

Marist College

NY Forward Phase II Safety Plan (Office)

Business: Marist College (the “College”)

Industry: Higher Education (Limited to “Office” activities)

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I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, all employees must adhere to 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, the College will keep occupancy under 50% of maximum occupancy.
- Until restrictions are relaxed, the occupancy in any enclosed area will be limited to no more than 50% of maximum occupancy.
- When necessary, the College will 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)
- Supervisors will 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. Seating in meeting areas may be downsized and/or removed to help ensure proper social distancing. Visual cues (e.g., colored tape on the floor indicating correct chair position) may be added to help maintain accurate distancing space.
- The College has established designated areas for most pick-ups and deliveries, limiting contact to the extent possible. All necessary parties will be notified regarding the location of the designated areas.
- Shift changes will be staggered, and punch in clocks are distributed throughout the campus. We have implemented "break in place" rules so there is no gathering during breaks and lunch periods.

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- As a temporary safety measure, we have established a no visitor policy that only allows guests on campus who were invited by the College for business purposes, only when necessary. Examples of invited guests might include potential students invited by Admissions, contractors/vendors invited to provide goods or services, prospective employees, etc. Such invited guests will be briefed by their host employee, and provided any appropriate materials and/or information, so that they understand their obligations under the Marist College NY Forward Safety Plan. Additionally, when these invited guests arrive, they will see signage throughout the campus that clearly establishes the social distancing, hygiene, and safety requirements on campus. Visitors will be expected to wear a face covering while at College facilities.
- Work spaces have been reorganized to allow for proper social distancing (6 ft. minimum). However, as our community moves about through their daily activities, it is expected that there will be situations when it may not be possible to meet the 6-foot minimum safe distance. Examples include individuals passing each other in hallways, bathrooms, elevators, and room/building entries. In order to maximize the safety of our community, we have adopted a policy that requires everyone to wear a mask or face covering whenever they are in a common area or public space. These areas include, but are not limited to, elevators, lobbies, and when traveling around the office. Additionally, community members have been instructed to anticipate such “choke points”, so they can adjust their pace and/or direction to reduce the momentary congestion that might reduce their ability to maintain social distancing. Finally, clear Lexan barriers have been installed where necessary and appropriate to minimize contact between individuals.
- Office of Safety and Security will store and maintain all PPE in a clean temperature controlled environment. All used disposable PPE will be discarded, and each employee will be instructed on the proper care of re-usable cloth face coverings. It is the employee’s responsibility to clean their own cloth face coverings.
- Work spaces have been reorganized to allow for proper social distancing (6 ft. minimum). Additionally, individual departments have been required to adjust their internal procedures so that social distancing may be maintained during shift changes, lunch breaks, etc. Building entry and exit points have been specifically designated to allow for a one-way flow of people into, through, and out of our buildings. Employee work schedules have also been modified to reduce congestion during typical “rush hours” throughout each day.
- Elevators may be used by only one person at a time, unless all occupants are wearing face coverings. Even if all occupants are wearing face coverings, elevator occupancy will be limited to no more than 50% of maximum occupancy.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, we have implemented the following:

- The College will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- At a minimum, the College has procured sufficient reusable face coverings to provide every employee with two. Additionally, the College has procured sufficient disposable face coverings so that they may be given to any individual who may have forgotten or misplaced their mask on any particular day.

Inventories, distribution rates, and supply chain lead-times will be closely monitored by the Office of Safety and Security so that replenishment thresholds can be maintained for each item that will allow for the timely ordering of additional necessary supplies to ensure that the College will always have a sufficient supply on hand.

- Face coverings must be cleaned by the employee or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- Employees will 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.
- Employees will be instructed to limit the sharing of objects and will be discouraged from touching 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.
- Despite our best efforts to limit the sharing of objects and surfaces, there will be instances when such sharing will necessarily occur. Examples may include keys, tools, phones, lab equipment, teaching equipment, etc.. Cleaning supplies will be available for employees to clean and sanitize these shared objects and spaces before and after use.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, we have implemented the following:

- Employees will adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and The Housekeeping Department will maintain cleaning logs on site that document date, time, and scope of cleaning.
- The College will 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.
- Workers will be encouraged, using direct communications and passive signage, to wash their hands frequently, utilizing the many bathrooms located throughout campus. Additionally, the College has increased the number of hand sanitizer dispensers throughout the campus to ensure placement at the entrance to every building and in public facing service locations.
- Employees will conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed. 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, will be completed.
- In alignment with Centers for Disease Control and Prevention (CDC) public health recommendations, the College is taking measures to prevent community spread of Coronavirus (COVID-19), which includes undertaking enhanced disinfection and sanitizing procedures. The Physical Plant Housekeeping Department developed enhanced disinfection and sanitizing procedures for the College

to follow during the COVID-19 public health situation. The College community will approach cleaning as a “whole community” effort and not solely rely upon professional staff. Personal responsibility for individual workspace disinfecting and sanitizing is expected to afford time for our professional Housekeepers to meet our increased demand of cleaning, disinfecting, and sanitizing throughout campus.

C. Communication. To ensure the employees comply with communication requirements, we have implemented following:

- Signs have been posted to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- The College will communicate any updated plans for employees at the time clock and by email.
- The College will 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. A software application has been implemented that requires every employee who will be on campus to self-attest on a daily basis that they are coming to campus, and that they meet the minimum health screening standards to do so. The application will retain these daily attestations for reference for 30 days.
- If a worker tests positive for COVID-19, the supervisor will immediately notify the Human Resources Department, who will then 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.

III. PROCESS

A. Screening.

- The College has implemented mandatory health screening assessment questionnaire that is completed by the employees off site and before employees begin work each day. Assessment responses are reviewed every day and such review is documented. A software application has been implemented that requires every employee who will be on campus to self-attest on a daily basis that they are coming to campus, and that they meet the minimum health screening standards to do so. The application will retain these daily attestations for reference for 30 days.

B. Contact tracing and disinfection of contaminated areas. To ensure employees comply with contact tracing and disinfection requirements, we have implemented the following:

- In the case of an employee testing positive for COVID-19, trained workers will clean the area while donning appropriate PPE, and using EPA approved disinfectant and cleaning products. The products

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are in stock on campus, and the list disinfecting products is identified in the cleaning and disinfecting section of this safety plan.

- In the case of an employee testing positive for COVID-19, the supervisor will immediately notify the Human Resources Department, who will then 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.

C. Infection Response Plan

A College employee who has a positive COVID-19 laboratory result and has been on campus in the fourteen (14) days prior to the positive test is referred to as a “Confirmed Case.”

- Employee Responsibilities
 - If an employee is a Confirmed Case, they must:
 - Notify the Office of Human Resources immediately;
 - Provide Marist College Contact Tracing Coordinator with information regarding their contacts at the Facility during the fourteen (14) days prior to the positive test;
 - Provide the Office of Human Resources with a copy of any Order of Quarantine related to the diagnosis; and
 - Communicate regularly with the Office of Human Resources regarding their recovery.
- College Actions
 - When the College is notified about a Confirmed Case, it will:
 - Communication
 - Communicate with the local health authority about the Confirmed Case, contact tracing, and return to work;
 - Communicate with other employees about the Confirmed Case as it deems necessary and appropriate; and
 - Communicate with the Confirmed Case about symptoms, progress, recovery, and discussions with the local health authority and other employees.
 - Contact Tracing
 - Communicate with the local health authority regarding its contact tracing and follow its guidance and recommendations;
 - Notify other College employees as it deems necessary and appropriate, discuss recommendations of the local health authority, and determine whether exposed employees can return to work.
 - Cleaning and Disinfection
 - Close off the area(s) where the infected employee was working and wait as long as possible before beginning disinfection; and

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- Perform cleaning and disinfection of all areas where the employee worked and any common areas where they would have been.
- Documentation
 - Document all communication with the employee and/or the local health authority; and
 - Determine whether the infection should be recorded pursuant to OSHA regulations.

D. Return to Work

- College employees who test positive for COVID, who have had close or proximate contact with a person with COVID for a prolonged period of time, or who are experiencing symptoms of COVID, may only return to Marist research facilities in accordance with the guidelines set forth by the New York State Department of Health.

IV. OTHER

Staying up to date on industry-specific guidance:

- To ensure that Marist College stays up to date on the guidance that is being issued by the State, Marist College Human Resources 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.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, the current on state and federal guidance issued in response to COVID-19 are listed below:

General Information

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

Workplace Guidance

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

Personal Protective Equipment Guidance

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

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Cleaning and Disinfecting Guidance

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

Screening and Testing Guidance [DOH COVID-19 Testing](#) [CDC COVID-19 Symptoms](#)