



**CATTARAUGUS COUNTY LEGISLATURE**

**Howard V. VanRensselaer, Chairman**

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**DIRECTIVE 15-2020  
CATTARAUGUS COUNTY, NEW YORK**

I, Howard V. VanRensselaer, Chairman, Cattaraugus County Legislature, in accordance with a declaration of a State of Emergency issued on March 15, 2020, and thereby extended on April 14, 2020, and further extended on May 14, 2020, and pursuant to Section 25 of the State Executive Law, hereby issue the following directive:

Cattaraugus County continues to operate with a reduced workforce pursuant to the Governor's Executive Orders 202.6, 202.28, and 202.31. In anticipation of reopening County operations, all Cattaraugus County Departments shall develop a reopening plan.

Each Department Reopening Plan shall incorporate various safety measures including but not limited to social distancing protocols, remote work-from-home when possible protocols, mandatory screening pursuant to Directive 11-2020, wearing face coverings when unable to social distance, use of personal protective equipment, COVID-19 training as assigned by Human Resources, and proper cleaning and disinfectant measures.

Each Department shall use the attached template as guidance to prepare the reopening plan, and submit the reopening plan to the County Administrator by no later than 5 p.m. on May 29, 2020.

This Directive is effective immediately and shall remain in effect until rescinded or until the State of Emergency expires, whichever occurs first.

Signed this 21 day of May, 2020 in Randolph, New York.

Howard V. VanRensselaer  
Chairman, Cattaraugus County Legislature

Witness Signature

Title

Print Witness Name

## COVID-19 REOPENING SAFETY PLAN TEMPLATE

DEPARTMENT: \_\_\_\_\_

### I. People

#### a. Physical Distancing

- i. 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.
  - ii. Tightly confined spaces (i.e. cubicle) will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If a congregate space (e.g. breakroom) is occupied by more than one person, will keep occupancy under 50% of maximum capacity.
  - iii. When distancing is not feasible between work stations or spaces, personnel must wear face coverings or enact physical barriers, such as plastic shielding walls (plexiglass, etc.), in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.
  - iv. Encourage social distancing through telework and flexible scheduling when feasible.
  - v. Protect personnel at high risk for severe illness through telework, or minimizing contact with the public and other employees when able.
  - vi. 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).
  - vii. Limit in-person gatherings (e.g. interviews) 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.
  - viii. Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
  - ix. Identify those employees that can remote work-from-home.
  - x. Provide COVID-19 training as assigned by Human Resources.
- **Provide a detailed summary of how you will implement and comply with the social distancing guidelines listed above in i-x for your Department.**
    - **(Be sure to include details about each location wherein your department operates)**

### II. Places

#### a. Protective Equipment

- i. 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.
- ii. Face coverings must be cleaned (by whom) or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- iii. Limit the sharing of objects (i.e. pens, tools, machinery, keyboards, computer mouse, etc.) and discourage touching of shared surfaces (door

knobs, hand rails, elevator buttons, etc.); or, when in contact with shared objects or frequently touched areas, when possible, wear gloves (trade-appropriate or medical); or, sanitize or wash hands after contact.

- **Provide a detailed summary of how you will address providing protective equipment for your staff and what guidelines you will implement to ensure that PPE is appropriately used, cleaned, stored, and/or discarded.**

b. Hygiene and Cleaning

- i. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention(CDC) and Department of Health (DOH).
  - ii. 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.
  - iii. 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, a plan/schedule must be completed.
- **Provide a detailed summary of how you will address hygiene and cleaning based on the guidance above.**

c. Communication

- i. 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.
  - ii. Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
  - iii. If a worker tests positive for COVID-19, employer must immediately notify Cattaraugus County Health Department 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.
- **Provide a detailed summary of how you will communicate with your staff in accordance with the above guidance.**

III. Process

a. Screening.

- i. Pre-shift temperature screening pursuant to Directive 11-2020:
  1. All employees shall self-monitor and check his or her temperature every 12 hours whether at work or at home.
  2. All employees shall also undergo a pre-shift temperature screening when reporting to work at the beginning of each shift.
  3. All employees shall report at the beginning of each shift to a central designated point of entry which shall be determined by the County Administrator.
  4. For employees that do not report to a physical building every day and instead travel from home to places in the community, each shall perform a pre-shift temperature screening before each shift.

Leaving the home and reporting to the work site is the equivalent of the employee attestation that they are without a fever ( $> 100^{\circ}\text{F}$ ).

ii. Symptom screening:

1. If an employee has any of the following symptoms (a-g), the employee shall not enter the workplace and shall contact his or her supervisor and refer the employee to contact the Emergency Operation Center nurse:
    - a. Fever  $> 100.00^{\circ}\text{F}$
    - b. Chills
    - c. Cough
    - d. Shortness of breath or difficulty breathing
    - e. Muscle pain
    - f. Headache
    - g. Sore throat
    - h. Loss of taste or smell
- **Identify a designated point of entry for each location within your Department and how you will implement the pre-shift temperature screening and symptom screening at each location in accordance with Directive 11-2020.**