



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov

COVID-19 Reopening Safety Plan

Name of Business:

Clarkson University

Industry:

Higher education

Address:

8 Clarkson Avenue, Potsdam, NY 13699

Contact Information:

315-268-3788

Owner/Manager of Business:

Anthony Collins

Human Resources Representative and Contact Information, if applicable:

Amy McGaheran, Chief Human Resources & Deputy Chief Inclusion Officer (315-268-3788)

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

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

Common situations that may not allow for 6 ft. of distance between individuals would include moving, lifting or installing objects (ex. hanging doors, installing large screens, lifting plywood on a roof, moving furniture, etc.) that require 2 or more people to safely complete the task and individuals spotting another individual on a ladder for ladder safety.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

Customers and non-essential visitors are not permitted on campus. All contractors on campus must be approved through Human Resources first. Once deemed approved, communication is provided to these individuals on COVID-19 safety precautions, including social distancing. Signage is also posted on all entrances to University buildings on social distancing requirements.

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

When feasible, workshifts, lunch breaks and work breaks will be staggered among staff. Signage will be posted throughout the campus buildings and in break rooms on social distancing and good hygiene habits. Signage will also be posted on all entrances to University buildings.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

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

All Clarkson University staff will be provided with 2 cloth face coverings upon their return to work. Clarkson has purchased 300 cloth face coverings through Terrapparel for essential personnel and personnel returning to work under the Phase I return to work. An additional 2500 cloth face coverings were ordered through Initiate Care and anticipated to arrive in June 2020. If more face coverings are needed before the Initiate Care order comes in, Terrapparel is able to produce 300 face coverings per day and arrive by next day. Approximately 2,000 disposable surgical masks are also available in our Supply Room for employees and visitors.

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

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

Proper use of PPE, including how to put on, take off, clean, store and/or discard face coverings and how to put on and take off gloves when they are necessary is covered in the mandatory safety training for all individuals returning to work. Employees are advised to clean their cloth face coverings daily and whenever soiled. When face coverings are not worn, employees are instructed how to safely store them in a paper bag. Employees are also advised to discard any face coverings that are damaged or defective.

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

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

Custodial staff are likely to share cleaning equipment between shifts. Equipment in the Facilities Carpenter Shop, Welding Shop, Locksmith Shop as well as Grounds equipment, OIT equipment and School of Engineering Machine Shop equipment may also be shared between staff. To ensure the safety of employees when using shared equipment, all equipment will be disinfected after each use and between users with Broadband #14 disinfectant.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

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

Cleaning logs will be maintained by custodial staff and custodial management on a daily basis. Paper copies will be kept by custodial management and then logged electronically into Maintenance Connection on a weekly basis.

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

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

Signage on good hand hygiene will be posted in all restrooms, at all University building entrances, on building walls/bulletin boards and on digital screens. Soap and water are located in all restrooms for proper hand cleaning. Hand sanitizer pumps are also available in hallways throughout all University buildings. Additional hand sanitizer bottles will be placed in break rooms, copier rooms, elevators and near building entrances.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

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

Custodial staff are scheduled to do regular cleaning and disinfection of all occupied spaces on a daily basis throughout 3 shifts. Building occupants are also advised to disinfect their own work stations on a daily basis and individuals that use shared equipment are instructed to disinfectant after each use. The primary disinfectants used at Clarkson University are #14 Broadband Q256 II (EPA registration #10324-141-62512), #5 Non-acid Bowl Cleaner II (EPA registration #10324-154-62512) and Spray Nine (EPA registration #6659-3).

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

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

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

Human Resources maintains a spreadsheet on the Google Drive with all approved employees and contractors permitted to come on campus. Facilities staff also log when they are on campus through punching in and out on a time clock, and use Maintenance Connection to track work that they do and where it is located. Other staff on campus will be asked to keep a daily log of where they've been on campus and who they've come in contact with. During the student move-out process, all students and their guests must check in at the Cheel lower lot when they arrive and then check out at the Cheel lower lot before they leave. This spreadsheet is also stored on the Google Drive under the ownership of Residential Life.

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

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

The testing agency is responsible for notifying NYDOH and St. Lawrence County Public Health of any positive tests for COVID-19. Employees are required to notify Amy McGaheran, Chief Human Resources & Deputy Chief Inclusion Officer, if they have tested positive for COVID-19, have come in contact with an individual that has tested positive for COVID-19, or they suspect they have COVID-19 or have come in contact with an individual with COVID-19.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

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

Daily health screenings will be completed before employees begin work each day through an online questionnaire (<https://forms.gle/CJtSe9VCxpY5K9ye9>). The questionnaire must be completed before they enter a University building. It can be completed before they arrive to work, through scanning a QR code posted on every building entrance, or calling Human Resources during business hours and Campus Safety & Security during after hours. Individuals have been informed what will be on the questionnaire and how to complete it through an email, a phone call by their supervisor and in the mandatory safety training that must be completed upon their return to work.

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

N/A

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

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

In the event that an area needs to be cleaned due to a positive COVID-19 case, the area will first be closed off and outside doors and windows will be opened for at least 24 hours or as long as practical before beginning cleaning and disinfection. ProLink #14 Broadband will be used by custodial staff wearing a gloves, gown, safety glasses and a mask to disinfect the space.

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

Employees in Human Resources, Environmental Health & Safety and Student Health Center have gone through State training on COVID-19 tracing.

IV. OTHER

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



Staying up to date on industry-specific guidance:

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

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

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.