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 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](https://www.forward.ny.gov)

### COVID-19 Reopening Safety Plan

<table>
<thead>
<tr>
<th>Name of Business:</th>
<th>Onondaga Earth Corps, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry:</td>
<td>Conservation Corps</td>
</tr>
<tr>
<td>Address:</td>
<td>100 New St. Rm 239</td>
</tr>
<tr>
<td>Contact Information:</td>
<td>315-565-3797</td>
</tr>
<tr>
<td>Owner/Manager of Business:</td>
<td>Gregory Michel, Executive Director</td>
</tr>
</tbody>
</table>

**Human Resources Representative and Contact Information, if applicable:**

### 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?

Most of our outdoor conservation work does not require that employees work in close proximity to one another. Tree planting is one task that may require employees to be closer than six feet. In this scenario, employees will be required to wear face masks provided by OEC or that are brought from home, assuming they meet the CDC guidelines. A full SOP for tree planting has also been developed for tree planting to raise awareness about how to plant and maintain six feet away from co-workers.

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

Our program requires little engagement with customers or visitors. In the case that community or project partners are on site with OEC employees, a distance of 6ft will be maintained. Masks will also be required for OEC employees and community and project partners will be notified that they are required to wear a mask.

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

OEC crews will be meeting at outdoor locations, or in a spacious garage for sign-in. Marks on the floor designate six feet so it is easily identifiable for employees to remain socially distanced while signing in. Crews will be small, 1-4 persons per crew. Transporation to site work will require limited rider capacity in our fleet, which have been prepared with plexiglass barriers between the driver and passenger areas of the vehicles. Each vehicle has been assigned a capacity, which is not to be exceeded. When possible and feasible, employees will be given the option to report directly to work sites in their own vehicles or by bicycles issued by OEC.

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?

We anticipate needing approximately 80 masks and 20 pair of nitrile gloves per week. We have applied for funds to cover these expenses through The Corps Network and have been successful so far in procuring supplies through our traditional vendors for office and job supplies. We have also been exploring back up vendors through online vendors.
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? At morning check-in, staff will distribute new masks if requested and check any home-made masks to ensure that they comply with CDC guidelines.

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?
Hand tools for conservation work are normally shared frequently at our project sites. We have purchased additional hand tools and made individual assignments of tools that are to be kept by each individual and cleaned daily. The limited tools that may be shared amongst crews will be assigned for the day to a specific crew member to avoid multiple users. In the case that a tool needs to be used by multiple users, it will be disinfected prior to changing hands.

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?
The field operations specialist will be responsible for maintaining cleaning logs. Cleaning logs will be posted at each location and reviewed by the field operations specialist daily.

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?
Two hand washing stations are available at our sign in facility. An outdoor hand washing station is available at our staging site. Each vehicle is outfitted with a portable jug of water and hand soap in case hand washing is required out in the field. Signage will be displayed throughout the work place reminding workers to demonstrate good hygiene. Hand sanitizer and disinfectant spray bottles will also be available in each vehicle, restroom and our sign in building.
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?

Daily cleaning will be assigned to crews by the Field Operations Specialist and logs kept at each location.

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?

Crew leaders will be in charge of reporting employees in their crews on any given day as well as make note of any other people that entered their work sites during the day. This will be incorporated with our standard work log and will be utilized for contact tracing in the event that someone tests positive.

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?

Executive Director
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?*

Each employee will have his/her temperature checked by our Personal Development Team Leader with a touchless thermometer when employees arrive on site. The Team Leader will read best practices on screening practices and consult with a healthcare trainer.

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

A mask, nitrile gloves and disinfectant will be supplied for onsite screening. A procurement schedule will be set up to ensure that we have at least two weeks of PPE supplies on hand. We have started our supply through existing vendors and are exploring additional online vendors as back up.

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?*

Our plan includes all of the practices recommended by the CDC. Close off affected areas, open outside doors and windows, wait 24 hours before cleaning and disinfecting all areas used by the person. When cleaning use disposable gloves and approved products. We will check to see that our products are listed on EPA’s current list of approved products.

*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?*

If an employee tests positive for COVID-19, the Exective Director will notify state and Onondaga County health department officials. The Office Manager will produce a report with the dates the employee worked and with whom for the purposes of notifying those in close contact with the employee.
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.