team conduct a comprehensive cleaning in all common surfaces of personnel buses (Seat surfaces, rails, belts, door, windows, floor)?
8. Did the team conduct a comprehensive cleaning in floors, walls and multiuse areas (tables, chair surfaces, dispensers, vending machines, etc.)?

2nd Layer Audit Audit of the above performed by a higher-level manager	**3rd Layer Audit** Audit of Layer 2 by a higher-level manager
1. Were non-conformities raised? Y/N 2. If yes, were they actioned? 3. If no, please provide reasons:	4. Were all non-conformities closed? Y/N 5. If no, please provide reasons:

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Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant. Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

  Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

  Leave solution on the surface for **at least 1 minute**

  To make a bleach solution, mix:

  - 5 tablespoons (1/3rd cup) bleach per gallon of water

    OR

  - 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.

cdc.gov/coronavirus

CS316248A 04/01/2020

- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** These disinfectants meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and dinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items**.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.

Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routing cleaning and disinfection.

When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

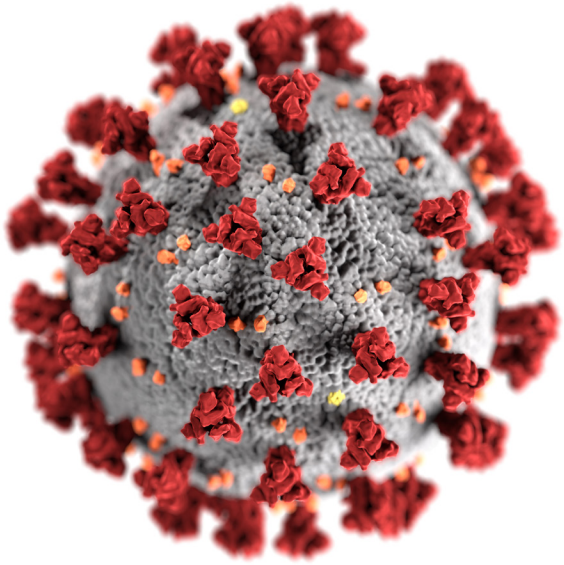
- **Additional key times to wash hands** include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional Considerations for Employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- **Comply** with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

For facilities that house people overnight:

- Follow CDC's guidance for colleges and universities. Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on disinfecting your home if someone is sick.



Visit https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2 to find the current list of products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19.

An official website of the United States government.

Close

We've made some changes to EPA.gov. If the information you are looking for is not here, you may be able to find it on the EPA Web Archive or the January 19, 2017 Web Snapshot.

List N: Disinfectants for Use Against SARS-CoV-2

Other COVID-19 Resources

- EPA's Coronavirus Site
- CDC's Coronavirus Disease 2019 Site
- CDC's Cleaning and Disinfection Recommendations for COVID-19
- NPIC 's COVID-19 Virus Factsheet

All products on this list meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

Finding a Product

To find a product, enter **the first two sets** of its **EPA registration number** into the search bar below. You can find this number by looking for the EPA Reg. No. on the product label.

For example, if EPA Reg. No. 12345-12 is on List N, you can buy EPA Reg. No. 12345-12-2567 and know you're getting an equivalent product.

Search by EPA registration number

Using Other Products

If you can't find a product on this list to use against SARS-CoV-2, look at a different product's label to confirm it has an EPA registration number and that human coronavirus is listed as a target pathogen.

Follow the Label

When using an EPA-registered disinfectant, **follow the label directions** for safe, effective use. Make sure to follow the contact time, which is the amount of time the surface should be visibly wet, listed in the table below. Read our infographic on how to use these products.

These products are for use on surfaces, NOT humans.

Additional Resources

- Still have questions? See our FAQs about this list.
- My company has a product it would like included on this list.

Note: Inclusion on this list does not constitute an endorsement by EPA. Additional disinfectants may meet the criteria for use against SARS-CoV-2. EPA will update this list with additional products as needed.

List N was last updated on April 30, 2020.

EPA Registration Number 12345-12

Other Search Options **Clear**

Show 25 entries Export to PDF Export to CSV

List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2

EPA Registration Number	Active Ingredient(s)	Product Name	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)
1043-127	Phenolic	LpH® IIIse Phenolic Disinfectant	Adenovirus	10
92378-2	Quaternary ammonium	Atmosphere	Norovirus	10
10897-108	Sodium hypochlorite	Hasa Bleach 6%	Rhinovirus	5
88049-2	Sodium hypochlorite	2.2% Sodium Hypochlorite Solution	Rhinovirus	30
92449-1	Hypochlorous acid	Annihilyte-1	Rhinovirus	10
95337-1	Citric acid	Volcano	Rhinovirus	5

EPA Registration Number	Active Ingredient(s)	Product Name	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)
34810-25	Thymol	Ready to Use Thymol	Feline calicivirus	10
8383-3	Phenolic	Sporicidin (Brand) Disinfectant Solution (Spray)	Norovirus	5
87508-3	Sodium chlorite	Performacide	Poliovirus	10
93672-2	Hydrogen peroxide	NeoSan Labs Part B	Norovirus	10
93672-1	Quaternary ammonium	NeoSan Labs Part A	Norovirus	10
1677-256	Quaternary ammonium	FSC 35K	Feline calicivirus	5
1839-213	Quaternary ammonium	SC-AHD-128	Norovirus	5
1839-211	Quaternary ammonium	SC-AHD-64	Feline calicivirus	5
5185-505	Hydrogen chloride	The Works® Basic Disinfectant Toilet Bowl Cleaner	Rotavirus; Poliovirus	10
74436-1	Quaternary ammonium	EasyDECON Part 1	Hepatitis A virus; Rhinovirus; Feline calicivirus;	10
74436-2	Hydrogen Peroxide	EasyDECON Part 2	Hepatitis A virus; Rhinovirus; Feline calicivirus;	10
66570-2	Sodium dichloro-S-triazinetrione	EfferSan™	Feline calicivirus	5
87492-1	Chlorine dioxide	Electro-Biocide	Rhinovirus	10
11525-30	Quaternary ammonium; Ethanol	Disinfectant Spray "G"	Rhinovirus	10
4822-614	Hydrochloric acid	Scrubbing Bubbles Power Stain Destroyer Non-Bleach Toilet Bowl Disinfectant	Rotavirus	10
70627-79	Hydrogen peroxide	Oxivir HC Disinfectant Cleaner	Feline calicivirus; Rhinovirus; Adenovirus; Rotavirus; Poliovirus	1
70627-80	Hydrogen peroxide	Oxivir™ HC Wipes	Feline calicivirus; Rhinovirus; Adenovirus; Rotavirus; Poliovirus	1
4822-617	Sodium hypochlorite	Scrubbing Bubbles Bubbly Bleach Gel Toilet Bowl Disinfectant	Rotavirus	10
6836-385	Hydrogen peroxide	DS-6640	Feline calicivirus	3

Showing 1 to 25 of 402 entries

Previous 1 2 3 4 5 … 17 Next

LAST UPDATED ON APRIL 30, 2020

APPENDIX F

EXPOSURE CONTROL PLAN

TOWN OF CLAYTON EXPOSURE CONTROL PLAN

The Town of Clayton is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- The Safety Committee is responsible for implementation of the ECP, and will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: Safety Committee, 315-686-3512.

- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

- Departmental Exposure Control Coordinators will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard, and will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone numbers as follows:

Department Head	**Department**	**Phone Number**
Town Supervisor	Administrative	315-686-3512
Highway Superintendent	Highway	315-686-5122
Recreation Supervisor	Buildings & Grounds	315-686-4310

- The Safety Committee will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

- The Safety Committee will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH respresentatives.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure and will require mandatory training:

Job Title	**Department/Location**
Assessor	Town Hall Address: 405 Riverside Dr., Clayton, NY
Clerk	Town Hall Address: 405 Riverside Dr., Clayton, NY
Clerk to Supervisor	Town Hall Address: 405 Riverside Dr., Clayton, NY
Codes/Zoning Officer	Town Hall Address: 405 Riverside Dr., Clayton, NY
Deputy Clerk	Town Hall Address: 405 Riverside Dr., Clayton, NY
Deputy Highway Superintendent	Highway Garage Address: 615 E. Line Road, Clayton, NY
Town Clerk	Town Hall Address: 405 Riverside Dr., Clayton, NY

Job Title		**Department/Location**
Highway Superintendent		Highway Garage Address: 615 E. Line Road, Clayton, NY
Laborer	(FT & PT)	Cerow Recreation Park Address: 600 E. Line Road, Clayton, NY
Laborer	(FT & PT)	Transfer Site Address: County Route 4, Clayton, NY
Laborer	(PT)	Clayton Harbour Municipal Dock Address: 300 Webb Street, Clayton, NY
Lifeguard		Cerow Recreation Park Pool Address: 600 East Line Road, Clayton, NY
MEO		Highway Garage Address: 615 E. Line Road, Clayton, NY

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions. Universal precautions is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious for HIV, HBV, HCV and other bloodborne pathogens and must be treated accordingly.

Exposure Control Plan (ECP)

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting the Safety Committee or the appropriate Departmental Exposure Control Coordinators. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Safety Committee is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The revisions will be effective upon Town Board approval.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- Hand washing facilities and antiseptic hand cleansers which are readily accessible to all employees who have potential exposure.
- Containers for contaminated sharps have the following characteristics: puncture resistant, color coded or labeled with a biohazard warning label, and leak-proof on the sides and bottoms. Sharps containers are inspected and maintained or replaced by the Buildings & Grounds Department whenever necessary to prevent overfilling.
- Employees wash/cleanse their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment.
- Following any contact of body areas with blood or any other OPIM, employees wash their hands and any other exposed skin with soap and water as soon as possible. They also flush exposed mucous membranes with water.

- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to bloodborne pathogens.
- Equipment which becomes contaminated is examined prior to servicing or shipping and decontaminated as necessary (unless it can be demonstrated that decontamination is not feasible). An appropriate biohazard warning label is attached to any contaminated equipment, identifying the contaminated portions. Information regarding the remaining contamination is conveyed to all affected employees, the equipment manufacturer and the equipment service representative prior to handling, servicing or shipping.
- When a new employee comes to work for our Town, or an employee changes jobs within the Town, the respective department must notify the Safety Committee of hires/transfers to at-risk locations.
- The following process takes place to ensure that he/she is trained in the appropriate work practice controls: (1) the employee's job classification and the tasks and procedures that will be performed are checked against the job classifications and task lists which are identified in the Exposure Control Plan as those in which occupational exposure occurs; (2) if the employee is transferring from one job to another within the Town, the job classifications and task lists pertaining to his/her previous position are also checked against these lists; (3) based on this "cross-checking", the new job classifications and/or tasks and procedures which will bring the employee into occupational exposure situations are identified; and (4) notification is made to the Department Coordinator, who arranges training for the employee regarding any work practice controls with which the employee is not experienced.
- This facility identifies the need for changes in engineering control and work practices through regular review of the Exposure Control Plan and exposures.
- Evaluate new procedures or new products regularly to determine if they meet OSHA standards and are applicable to our operations.
- Both front line workers (through the use of feedback and surveys) and management officials (on Committees) are involved in this process.
- The Safety Committee will ensure effective implementation of these recommendations.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the Safety Committee.

The types of PPE available to employees are as follows: gloves, safety glasses, masks, goggles, face shields, and protective jumpsuits/gowns.

PPE is located in the various departments and may be obtained through Department Exposure Control Coordinators. Departmental Exposure Control

Coordinators are responsible for ensuring that all appropriate work areas and vehicles have necessary personnel protective equipment available to employees.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in biohazard containers. Such containers are located in the Human Resource Center. Any contaminated PPE shall be placed in a red biohazard bag and transported to the Human Resource Center by the Buildings & Grounds Department.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface. Contaminated garments shall be placed in red biohazard bags and labeled for pick-up. Contact the Human Resource Office to arrange for pick-up.
- The procedure for handling used PPE is as follows: reusable personal protective equipment is inspected and periodically repaired or replaced as needed to maintain its effectiveness; and used disposable PPE will be disposed of in biohazard containers.

Housekeeping

Maintaining equipment and Town facilities in a clean and sanitary condition is an important component of the Town's Bloodborne Pathogen and Hazard Communications Standards. The Town employs the following practices:

- All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials: (1) immediately (or as soon as feasible) when surfaces are overtly contaminated; (2) after any spill of blood or infectious materials; (3) at the end of the work shift if the surface may have been contaminated during that shift; and (4) disinfecting is done using a 1:10 bleach solution or a disinfectant spray/wipe.
- Protective coverings (linens, plastic trash bags or wrap, or absorbent paper) are removed and replaced as soon as it is feasible when overtly contaminated or at the end of the work shift if they are contaminated during the shift.

- All trash containers, pails, bins and other receptacles intended for use routinely are inspected, cleaned and decontaminated as soon as possible if visibly contaminated.
- Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.).
- Reusable sharps are not used by any Town employees in connection with their work duties at this time.
- Regulated waste (i.e., used bandages, disposed PPE and other potentially infectious materials) is to be placed in containers which are closeable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.
- Sharps must be discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak-proof on sides and bottoms and labeled and color-coded appropriately. Sharps containers are available at the following locations:

Cerow Recreation Park

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Laundry

Laundering will be performed when an employee's clothing becomes contaminated with blood or potentially contaminated body fluids.

In such instances, the following laundering requirements must be met:

- Contaminated clothing is removed.
- Handle contaminated laundry as little as possible, with minimal agitation.
- Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use red bags or bags marked with the biohazard symbol for this purpose. Red bags are located in each facility. Once contaminated clothing is placed in a red bag, contact the Human Resource Office for pick-up.
- Wear the following PPE when handling and/or sorting contaminated laundry: (1) rubber gloves, if necessary; and (2) protective eyewear, if necessary.

Labels

The following labeling methods are used in this facility:

Equipment to be Labeled	Label Type (size, color)
Contaminated equipment	red bag or biohazard label
Containers of regulated waste	biohazard label
Sharps disposal containers	biohazard label
Laundry bags w/red bag	contaminated laundry

Departmental Exposure Control Coordinators are responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify Departmental Exposure Control Coordinators if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

HEPATITIS B VACCINATION

The Safety Committee will provide training to employees on Hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The Hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: (1) documentation exists that the employee has previously received the series; (2) antibody testing reveals that the employee is immune; (3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at the Human Resources Office.

Vaccinations will be provided by Jefferson County Public Health. The vaccination program consists of a series of three inoculations over a six month period.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the respective Departmental Exposure Control Coordinator as indicated on page 2 and report the incident to the Human Resources Department through the filing of a Town of Clayton Workers' Compensation Injury Report.

An immediately available confidential medical evaluation and follow-up will be conducted by a medical facility within the Town Workers' Compensation medical network. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law) and ensure that the confidentiality of such records is maintained.
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Safety Committee ensures that health care professional(s) responsible for employee's Hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Safety Committee ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident.
- Route(s) of exposure.
- Circumstances of exposure.
- If possible, results of the source individual's blood test.
- Relevant employee medical records, including vaccination status.

The Safety Committee provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

All of the information set forth above will be maintained in accordance with the Health Insurance Portability and Accountability Act.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Safety Committee will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time.
- Work practices followed.
- A description of the device being used (including type and brand).
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.).
- Location of the incident (O.R., E.R., patient room, etc.).
- Procedure being performed when the incident occurred.
- Employee's training.

Departmental Exposure Control Coordinators will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log. The logs shall be submitted to the Safety Committee.

If revisions to this ECP are necessary, the Safety Committee will ensure that appropriate changes are made, subject to the approval of the Town Board. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by or arranged by the Safety Committee.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard.
- An explanation of our ECP and how to obtain a copy.
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident.
- An explanation of the use and limitations of engineering controls, work practices, and PPE.

- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.
- An explanation of the basis for PPE selection.
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility.
- An opportunity for interactive questions and answers with the person conducting the training session.

Training materials for Town Facilities are available at the Supervisor's Office (Town Hall) and the following department head offices: Highway Superintendent (Highway Department), Recreation Supervisor (Cerow Recreation Park & Pool, Clayton Harbor Muncipal Dock, and Transfer Site).

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in the Human Resources Office.

The training records include:

- The dates of the training sessions.
- The contents or a summary of the training sessions.
- The names and qualifications of persons conducting the training.
- The names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Safety Committee.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The Town's Human Resources Office is responsible for maintenance of the required medical records. These confidential records are kept in the Human Resources Office in accordance with the Town's record retention and disposition practices.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days and/or in accordance with the Collective Bargaining Agreement. Such requests should be sent to the Town of Clayton, Human Resources Office, P.O. Box 279, 405 Riverside Drive, Clayton, New York 13624.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Safety Committee.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log which shall be maintained by each Departmental Exposure Control Coordinator and a copy sent to the Safety Committee on or before December 31 of each year. All incidences must include at least:

- Date of the injury.
- Type and brand of the device involved (syringe, suture needle).
- Department or work area where the incident occurred.
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

ATTACHMENT 1

HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee's Signature:_____ Date:_____

APPENDIX G

INFECTIOUS DISEASE CONTROL POLICY

Infectious Disease Control Policy

The Town of Clayton will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the Town of Clayton during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Town of Clayton is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

The Town of Clayton will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We

provide paid sick time and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the Town of Clayton may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.

2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six (6) feet from each other if possible; avoid person-to-person contact such as shaking hands.

3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

4. Do not congregate in work rooms, break rooms, copier rooms or other areas where people socialize.

5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.

2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

APPENDIX H

NOTICE OF WORKPLACE EXPOSURE TO A COMMUNICABLE DISEASE TEMPLATE

Notice of Workplace Exposure to a Communicable Disease

We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes.

<<If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please contact your health care provider and inform Human Resources at 315-767-3270 or support@townofclayton.com. The Town of Clayton will keep all medical information confidential and will only disclose it on a need-to-know basis.

Per Town of Clayton policy, this [team member/customer/vendor/etc.] has been directed to self-quarantine until permitted to return to work. We are alerting you to this development because, based on our investigation, we believe that you may have come into contact with the confirmed-positive case, on or about [DATE]. Based on the Town of Clayton policy we are directing you not to report to work (i.e., self-quarantine) until, at least, [14 days from last contact with confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [14 days from last contact with confirmed case], you may return to work. However, please inform Human Resources if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all our team members and top-quality service to our customers. It is in the interest of those goals that we provide this information out of an abundance of caution. We also want to take this opportunity to remind you that one of our core values is respect for and among our employees. We will treat information regarding the identity of our employees [or customers] with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per Town policy, we will not tolerate harassment of, or discrimination or retaliation against, employees [or anyone]. >>

The Town of Clayton is taking measures to ensure the safety of our employees during this coronavirus outbreak, including:

- More frequent cleaning and sanitizing.
- Access to hand sanitizer throughout the workplace.
- More frequent communications on our new policies and requirements, your health and safety, and measures we are taking to support you and our community.
- New limits on the number of people allowed to gather in rooms, conference rooms, and communal areas at one time (no more than 10 people).

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.