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COVID-19 – ALBANY PORT DISTRICT COMMISSION SAFETY PLAN

In response to the Covid-19 outbreak, the following Albany Port District Commission Safety Plan is to be implemented immediately to reduce the possibility of risks associated with spread of the Covid-19 virus at our office.

General (Employees, Places, Office, Cleaning & Hygiene)

- Any employee feeling ill or exhibiting flu like symptoms (fever, cough, shortness of breath) prior to or during their shift should report to their Supervisor for further evaluation, including being asked to not report to work or to leave the office and proceed to a qualified medical provider for evaluation. All employees must contact their Supervisor prior to coming to work at the office if they are experiencing COVID-19 symptoms.
- Employees will continue to telework as authorized and directed by the Administration. Telework is to help reduce the number of staff at the office during the day to help limit exposure to COVID-19.
- All employees will be required to wash/sanitize their hands frequently and thoroughly throughout the day. At a minimum, hands must be washed:
 - a. Upon arrival to site (start of shift)
 - b. Before/after breaks. Before using shared items i.e. coffee pot, microwave, taps, handles
 - c. Prior to departure of site (end of shift)
 - d. Use soap and water, washing hands for at least 20 seconds thoroughly with plenty of suds and rinse well. Use hand sanitizer as needed.
- All employees should try to maintain 6 feet of social distancing when possible and wear a face covering, such as a mask as specified below:
 - a. Employees that are coughing or sneezing more than infrequently/normally should wear a face covering at all times. The immediate area (workstations, keyboards, phones, chairs, etc.) should be wiped down with sanitizer if available after someone sneezes.
 - b. When interacting closely (sharing tools, holding or securing tools/equipment, in a confined area, etc.), if they are unable to maintain 6 feet for social distancing employees are required to wear a face covering (dust/surgical type; N95 not required). Note: This is not to prevent an individual from getting exposed, but it is an added precaution to prevent someone who may be exposed from spreading infected droplets.

- c. If face coverings are not available, social distancing (6 feet) must be maintained.
 - d. Face coverings do not have to be worn when in a personal office (staying six feet or more apart), when an employee is at their desk or when eating/drinking and still maintaining appropriate social distancing.
 - e. An employee can wear a mask if they choose to do so at any time.
- The APDC will supply appropriate face coverings to employees at no cost. If face coverings need to be cleaned or replaced, the APDC will replace them.
 - Face coverings may not be shared and must be properly stored or discarded.
 - The APDC will adhere to hygiene and sanitation requirements from the CDC and federal and state DOH.
 - The APDC will conduct regular cleaning and disinfection at least daily, or more frequently as needed, and frequently clean and disinfect shared objects (e.g. common space door handles, stair bannisters, copy machine, microwave) and surfaces, as well as high transit areas, such as bathrooms and common areas.
 - Common work areas that are in use will be regularly disinfected daily unless otherwise stated. Cleaning will be done using the janitorial services as well as supplemented throughout the day by office personnel.
 - Hand hygiene is important. There will be soap, water and paper towels available and/or alcohol-based hand sanitizer in areas where handwashing is not feasible.
 - Proper cleaning products will be available including but not limited to disinfectants spray, disinfectant wipes, paper towels, soap and sanitizers.
 - Employees will limit shared food items as much as possible.
 - Practice social distancing. Use the 6 foot rule of space between individuals as best as possible and practical. This applies to meetings, breaks, etc. as best as possible. If unable to social distance then face coverings must be worn.
 - Teleconferencing via phone or computer will be used to help maintain social distancing.
 - Stagger break times as best as possible.
 - All employees reporting to the office must do their part by cleaning and disinfecting their areas regularly with appropriate cleaning products. The APDC requests that all employees help by cleaning/disinfecting common areas/objects after they use them.
 - All non-essential work travel is currently suspended until further notice. If you must travel for work purposes, you must follow proper COVID-19 protocols.

Communication:

- Post signage throughout the office to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE (personal protective equipment) and cleaning and disinfecting protocols.

- Establish a communication plan for employees, visitors and vendors with a consistent message to provide updated information.
- Maintain a daily log of all employees that meet with persons from outside the APDC.
- A log will be maintained at the front desk for each contractor that enters the site to fill out. (This excludes deliveries from USPS, FEDEX, UPS, etc.)
- Employee will be tracked using the daily log and/or email verification.
- If a worker tests positive for COVID-19, the APDC will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers, visitors or vendors who had close contact with the individual, while maintaining confidentiality required by state and federal laws and regulations.
- Either Executive Management or Human Resources will be responsible for notifying state and local health departments.

Screening and Contact Tracing:

- Implement mandatory health screening self-assessment questionnaire and temperature checks for all employees that are reporting to the office instead of teleworking at the beginning of each workday and for essential visitors, asking about those items listed on the attached questionnaire.
- Self-assessments will be conducted daily for all employees reporting to the office.
- In the event of a positive case of COVID-19 all potentially contaminated areas will be cleaned using appropriate cleaning and disinfectant products as suggested by the CDC.
- In the event of an employee-testing positive for COVID-19, the APDC will implement a tracing procedure in order to identify potential individuals that were in close contact to the positive COVID-19 employee. The APDC will then inform anyone who was within close contact that they may have been exposed to COVID-19. The APDC will contact the state and local health departments and inform them that the APDC has an individual who tested positive for COVID-19.
- Employees who are teleworking that either test positive for COVID-19, have COVID-19 symptoms or have been exposed to someone who either tested positive or has symptoms must notify management. Employees must not report to the office until they are well, and a 14-day quarantine has been completed.

Contractors/Visitors

The APDC requires contractors and visitors to follow the same protocols as APDC employees, including the additional requirements below:

- All contractor leads are required to meet with their APDC contact in order to emphasize the importance of monitoring the contractor's employees for health and good hygiene practices and to ensure they understand the additional protocols the APDC is requiring.

- All contractors/visitors are required to sign-in on the APDC visitor log, including the date and time at the office.
- All contractors/visitors will be required to fill out an office screening survey upon entry to the office.
- All contractors/visitors are expected to wash their hands before/after work, before/after eating and frequently throughout their time in the office, as appropriate.
- Contractors/visitors should try to maintain 6 feet of social distancing when possible and wear a mask as specified; same as above for APDC employees under the “General” section.
- Any shared tools or equipment should be cleaned after use.
- Contractors must supply their own PPE in accordance with APDC’s policy as it relates to masks, etc..
- Contractors/visitors should work only in the area/zone they are required to work.
- Practice social distancing. Use the 6 foot rule of space between individuals as best as possible and practical.
- Any contractor/visitor feeling ill should immediately report the situation to their APDC contact with the contractor/visitor being asked to leave the site and proceed to their medical provider for health evaluation.

Additional Management Measures

Supervisors will report daily the list of employees who have called out sick (including reason for calling out sick) to Human Resources.

- Human Resources will contact the employee and ask the following questions if the employee’s call out is related to COVID-19.
 - a. During the past 14 days, have you or a member of your immediate household that you have been in contact with traveled to or through a state or country significantly impacted by COVID-19?
 - b. In the past 14 days, have you been in contact with someone who has, or is suspected of having, COVID-19?
 - c. Do you have any symptoms such as fever, cough or shortness of breath?
- Office management will identify the number of essential employees needed to operate the office and complete essential functions in order to determine the number of staff allowed in the office on any given day. The APDC will continue to use a combination of staff reporting to the office and teleworking staff as necessary.
- The APDC will consult the NY Forward website at <https://forward.ny.gov> and applicable Executive Orders at www.governor.ny.gov/executiveorders on a periodic basis and whenever notified of the availability of new guidance.
- The APDC will use resources such as the CDC, DOH and PERMA to continue to stay up to date on COVID-19.