

5/13/20 Working Draft

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COVID-19 Workplace Recovery Guide and Toolkit for Employers

MADISON COUNTY, NY



Madison County Recovery Task Force

The Madison County Recovery Task Force is comprised of members from the Private and Public Sector (Madison County Government) to form a multi-disciplinary group focused on the recovery from COVID 19 in Madison County. The group's members are:

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Purpose

This recovery guidance and toolkit is intended to give workplaces a road map to recovery with COVID-19 as a presence in everyday practices as you bring your workers back into the workplace. Businesses and agencies should continue to follow guidelines provided by their regulating and/or licensing agencies.

COVID-19 is a respiratory illness that can spread from person to person. **The following guidance may help prevent workplace exposures to COVID-19, in non-healthcare settings.**

Due to the evolving understanding of the world's knowledge of COVID-19, it is expected that recommendations will change and adapt along with our understanding of this virus and how it spreads.

Individual associations and governing regulatory bodies are also publishing guidance. This publication is NOT intended to replace any guidance from any regulatory agency. This is supplemental guidance.

Details not specifically addressed in this interim guidance will be left up to your best judgment at the time decisions are made. Be prepared to be flexible and to adapt to changes in future recommendations.

Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of people with confirmed coronavirus infection.

This guidance supports the Objective for Madison County's Recovery Task Force:

- 1) Develop a responsible plan for reopening specific business segments supported by policies addressing PPE; Social Distancing; Hygiene, Monitoring; Customer Interactions; Business Partner Interactions and actions to be taken for sick employees, ready for implementation by the NYS Governor's target date.

In this first phase of recovery, from large to small businesses and organizations, each in its own way will be focused on the following four essential elements for workplace recovery.

Four Essential Elements for Reopening Responsibly



1. PREPARE YOUR WORKPLACE AND WORKFORCE

Cleaning, engage with vendors, reconfigure spaces for social distancing, return to work policies; communicate steps taken to create a safe working environment and reduce anxiety of returning to work



2. DEVELOP A PLAN

Establish safety, health, and cleaning protocols; redesign policies and work practices, communicate through signage, provide sanitizer, wipes, and PPE as appropriate



3. MONITOR YOUR WORKFORCE

Establish daily health screening and monitoring protocols



4. COMMUNICATE TO YOUR WORKFORCE

Set expectations and establish two-way communication and plans for safety; present new guest, travel, and HR policies

1. Prepare Your Workplace and Workforce

Prepare to Return

The migration of the workforce back to places of business will look different for every place of work. This toolkit provides guiding principles to help return, resume, reopen in a safe and responsible manner.

Employers can prevent and slow the spread of COVID-19. Plan to be flexible and adapt and refine your response plans as needed.

According to the Occupational Safety and Health Administration (OSHA), most American workers will likely experience low (caution) or medium exposure risk levels at their job or place of employment (see [OSHA guidance for more information about job risk classifications](#)).

Workplaces are strongly encouraged to coordinate with Madison County Health Department so timely and accurate information can guide appropriate responses. Local conditions will influence the decisions that public health officials make regarding community-level strategies.

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in their workplace. This may include activities in one or more of the following areas:

- Prevent and/or reduce spread of infection among employees
- Maintain healthy business operations
- Maintain a healthy work environment

2. Develop a Plan

Maintain Healthy Business Operations

Identify a workplace safety coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Implement flexible sick leave and supportive policies and practices.

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
- Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive “emergency sick leave” policies.
- Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the Department of Labor’s and the Equal Employment Opportunity Commission’s websites).
- Connect employees to employee assistance program (EAP) resources (if available) and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the death of a co-worker or loved one.

Assess your essential functions and the reliance that others and the community have on your services or products.

- Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
- Identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Talk with business partners about your response plans. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

Determine how you will operate if absenteeism spikes.

Absenteeism may increase in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from childcare programs and K-12 schools.

- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Consider establishing policies and practices for social distancing.

Social distancing should be implemented if recommended by state and local health authorities. Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible (e.g., breakrooms and cafeterias). Strategies that business could use include:

- Implementing flexible worksites (e.g., telework)
- Implementing flexible work hours (e.g., staggered shifts)
- Increasing physical space between employees at the worksite
- Increasing physical space between employees and customers (e.g., drive through, partitions)
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- Downsizing operations
- Delivering services remotely (e.g. phone, video, or web)
- Delivering products through curbside pick-up or delivery

Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.

Maintain a healthy work environment

Consider improving the engineering controls using the building ventilation system.

This may include some or all of the following activities:

- Increase ventilation rates.

- Increase the percentage of outdoor air that circulates into the system.

Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.
- Direct employees to visit the coughing and sneezing etiquette and clean hands webpage for more information.

Perform routine environmental cleaning and disinfection:

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2, the cause of COVID-19, and are appropriate for the surface.

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:

- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

Advise employees before traveling to take additional preparations:

- Check the CDC’s Traveler’s Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from countries with travel advisories, and information for aircrew, can be found on the CDC website.
- Advise employees to check themselves for symptoms of COVID-19 (i.e., fever, cough, or shortness of breath) before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a healthcare provider for advice if needed.
- If outside the United States, sick employees should follow company policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Take care when attending meetings and gatherings:

- Carefully consider whether travel is necessary.
- Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.

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3. Monitor Your Workforce: Reduce Transmission Among Employees

Watch for Symptoms of COVID-19 Infection

People with COVID-19 have had a wide range of symptoms* reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

[Children](#) have similar symptoms to adults and generally have mild illness.

When to Seek Medical Attention: If you have any of these **emergency warning signs*** for COVID-19 get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

Actively encourage sick employees to stay home:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.

- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Identify where and how workers might be exposed to COVID-19 at work:

- See OSHA COVID-19 webpage for more information on how to protect workers from potential exposures and guidance for employers pdf, including steps to take for jobs according to exposure risk.
- Be aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.

Separate sick employees:

- Employees who appear to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.
- Note the time the employee began to feel ill and the time they were separated from the remaining employees.
- Instruct the employee to call and ensure their safe arrival at home.
- Instruct the employee to call their physician for further instructions.

Put in place employee education about how they can reduce the spread of COVID-19:

- Employees can take steps to protect themselves at work and at home. Older people and people with serious chronic medical conditions are at higher risk for complications.
- Follow the policies and procedures of your employer related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if you are sick, except to get medical care. Learn what to do if you are sick.
- Inform your supervisor if you have a sick family member at home with COVID-19. Learn what to do if someone in your house is sick.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding [large gatherings](#) and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

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4. Communicate to Your Workforce

Recognize employees may be hesitant to return. Communicate providing transparency, listen, and survey your employees as needed.

- Ensure leadership is onboard with re-entry
- Establish two-way communication
- Ensure culture of transparency and trust and that the health of your employees is your priority
- Set expectations emphasizing return to work
- and establish two-way communication and plans for safety; present new guest, travel, and HR policies

Toolkit

Employee Welcome Back Reassurance Sample

Dear Name:

We hope this letter finds you and your family in good health. Our community has been through a lot over the last few months, and all of us are looking forward to resuming our normal habits and routines. While many things have changed, one thing has remained the same: our commitment to your safety. Your health and safety has always been a top priority and we have taken steps to ensure our workplace is safe and comfortable as we begin to migrate to what our new normal will look like. We want to tell you about the infection control procedures we are putting into place to keep you safe.

Our office follows infection control recommendations made by the U.S. Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and [INSERT OTHER]. We follow the activities of these agencies so that we are up-to-date on any new rulings or guidance that may be issued. We do this to make sure that our infection control procedures are current and adhere to each agencies' recommendations.

You may see some changes in the workplace. We made these changes to help protect staff and our {INSET: customer, clients, public, other}. For example:

- You will be asked to take your temperature daily and at the start of your shift answer screening questions.
- You will be asked to wear a face covering when dealing with the public or when you are unable to maintain social distancing of 6 feet while working around others. We will provide you with a face covering upon your return.
- We have hand sanitizer that we will ask you to use when you enter the office. You will also find some in other places [LIST LOCATIONS] in the office for you to use as needed.
- [IF APPLICABLE] You may see that our waiting room will no longer offer magazines, children's toys and so forth, since those items are difficult to clean and disinfect.
- [IF APPLICABLE] Appointments will be managed to allow for social distancing.
- [IF APPLICABLE] We will do our best to allow greater time between appointments to reduce waiting times for you, as well as to reduce the number of people in the reception area at any one time.
- [INSERT OTHER ACTIONS AND INFORMATION]

We look forward to seeing you again and are happy to answer any questions you may have about the steps we take to keep you, and [INSERT OTHERS], safe.

We value your trust and loyalty and look forward to welcoming you back as we work together to redesign our new normal during this unprecedented time.

Sincerely,

Staff Protection Strategies

In development

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Signage

[Keep Calm and Wash Your Hands](#)

[How Cloth Face Coverings Work](#)

[How to Protect Yourself and Others](#)

[How to Safely Wear and Take off a Face Covering](#)

[What to do if you are Sick](#)

[What you should know about COVID-19 to Protect Yourself and Others](#)

[Stop the Spread of Germs](#)

[What to do if you are at High Risk](#)

[Stay at Home When you are Sick](#)

[Please Read Before Entering](#)

[How you can manage your Symptoms from Home](#)

[Wash Your Hands](#)

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Industry Checklists-see Annexes

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ANNEX1

COVID-19 Guidance for the Construction Workforce

When working in the construction industry, the following guidance can help reduce the risk of exposure to the coronavirus. This guidance is based on both CDC and OSHA Best Practices.

- Encourage workers to stay home if they are sick.
- Allow workers to wear masks over their nose and mouth to prevent them from spreading the virus.
- Continue to use other normal control measures, including personal protective equipment (PPE), necessary to protect workers from other job hazards associated with construction activities.
- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet, where possible. Where work trailers are used, all workers should maintain social distancing while inside the trailers.
- Train workers how to properly put on, use/wear, and take off protective clothing and equipment.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Promote personal hygiene. If workers do not have immediate access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol.
- Use Environmental Protection Agency-approved cleaning chemicals from List N or that have label claims against the coronavirus.
- To the extent tools or equipment must be shared, provide and instruct workers to use alcohol based wipes to clean tools before and after use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.
- Clean and disinfect portable jobsite toilets regularly. Hand sanitizer dispensers should be filled regularly. Frequently-touched items (i.e., door pulls and toilet seats) should be disinfected.
- Encourage workers to report any safety and health concerns.

ANNEX 2

COVID-19 Guidance for the Manufacturing Industry Workforce

When working in the manufacturing sector workforce, the following guidance can help reduce the risk of exposure to the coronavirus. This guidance is based on both CDC and OSHA Best Practices.

- Encourage workers to stay home if they are sick.
- Establish flexible work hours (e.g., staggered shifts), if feasible.
- Practice sensible social distancing and maintain six feet between co-workers, where possible.
- For work activities where social distancing is a challenge, consider limiting the duration of these activities and/or implementing innovative approaches, such as temporarily moving or repositioning workstations to create more distance or installing barriers (e.g., plexi-glass shields) between workstations.
- Monitor public health communications about COVID-19 recommendations for the workplace and ensure that workers have access to and understand that information.
- Train workers on how to properly put on, use/wear, take-off, and maintain protective clothing and equipment.
- Encourage workers to wear masks over their nose and mouth to prevent spread of the virus.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Discourage workers from using other workers' tools and equipment.
- Use Environmental Protection Agency-approved cleaning chemicals from List N or that have label claims against the coronavirus.
- Promote personal hygiene. If workers do not have access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol. Provide disinfectants and disposable towels workers can use to clean work surfaces.
- Encourage workers to report any safety and health concerns.

ANNEX 3

COVID-19 Guidance for the Retail Workforce

When working in the Retail workforce, (e.g., pharmacies, supermarkets, and big box stores, etc) the following guidance can help reduce the risk of exposure to the coronavirus. This guidance is based on both CDC and OSHA Best Practices.

- Encourage workers to stay home if they are sick.
- Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces and equipment with Environmental Protection Agency-approved cleaning chemicals from List N or that have label claims against the coronavirus.
- Practice sensible social distancing, maintaining six feet between co-workers and customers, where possible. For example, some worksites have already begun to demarcate six-foot distances with floor tape in checkout lines. Workplaces where social distancing is a challenge should consider innovative approaches, such as opening only every other cash register, temporarily moving workstations to create more distance, and installing plexi-glass partitions.
- Use a drive-through window or curbside pick-up.
- Provide workers and customers with tissues and trash receptacles.
- Train workers in proper hygiene practices and the use of workplace controls.
- Strongly encourage workers to wear masks over their nose and mouth to prevent them from spreading the virus.
- Encourage workers to report any safety and health concerns.

ANNEX 4

COVID-19 Guidance for the Transportation and Package Delivery Workforce

When working in the Transportation and Package Delivery Workforce, the following guidance can help reduce the risk of exposure to the coronavirus. This guidance is based on both CDC and OSHA Best Practices.

- Encourage workers to stay home if they are sick.
- Establish flexible work hours (e.g., staggered shifts) where feasible.
- Practice sensible social distancing and maintain six feet between co-workers where possible.
- Minimize interaction between drivers and customers by leaving deliveries at loading docks, doorsteps, or other locations that do not require person-to-person exposures.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Promote personal hygiene. If workers do not have access to soap and water for handwashing, provide alcohol-based hand rubs containing at least 60 percent alcohol. Provide tissues, as well as disinfectants and disposable towels workers can use to clean work surfaces, including vehicle interiors.
- Allow workers to wear masks over their nose and mouth to prevent them from spreading the virus.
- Discourage workers from using other workers' tools and equipment.
- Use Environmental Protection Agency-approved cleaning chemicals from List N or that have label claims against the coronavirus.
- Encourage workers to report any safety and health concerns.

Additional Resources Can Be Found here:

- [CDC's COVID-19 Disinfecting Transportation and Delivery Vehicles](#)
- [CDC's COVID-19 Transit Operators Resource Guide](#)
- [FDA's COVID-19 Guidance for Food Pickup and Delivery](#)
- [CDC's COVID-19 Mail and Parcel Delivery Guidance](#)
- [FTA Transit Operations COVID-19 Safety Advisory](#)

ANNEX 5

COVID-19 Guidance for the Trades and In-Home Repairs and Service

This section provides guidance for in-home repair services workers, such as those providing plumbing, electrical, or heating/air conditioning/ventilation installation and repair.

Employers should assess the hazards to which their workers may be exposed; evaluate the risk of exposure; and select, implement, and ensure workers use controls to prevent exposure. The table below provides examples of in-home repair services work tasks associated with the exposure risk levels in OSHA's occupational exposure risk pyramid, which may serve as a guide to employers in this sector.

Examples of in-home repair service work tasks associated with exposure risk levels

Lower (caution)	Medium	High	Very High
<ul style="list-style-type: none"> ▪ <i>Most in-home repair services work tasks are associated with at least medium exposure risk.</i> <p>Note: For activities in the lower (caution) risk category, OSHA's Interim Guidance for Workers and Employers of Workers at Lower Risk of Exposure may be most appropriate.</p>	<ul style="list-style-type: none"> ▪ In areas with ongoing community spread of COVID-19, entering a home where no occupants report signs or symptoms consistent with COVID-19. 	<ul style="list-style-type: none"> ▪ Entering the home of a person suspected of having or known to have COVID-19, including when an occupant of the home reports signs and symptoms consistent with COVID-19. ▪ Performing work on items contaminated with human blood, body fluids (including respiratory secretions, mucous, etc.), or other potentially infectious materials from people with signs or symptoms of COVID-19. 	<ul style="list-style-type: none"> ▪ Category not applicable for most anticipated work tasks. <p>Note: Most in-home repair service work tasks are associated with no more than high exposure risk; see the other columns of this chart. Avoid tasks that would place workers in this risk category, including those that could re-aerosolize potentially infectious SARS-CoV-2 from environmental surfaces.</p>

Engineering Controls

In the in-home environment, utilize closed doors and walls as physical barriers to separate workers from any individuals under voluntary or required self-quarantine or isolation or who are experiencing signs and/or symptoms consistent with COVID-19.

Employers and workers may also be able to use plastic sheeting when workers need to occupy specific areas of a home for an extended period that are also occupied by such potentially infectious individuals.

Administrative Controls

Administrative controls should ensure and reflect that:

- Employers are aware of the local, state, and federal guidance regarding COVID-19, and have educated themselves and their employees on the spread of the disease in the geographic areas they serve.
- Employers are screening calls at the point of scheduling to assess potential exposures and circumstances in the home, to the extent possible, before worker entry.

Below are sample questions for screening work assignments before sending a worker on a service call. Please be advised that some of these are sensitive and personal questions and should be prefaced with an explanation that they are only being asked to protect workers and minimize the spread of COVID-19.

Screening Questions	Recommended Action
1. Is the work urgent or an emergency?	If "yes", proceed with a hazard assessment to determine how best to proceed while minimizing exposure for the worker. Other questions in this table (i.e., Question 3 onward) can help guide hazard assessment efforts.
2. Is the work routine preventive maintenance or other work that can be postponed until a later time?	If "yes", the work is elective (i.e., not an emergency), consider postponing the work and not entering the dwelling until the COVID-19 pandemic ends.

Screening Questions	Recommended Action
3. If the work is determined to be urgent or emergency work, ask if there are any individuals in the home under either voluntary or required self-quarantine or isolation due to COVID-19?	Closely follow recommended infection prevention measures in the sections on Engineering Controls, Administrative Controls, Safe Work Practices, and PPE.
4. If the work is determined to be urgent or emergency work, ask if there are any individuals in the house suffering flu-like symptoms? If so, will they be directly interacting with the service representative?	Closely follow recommended infection prevention measures in the sections on Engineering Controls, Administrative Controls, Safe Work Practices, and PPE.
5. Following routine practice, ask for the address for the service call. Consider whether the home is located in an area where there is ongoing community transmission of COVID-19.	Employers may consider advising service workers to discontinue service if the home is located in an area where there is ongoing community transmission of COVID-19 and if the worker or employer is concerned about health and safety on the job.



Employers should train in-home service workers on:

- The signs and symptoms of COVID-19 and an explanation of how the disease is spread.
- All policies and procedures that are applicable to the employee's duties. It is helpful to provide employees with a written copy of those standard operating procedures (SOPs).
- Information on appropriate social distancing and personal hygiene practices, including:
 - Maintain a distance of at least 6 feet from customers and other individuals, whenever possible.

- Appropriate cleaning practices (i.e., wash hands frequently with soap and water for at least 20 seconds, or, if not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol; sanitize all surfaces workers will touch).
- The proper way to cover coughs and sneezes in accordance with CDC recommendations (i.e., sneezing or coughing into a disposable tissue or rag, or into the elbow crease).
- Alternatives to shaking hands upon entry, and the importance of workers not touching their own faces (mouth, nose, eyes).
- The types, proper use, limitations, location, handling, decontamination, removal, and disposal of any PPE being used.

Employers should also implement SOPs and employee training to ensure that, before entry into home environments, workers:

- Request that any individuals under voluntary or required self-quarantine or isolation or who are experiencing signs and/or symptoms of COVID-19 remain physically separated from the worker (e.g., request that the sick person go into a different room, level of the home, or outside if weather and applicable emergency orders permit), if possible, and communicate remotely with the worker (e.g., by cell phone, through internet-based payments and electronic signature or confirmation that work was completed).
- Ask individuals in the home to cover coughs and sneezes.
- Employers may consider advising service workers to discontinue the service if the quarantined/isolated individual(s) do not comply with the above requests (e.g., not remaining at least 6 feet away, not covering their coughs and sneezes).
- Request that shared spaces in the home have good air flow, such as by turning on an air conditioner or opening windows, weather permitting, consistent with CDC recommended precautions for people in households.

Safe Work Practices

It is recommended, in all cases, that employers equip workers with gloves and provide disinfectants and sanitizers that workers can use to wipe surfaces or equipment that they touch, including any shared pens or styluses.

As mentioned above, workers should avoid shaking hands with occupants of homes upon arrival or entry.

Workers should avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed their hands upon completing work and/or removing PPE.

If permitted under employer policies, stop work and leave unsafe work environments, especially if you cannot maintain a safe distance from individuals in the home who are under voluntary or required self-quarantine or isolation, or who are experiencing signs and/or symptoms of COVID-19.

Encourage payment by electronic means or over the phone rather than handling credit cards, debit cards, or cash.

Personal Protective Equipment

Most in-home services workers are unlikely to need PPE beyond what they use to protect themselves during routine job tasks. However, employers should consider whether their hazard and risk assessments warrant the use of more protective PPE ensembles.

Make every effort to protect workers through measures other than PPE.

When other control measures are not sufficient to protect workers, equip those who must enter potentially hazardous homes with adequate supplies of appropriate PPE. PPE ensembles may include some combination of gloves, eye protection, and/or face shields.

In limited circumstances, including situations involving close (e.g., within 6 feet) contact with an affected individual, respiratory protection may be needed and provided by the employer following the criteria below.

- When respiratory hazards exist, employers must comply with OSHA's Respiratory Protection standard (29 CFR 1910.134). OSHA is providing enforcement flexibility under the standard, including through enforcement memoranda.
- When disposable respirators are used, employers must comply with the requirements of OSHA's Respiratory Protection standard (29 CFR 1910.134) including the requirement to train workers to don respirators before entry and to remove and properly dispose of respirators upon exit.

ANNEX 6

COVID-19 Guidance for Agriculture

- Make sure all farm workers learn about COVID-19, how it spreads, and how to prevent getting infected.
- Enforce the proper use of face coverings among workers (see below)
- Ensure all workers stay home if they have any symptoms of illness.
- All workers should take their temperature when arriving on-site and be sent home if above 100.4 °F. Consider implementing a paid sick leave to encourage workers to stay home.
- Designate and maintain work partners to limit the number of people potentially exposed to illness.
- Be aware of absences. If a worker reports an illness inquire into their symptoms. If symptoms include fever, cough, and/or shortness of breath, contact the Madison County Health Department to discuss appropriateness for testing.

IMPORTANT: If a person experiences emergency warning signs – difficulty breathing, chest pain, confusion or inability to arouse, bluish lips/face – call 911 and get medical attention. Inform the operator of the concern for COVID-19.

- Keep track of people who enter the farm and when (i.e. workforce, milk truck drivers, veterinarians).
If someone on your farm becomes ill with COVID, the Health Department will be working to identify their close contacts and we will be asking you, as the employer, for a list of contacts.
- Facilities to wash hands should be available to all employees and employees should be encouraged to wash hands often, but especially after coughing or sneezing.
- Employers should ensure that workers practice social distancing. Employees should not congregate for meals/breaks and should maintain at least 6-foot separation from other people at all times.
- Before temporary workers from other farms are used, employers should make sure that they are healthy without a fever or other symptoms.
- Employers should clean and disinfect any areas where employees routinely visit (i.e. bathrooms, frequently touched surfaces).
 - Provide cleaning supplies for work and for those living in employer-provided housing.
 - For more information on disinfection methods and products:
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

What All Workers Can Do to Prevent Spread of Germs

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Stay home when you are sick.**
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- [Adhere to proper use of face covering \(see below\)](#)

- [Practice social distancing among employees](#)
 - Stay at home as much as possible – avoid public gatherings and unnecessary appointments
 - Keep 6 feet of distance from others in public and in the workplace
 - Cancel unnecessary travel plans
- Clean and disinfect frequently touched objects and surfaces (tv remotes, tables, tools, doorknobs, etc.).

What to do if your Employee has a Possible Exposure to COVID-19

- The person with possible exposure should call their primary care provider (PCP) or the Upstate University Hospital Triage Line: (315) 464-3979.
- They should stay home, except to receive medical care
- **Contact the Madison County Department of Health at (315) 366-2361**

If an employee is confirmed to have COVID-19, Madison County Department of Health will reach out to you to determine who else may be at risk. The course of action will be determined as a joint decision.

ANNEX 7

COVID-19 Guidance for Faith-Based Organizations

Houses of worship must adhere to DOH cleaning and disinfection guidance, including routine cleaning of frequently touched surfaces and areas of greatest risk of transmission (e.g. restrooms, kitchens, first aid/health station). For more information, please visit:

https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_houses_of_worship.pdf.

All individuals, including religious leaders, should practice and encourage proper hand and respiratory hygiene, which is an effective preventative measure against COVID-19.

Hand Hygiene:

- Signage with handwashing procedures should be posted in prominent locations promoting hand hygiene.
- Regular hand washing with soap and water for at least 20 seconds should be done:
 - o Before and after eating.
 - o After sneezing, coughing, or nose blowing.
 - o After using the restroom.
 - o Before handling food.
 - o After touching or cleaning surfaces that may be contaminated.
 - o After using shared equipment and supplies.
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
 - o Use of alcohol-based hand sanitizers by children should always be supervised by adults.

Respiratory Hygiene:

- Cover coughs and sneezes with tissues or the bend of elbow.
 - o Dispose of soiled tissues immediately after use.

ANNEX 8

COVID-19 Guidance for Hotels and Motels

Staff Prevention

There are currently no vaccines to protect against human coronavirus infection. The following can help prevent the spread of COVID-19 and protect yourself and your members from becoming infected:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with your elbow or a tissue, throw the tissue in the trash and wash your hands.
- Maintain a distance of 6-feet from people in the workplace and public spaces.
- Adhere to proper use of face coverings during and after shifts

Management Actions for Prevention

- Educate staff on the most common signs and symptoms of coronavirus infection, which are fever, dry cough, and shortness of breath. Symptoms typically occur 1-14 days after exposure, though a small proportion of people who are infected don't have symptoms.
- Switch to and use disinfectant products that have been pre-approved by the U.S. Environmental Protection Agency (EPA) for use against emerging viral pathogens.
 - https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf
- Train housekeeping staff to use the disinfectants safely and correctly. Staff should wear gloves when cleaning. Many of these cleaning products need to remain on hard surfaces for several minutes in order to work. Follow the manufacturer's instructions for proper use. Schedule and perform routine cleaning and disinfection of all contact surfaces in public areas, guestrooms, television remote controls, toilet flush handles, door handles, water faucet handles, and flooring.
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
- Linens may become contaminated with the virus, so it is also important to add disinfectant when washing laundry. Bed scarfs and bedspreads should be washed more frequently.
- Public spaces, and the front desk, need to be cleaned frequently. Provide disposable disinfectant wipes to front-of-house staff to disinfect surfaces between guests. High touch areas in public spaces include tables in the lobby area, buttons on elevators, water fountains, and ice and vending machines. Pens at the front desk and room keys and key cards should also be cleaned with disinfectant.

Interaction with Patrons

- Train hotel staff and post signage to remind guests and workers to wash hands with soap and warm water frequently, for at least 20 seconds each time.
 - Provide alcohol-based hand sanitizer that contains at least 60% alcohol in all guest contact areas and to all staff.

- Staff should be advised not to touch their faces and to practice "social distancing" by standing at least six feet away from guests and other workers.
- Post signs throughout the facility describing ways to prevent the spread of germs.
- Avoid shaking hands as a social greeting.
- Support hand and respiratory hygiene as well as cough etiquette by members, visitors, and employees.

Governor's Executive Order: Mandatory Face Coverings for Essential Workers

To protect the health of employees and public, all employees of essential businesses are mandated to wear face coverings when in direct contact with customers or members of the public. It is the responsibility of the employer to provide face coverings for their employees effective Wednesday, April 15 at 8pm.

To learn more, visit: <https://www.madisoncounty.ny.gov/2562/CDC-Recommendation-Cloth-Face-Covering-i>

Screening for Staff

Implement health checks for all staff at the beginning of each shift. This includes all personnel entering the facility regardless of whether they are providing direct interaction with patrons or coworkers.

Facility staff performing health checks must wear facemasks. Use the following questions:

1. Have you traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the last 14 days?;
2. Have you or a family member had contact with any suspected or positive cases of COVID-19 within the last 14 days?
3. Do you have any symptoms of respiratory infection (e.g. cough, sore throat, fever, shortness of breath)?

Staff with symptoms or with temperature ≥ 100.0 F should be sent home, and any staff who develop symptoms or fever while in the facility should immediately go home.

Cleaning of Areas Where Asymptomatic Individuals are Staying:

If an individual under movement restriction is determined not to have symptoms of COVID-19, the facility should immediately proceed with routine cleaning of the area within a few hours. No special cleaning procedures or additional personal protective equipment beyond what would normally be used during routine cleaning is required.

If that is not feasible, the individual should be provided with EPA- and DEC*- registered cleaning supplies. When the asymptomatic individual is released at the end of the movement restriction period, routine cleaning should be completed by the facility staff. No special cleaning procedures are required.

If room access by facility staff for a prolonged time is required during the period of movement restriction, such as for maintenance, arrangements should be made for the individual to be transferred to a separate room to ensure the individual is asymptomatic before and during this transfer period.

Cleaning and Disinfection of Areas Where Symptomatic Individuals are Staying:

If an individual develops symptoms during the movement restriction period, cleaning and disinfection should be completed after they leave the area. If feasible, the area may be left with the door closed after the individual is transferred, and entry should be prohibited while the individual's symptoms are being investigated and/or laboratory confirmation is pending. Determining if an individual has COVID-19 may take several days. In this situation, if the individual is determined not to have COVID-19, the LHD will instruct the facility that routine cleaning should be performed. If the individual was determined to have COVID-19, the LHD should instruct the facility to proceed with cleaning and disinfection per recommendations below.

Once a symptomatic individual, who is confirmed to have COVID-19, has left the isolation area for at least 4 hours, the LHD may instruct the facility to proceed with cleaning and disinfection of the areas where the patient was present while symptomatic. Cleaning removes germs, dirt and impurities from surfaces or objects, while disinfecting kills germs on surfaces or objects.

- Perform targeted cleaning and disinfection of frequently touched hard, non-porous surfaces, such as counters, appliance surfaces, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, remote controls, bedside tables, and any other surfaces that are visibly soiled.
 - Step 1: Cleaning: Always clean surfaces prior to use of disinfectants. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. Clean surfaces using water and soap or detergent to reduce soil and remove germs. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effective use.
 - Step 2: Disinfection: If EPA- and DEC*-registered products specifically labeled for SARS-CoV-2 are not available, disinfect surfaces using a disinfectant labeled to be effective against rhinovirus and/or human coronavirus. EPA- and DEC*- registered disinfectants specifically labeled as effective against SARS-CoV-2 may become commercially available at a future time and once available, those products should be used for targeted disinfection of frequently touched surfaces.
 - Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times (i.e., the amount of time a disinfectant should remain on surfaces to be effective), which may vary between five and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
 - For disinfectants that come in concentrated forms, it is important to carefully follow instructions for making the diluted concentration needed to effectively kill the target virus. This information can be found on the product label.
 - Staff are reminded to ensure procedures for safe and effective use of all products are followed. Safety instructions are listed on product labels and include the personal protective equipment (e.g., gloves) that should be used.
- Wash all bedding/linens. Wash and dry with the warmest temperatures recommended on the fabric label and follow detergent label and instructions for use.

- **Facility staff do not need to wear respiratory protection while cleaning.** Staff should wear disposable gloves while handling potentially soiled items/bedding and while cleaning and disinfecting surfaces. Place all used gloves and other disposable contaminated items in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

Other Precautionary Actions

- Maintain records that will help you trace who has been in contact with any infected individuals that have been to your property. Review and implement a record keeping process to maintain records of guest and staff movement. These records should be kept for a minimum of 90 days. This includes maintaining guest registration records, employee work assignments, documentation of key control procedures including the electronic lock records, and security camera closed circuit tapes. This is especially important if someone in your hotel has been confirmed to have the virus.

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ANNEX 9

COVID-19 Guidance for Human Services, Including Behavioral Health Providers and Residential Programs

Interim Guidance for Face-to-Face Interaction

By-Appointment Services

Prior to any home-based visits or on-campus services, please use the following questions to screen clients and applicable family members:

INSERT UPDATED SCREENING QUESTIONS

If the client or family member responds “Yes” to questions 1 OR 2, but “No” to question 3, please direct them to the Madison County Health Department and reschedule the appointment. If the client or family member responds “Yes” to questions 1 OR 2, AND has any signs of illness, please ask them to reach out to their medical provider and reschedule the appointment.

Walk-In Services

For departments that see community members by walk-in basis only, we communicating that all community members stay home when feeling sick or use the phone/online services when available (e.g. MyDMV). The NYS Department of Health issued signs with the message: if you are sick, do not visit. These are also available online:

<https://www.health.ny.gov/publications/13066.pdf>. Please post them on entryways.

Use the above screening questions for walk-in clients. Following the same protocol as above.

However, if patron must be seen (i.e. behavioral health needs), please follow guidance below:

- The patient should be given a mask to wear for the duration of the visit (covering both nose and mouth), and dispose of on the way out.
- Patient should be placed in separate room, not in a public waiting area, with the door closed if possible. The therapist should practice social distancing (6-feet away from client)
- Disinfect all surfaces and objects following the appointment
- Alternatively, if the patient is having difficulty breathing, they may be referred to the nearest emergency room for immediate attention.
 - In this case, the receiving medical provider and transporter should be notified in advance and informed of potential concern for COVID-19. This information should be relayed to our Department.

Other General Building Guidelines:

There are additional risk mitigation strategies to reduce the spreading of germs.

- Increase access to handwashing stations
- Reduce the number of people in the building at the same time
- Stagger seating and lines to create 6-foot distance between patrons
- Utilize face masks for individuals who present any symptoms of illness
- Provide prevention supplies for staff and patrons (i.e. handwashing, hand sanitizers, tissues)
- Disinfect all surfaces and objects following the appointment

Supervisors

1. Monitor and ensure maintenance of essential staff and operations:
 - a. Ensure staff are aware of sick leave policies and are encouraged to stay home if they are ill with respiratory symptoms.
 - b. Be aware of [recommended work restrictions and monitoring](#) based on staff exposure to COVID-19 patients.
 - c. Advise employees to check for any signs of illness before reporting to work each day and notify their supervisor if they become ill.
 - d. In settings of widespread transmission, your facility may consider screening staff for fever or respiratory symptoms before entering the facility.
 - e. Make contingency plans for increased absenteeism caused by employee illness or illness in employees' family members that would require them to stay home. Planning for absenteeism could include extending hours, cross-training current employees, or hiring temporary employees.

All Staff

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Stay home when you are sick.**
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces (work stations, pens, doorknobs, etc.)
- For more information on disinfection methods and products:
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

ANNEX 10

COVID-19 Guidance for Grocery Stores

What Supervisors Can Do to Prevent Spread of Germs

All employers are responsible for creating plans to adhere to the Executive Orders issued by Governor Cuomo, particularly limiting the in-person staff and incorporating social distancing into their protocol. Please consider the following:

- Ensure staff are aware of sick leave policies and are encouraged to stay home if they have any symptoms of illness, especially respiratory.
- Implement flexible worksites (e.g. telecommuting) and flexible work hours (e.g. staggered shifts) for all staff, to increase the physical distance among employees
 - Live stream meetings (e.g. Zoom video conference)
- Make contingency plans for increased absenteeism caused by illness and recent school closures. Planning for absenteeism could include extending hours, cross-training current employees, or hiring temporary employees.
- Assist your staff manage the stress & anxiety
 - Encourage staff to take breaks from news media. Hearing about the pandemic repeatedly can be upsetting.
 - Take care of your body. Try to eat healthy, well-balanced meals, exercise regularly, meditate, get plenty of sleep, and avoid alcohol & drugs.
 - Call the Madison County Mental Health Crisis line at 315-366-2327 or text TalkWithUs to 66746
- Promote social distancing among employees
 - Stay at home as much as possible – avoid public gatherings and unnecessary appointments
 - Keep 6 feet of distance from others in public and in the workplace
 - Cancel unnecessary travel plans

What Staff Members Can Do to Prevent Spread of Germs

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid close contact with people, especially those that are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home as much as possible outside of work – avoid all public gatherings and unnecessary appointments
- **Stay home when you are sick.**
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces (work stations, pens, doorknobs, etc.)
 - For more information on disinfection methods and products:
<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

Best Practices for Risk Mitigation

- Limiting the number of customers at any given time as necessary to reduce outdoor/indoor crowding and lines to meet social distancing guidance.
 - Designate shopping hours for vulnerable populations (i.e. older adults, pregnant women, people with underlying medical conditions)
- Increase cleaning and sanitizing frequency of restroom and other high contact areas (cash registers).
- Remove samples for food tasting; make deli and other café items grab-and-go only

- Install Plexiglas between customer and cashier
- Customers should wait 6-feet behind the next person in-line
- Cashiers should disinfect the credit card keypad after each customer
- Direct all cash exchanges to self-checkout
- Cashiers and other employees should disinfect their workspace at shift changes with disposable wipes
- Add staff to disinfect shopping carts between customer uses with disposable wipes
- Provide prevention supplies for staff and patrons (i.e. handwashing, hand sanitizers, tissues)
- Increase access to handwashing stations
- **Enhance environmental cleaning:**
 - Disinfect all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Provide disposable wipes so that commonly used surfaces (doorknobs, shopping carts) can be wiped down by employees before each use (see above for CDC link for products and methods).

IMPORTANT: Maintaining social distancing in the absence of effective hygiene practices may not prevent the spread of this virus. Facilities should be vigilant in their hygiene practices, including frequent and proper hand-washing and routine cleaning of all surfaces.

Employee Travel

The current recommendation is to avoid all non-essential travel.

What to do if an Employee has a Possible Exposure to COVID-19

- Encourage your employee to call their primary care provider (PCP)
 - If they do not have a PCP, they can call the Upstate University Hospital Triage Line: (315) 464-3979
- Encourage them to stay home, except to receive medical care
- **Contact the Madison County Department of Health at (315) 366-2361**
- *If an employee is confirmed to have COVID-19, Madison County Department of Health will reach out to your organization to determine who else may be at risk. The course of action will be determined as a joint decision between the Department and your Executive leadership.*

Governor's Executive Order: Mandatory Face Coverings for Essential Workers

To protect the health of employees and public, all employees of essential businesses are mandated to wear face coverings when in direct contact with customers or members of the public. It is the responsibility of the employer to provide face coverings for their employees effective Wednesday, April 15 at 8pm.

To learn more, visit: <https://www.madisoncounty.ny.gov/2562/CDC-Recommendation-Cloth-Face-Covering-i>

ANNEX 11

COVID-19 Guidance for General Office Settings

What Supervisors Can Do to Prevent Spread of Germs

All employers are responsible for creating plans to adhere to the Executive Orders issued by Governor Cuomo, particularly limiting the in-person staff and incorporating social distancing into their protocol. Please consider the following:

- Ensure staff are aware of sick leave policies and are encouraged to stay home if they have any symptoms of illness, especially respiratory.
- Implement flexible worksites (e.g. telecommuting) and flexible work hours (e.g. staggered shifts) for all staff, to increase the physical distance among employees
 - Live stream meetings (e.g. Zoom video conference)
- Make contingency plans for increased absenteeism caused by illness and recent school closures. Planning for absenteeism could include extending hours, cross-training current employees, or hiring temporary employees.
- Assist your staff manage the stress & anxiety
 - Encourage staff to take breaks from news media. Hearing about the pandemic repeatedly can be upsetting.
 - Take care of your body. Try to eat healthy, well-balanced meals, exercise regularly, meditate, get plenty of sleep, and avoid alcohol & drugs.
 - Call the Madison County Mental Health Crisis line at 315-366-2327 or text TalkWithUs to 66746
- Promote social distancing among employees
 - Stay at home as much as possible – avoid public gatherings and unnecessary appointments
 - Keep 6 feet of distance from others in public and in the workplace
 - Cancel unnecessary travel plans

What Staff Members Can Do to Prevent Spread of Germs

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home as much as possible – avoid all public gatherings and unnecessary appointments
- **Stay home when you are sick.**
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

Other General Building Guidelines:

There are additional risk mitigation strategies to reduce the spreading of germs.

- Increase access to handwashing stations
- Reduce the number of patrons served at the same time
- Provide prevention supplies for staff and patrons (i.e. handwashing, hand sanitizers, tissues)
- **Perform routine environmental cleaning:**
 - Disinfect all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on

the label.

<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Employee Travel

The current recommendation is to avoid all non-essential travel.

What to do if an Employee has a Possible Exposure to COVID-19

- Encourage your employee to call their primary care provider (PCP)
 - If they do not have a PCP, they can call the Upstate University Hospital Triage Line: (315) 464-3979
- Encourage them to stay home, except to receive medical care
- **Contact the Madison County Department of Health at (315) 366-2361**
- *If an employee is confirmed to have COVID-19, Madison County Department of Health will reach out to your organization to determine who else may be at risk. The course of action will be determined as a joint decision between the Department and your Executive leadership.*

Use Cloth Face Coverings to Prevent the Spread of COVID-19

Under the Executive Order by Governor Cuomo, all employees of essential businesses are mandated to wear face coverings when in direct contact with customers or members of the public. The purpose is to protect the health of coworkers and the public. It is the responsibility of the employer to provide the face coverings for their employees effective Wednesday, April 15 at 8 p.m.

NOTE: Face coverings should not replace other prevention strategies (i.e. handwashing, social distancing).

For more information:

- CDC Webpage – Guidance for Employers, <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>
- About Coronavirus Disease 2019 (COVID-19), <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Madison County Face Coverings, <https://www.madisoncounty.ny.gov/2562/CDC-Recommendation-Cloth-Face-Covering-i>

ANNEX 12

COVID-19 Guidance Child Care Facilities

Prevent the Spread of COVID-19

Plan ahead to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces. If you have difficulty in obtaining these supplies, please contact your local Child Care Resource and Referral (CCR&R) Agency to learn more about service organizations in your community who may have additional resources.

Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness.

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes.
- Cover your mouth and nose with a cloth face covering when you have to go out in public.
- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Require sick children and staff to stay home.

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Establish procedures to ensure children and staff who come to the child care center sick or become sick while at your facility are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.

Have a plan if someone is or becomes sick.

- Plan to have an isolation room or area (such as a cot in a corner of the classroom) that can be used to isolate a sick child. Additional information about isolation in related settings can be found here: [isolation at home and isolation in healthcare settings](#).
- Be ready to follow CDC guidance on how to disinfect your building or facility if someone is sick.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.

- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.

Monitor and Plan for Absenteeism Among Your Staff

- Develop plans to cover classes in the event of increased staff absences. Coordinate with other local child care programs and reach out to substitutes to determine their anticipated availability if regular staff members need to stay home if they or their family members are sick.
- Recommend that individuals at higher risk for severe illness from COVID-19 (older adults and people of any age who have serious underlying medical conditions) consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community.

Review plans for implementing social distancing strategies

- Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. Detailed guidance for implementing social distancing strategies in child care centers and schools is found [here](#).

Assess Group Gatherings and Events

- Follow current guidance about gatherings and events.
- Plan to limit nonessential visitors and postpone or cancel use of classroom volunteers.

Re-Opening Child Care Program

Child care programs that remain open during the COVID-19 pandemic should address these additional considerations:

- Implement social distancing strategies
- Intensify cleaning and disinfection efforts
- Modify drop off and pick up procedures
- Implement screening procedures upon arrival
- Maintain an adequate ratio of staff to children to ensure safety.
 - Plan ahead and recruit those with child care experience to ensure you have a roster of substitute caregivers who can fill in if your staff members are sick or stay home to care for sick family members.
- When feasible, staff members and older children should wear face coverings within the facility. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Some schools, child care programs, and service organizations are supporting their communities by providing temporary or emergency child care services for the children of essential service providers such as first responders, healthcare workers, transit or food retail workers, and persons who do not have paid leave, cannot work from home, or do not have a family caregiver at home.

- If you re-purpose your school or service facility as an emergency or temporary child care center, please follow CDC guidance for administrators of child care programs and K-12 schools.
- Be sure to follow state and local child care licensing policies and regulations. Specifically, all facilities should continue to adhere to their state and local licensing policies unless otherwise notified by their local health department.
- Guidance may also be provided by the department of education and/or health department in your state, city, or locality.

Social Distancing Strategies

Work with your local health officials to determine a set of strategies appropriate for your community's situation. Continue using preparedness strategies and consider the following social distancing strategies:

- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day. If your child care program remains open, consider creating a separate classroom or group for the children of healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of healthcare workers and first responders.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
 - Keep each group of children in a separate room.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 - If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- If possible, arrange for administrative staff to telework from their homes.

Parent Drop-Off and Pick-Up

- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
- Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
 - Have child care providers greet children outside as they arrive.

- Designate a parent to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
- Infants could be transported in their car seats. Store car seat out of children's reach.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

Screen Children Upon Arrival (if possible)

Persons who have a fever of 100.4⁰ (38.0⁰C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.

There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Examples of Screening Methods

Reliance on Social Distancing (example 1)

- Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

You do not need to wear personal protective equipment (PPE) if you can maintain a distance of 6 feet.

Reliance on Barrier/Partition Controls (example 2)

- Stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
 - Perform hand hygiene
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature, reaching around the partition or through the window.

- Make sure your face stays behind the barrier at all times during the screening.
- If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
- If you use disposable or non-contact (temporal) thermometers and you did not have physical contact with the child, you do not need to change gloves before the next check.
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

Reliance on Personal Protective Equipment (example 3)

If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used when within 6 feet of a child. However, **reliance on PPE alone is a less effective control and more difficult to implement, given PPE shortages and training requirements.**

- Upon arrival, wash your hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Take the child's temperature.
 - If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
 - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- After each screening, remove and discard PPE, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.
- If your staff does not have experience in using PPE:
 - Check to see if your facility has guidance on how to don and doff PPE. The procedure to don and doff should be tailored to the specific type of PPE that you have available at your facility.
 - If your facility does not have specific guidance, the CDC has recommended sequences for donning and doffing PPE.

Clean and Disinfect

Caring for Our Children (CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, door knobs, and floors can be disinfected.

Intensify cleaning and disinfection efforts:

- Facilities should develop a schedule for cleaning and disinfecting
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility. Guidance is available for the selection of appropriate sanitizers or disinfectants for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC website. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, please refer to CDC's guidance on disinfection for community settings.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Clean and Disinfect Bedding

- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and

mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

Caring for Infants and Toddlers

Diapering

When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Healthy Hand Hygiene Behavior

- All children, staff, and volunteers should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After handling animals or cleaning up animal waste
 - After playing outdoors or in sand
 - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands.
- Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.

Food Preparation and Meal Service

- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children to eat.

Facilities should follow all other applicable federal, state, and local regulations and guidance related to safe preparation of food.

Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

- If you have staff members or teachers age 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home.
Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying

health conditions, talk to their parents about their risk. Follow children’s care plans for underlying health conditions such as an asthma action plan.

- If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need

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ANNEX 13

COVID-19 Guidance Schools K - 12

This guidance is intended for administrators of public and private child care programs and K-12 schools. Administrators are individuals who oversee the daily operations of child care programs and K-12 schools, and may include positions like child care program directors, school district superintendents, principals, and assistant principals. This guidance is intended for administrators at both the school/facility and district level.

Schools, working together with local health departments, have an important role in slowing the spread of diseases and protecting vulnerable students and staff, to help ensure students have safe and healthy learning environments.

Guidance for child care programs and schools is organized into three categories based on the level of community transmission:

1) when there is no community transmission (preparedness phase), 2) when there is minimal to moderate community transmission, and 3) when there is substantial community transmission.

Guidance is also provided for when a confirmed case has entered a school, regardless of the level of community transmission.

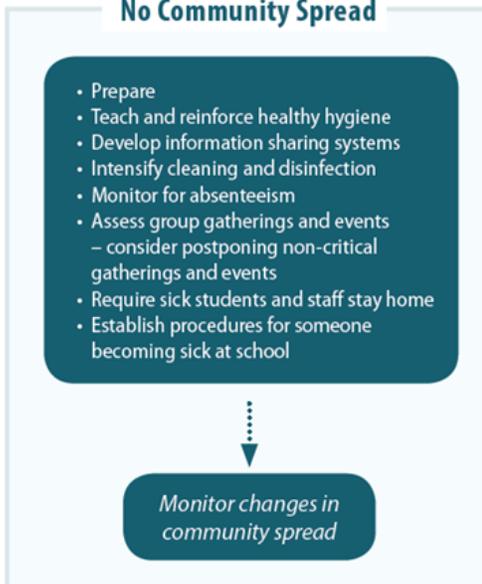
All decisions about implementing school-based strategies (e.g., dismissals, event cancellations, other social distancing measures) should be made locally, in collaboration with state and local health officials who can help determine the level of transmission in the community.

School Decision Tree

All Schools Regardless of Community Spread



No Community Spread



Minimal to Moderate OR Substantial Community Spread



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