

TOWN OF BEEKMAN

Covid-19 Re-Opening Guidelines

We are closely monitoring government policy changes, Centers for Disease Control (CDC) guidelines, government mandates, and public health advancements and will continue to make changes as necessary or appropriate to our protocols and procedures. This program has been developed in consultation with Dutchess County Dept. of Health recommendations.

The Governor has outlined regional re-opening requirements for non-essential workers. Before our region starts to open up, this plan has been developed to return to work for non-essential and other employees. No global plan will work everywhere. As this crisis unfolds, referring to Federal and State Executive Orders, guidance from State and County Health Departments will be used.

Employee & Residents Health

Please check the **Town of Beekman website** for guidelines for individual departments. The health and safety of our employees and residents is our number one priority.

Physical Distancing

All Town properties will comply with local or state mandated occupancy limits. Residents will be advised to practice physical distancing by standing at least six feet away from others while standing in lines or moving around the property. Face covering to be worn when traveling about the building or when social distancing cannot be maintained.

Employee & Public Health Concerns

There will be health and hygiene reminders posted throughout the property.

Employees are to report all presumed cases of COVID-19 on property to the Town Supervisor's office, who in turn will work with the Dutchess County Health Department (DCHD) to follow the appropriate actions recommended. **(Attachment A – CDC Guidelines for Cleaning and Disinfecting)**

Public Access Points

Upgrades to public access points will be implemented. There will be a barrier option to reduce the public and public servants with Plexiglas. Plexiglas is a good barrier option to reduce risk of airborne droplet transmission.

We will require our visiting guests to provide their own personal protective equipment (PPE).

A record of all guests entering Town Hall will be maintained by the department or official visited.

Employee's Responsibilities

Employees are to report to their Department Head before reporting to work if they have a fever or other Covid-19 symptoms or if they have come in contact with someone who has symptoms or has tested positive for Covid-19. **(Attachment A – CDC Guidelines for Cleaning and Disinfecting)**

Employees are to stay home if they are sick.

Employees will be required to keep a personal record of his/her temperature readings to be submitted to Theresa Manzo with their timesheet in a weekly statement that he/she took their temperature daily upon reporting to work.

Wash hands regularly – take notice of Hand sanitizer, where available.

Practice physical distancing by standing at least six feet away from residents and other employees whenever possible.

Face covering to be worn when traveling about the building or when social distancing cannot be maintained.

Disinfect frequently touched surfaces. Viruses can survive for days on surfaces.

Use gloves (in positions deemed appropriate by medical experts).

Stay in your office location as much as possible. Utilize phone and email to minimize contact with others.

Cleaning Products and Protocols

Our Town uses cleaning products and protocols which meet EPA guidelines and are approved for use and effective against viruses, bacteria and other pathogens. We are working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

Public Spaces and Communal Areas

The frequency of cleaning and sanitizing has been increased in all public spaces with an emphasis on frequent contact surfaces including, but not limited to, door handles, public bathrooms and seating areas.

Attachment A

CDC Guidelines for Cleaning and Disinfecting Your Facility Steps When Someone is Sick

Cleaning and disinfecting your building or facility if someone is sick:

Close off areas used by the person who is sick. You do not need to close if they can close off affected area.

Open outside doors and windows to increase air circulation in the area.

Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls and credit card machines.

Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available

Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.

Consider temporarily turning off room fans and the central HVAC system that services the room space, so that particles that escape from vacuuming will not circulate throughout the facility.

Once area has been **appropriately disinfected**, it **can be opened for use**.

Workers without close contact with the person who is sick can return to work immediately after the disinfection.

If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Continue routine cleaning and disinfection. This includes everyday practices that business and communities normally use to maintain a healthy environment.

Cleaning & Sanitizing Protocol

The Town of Beekman Maintenance department is in charge of the cleaning of the buildings each day.

Additionally, the Town will make available to each office, cleaning solution/wipes so that employees can continue to keep their own workstation cleaned throughout their workday.

All Town managers will be responsible for maintaining, at least daily, disinfection of all Town Vehicles under their control and responsibility.

Locations for the Distribution of Personal Protection Equipment (PPE)

All PPE will be at the Town Supervisor's office or at another designated site.



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

May 31, 2020

Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure

Purpose

This interim guidance is intended to inform employers as restrictions on private and public sector activities are scaled back in different regions of the state throughout the COVID-19 public health emergency. This guidance is not intended for health care or nursing home professionals, which have separate protocols and guidance for staff to return to work. Specifically, this guidance provides protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.

Background

On March 7, 2020, Governor Andrew M. Cuomo issued Executive Order 202, declaring a state of emergency in response to COVID-19 as community transmission of the virus occurred throughout New York. To minimize further spread, social distancing of at least six feet must be maintained between individuals, where possible.

On March 20, 2020, Governor Cuomo issued Executive Order 202.6, directing all non-essential businesses to close in-office personnel functions. Essential businesses, as defined by Empire State Development Corporation (ESD) guidance, were not subject to the in-person restriction, but were, however, directed to comply with the guidance and directives for maintaining a clean and safe work environment issued by the New York State Department of Health (DOH).

On April 26, 2020, Governor Cuomo announced a phased approach to reopen industries and businesses in New York in phases based upon a data-driven, regional analysis. On May 4, 2020, the Governor provided that the regional analysis would consider several public health factors, including new COVID-19 infections, as well as health care system, diagnostic testing, and contact tracing capacity. On May 11, 2020, Governor Cuomo announced that the first phase of reopening would begin on May 15, 2020 in several regions of New York, based upon the previously identified regional metrics and indicators. On May 29, 2020, Governor Cuomo announced that the second phase of reopening would begin in several regions of New York.

Return to Work

As employers slowly begin to return employees back to the workplace, diligence must be paid to the health and safety of employees, especially for those employees that previously tested positive for COVID-19 or had close or proximate contact with a person with COVID-19 for a prolonged period of time.

Employers and employees should take the following actions related to COVID-19 symptoms or exposure:

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.

- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

- If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.
 - However, if such an employee is deemed essential and critical for the operation or safety of the workplace, upon a documented determination by their supervisor and a human resources (HR) representative in consultation with appropriate state and local health authorities, the exposed, asymptomatic employee may return to work so long as the employee adheres to the following practices prior to and during their work shift, which should be monitored and documented by the employer and employee:
 1. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and symptoms consistent with COVID-19 under the supervision of their employer's occupational health program.
 2. Wear a mask: The employee must wear a face mask at all times while in the workplace for 14 days after last exposure.
 3. Social distance: The employee must continue social distancing practices, including maintaining, at least, six feet of distance from others.
 4. Clean and disinfect workspaces: The employer must continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment.
 5. Maintain quarantine: The employee must continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 14 days after last exposure.

- If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

Additional Information

- New York Forward Reopening Webpage: <https://forward.ny.gov/>
- DOH COVID-19 Webpage: <https://coronavirus.health.ny.gov/home>
- CDC COVID-19 Webpage: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>