

Village of Rye Brook Return to Work Site Safety Plan for Municipal Offices:

Please Remember: When you wear a mask and keep areas clean you may be saving someone's life. You never know if someone you are near is caring for someone with a serious underlying health condition who could be at greater risk should they be exposed to COVID. Please be respectful of each other.

Introduction:

In March 2020, the Village of Rye Brook closed to the public in response to the COVID-19 pandemic. Throughout this period, the Village has maintained a reduced level of on-site staffing, in accordance with Governor Cuomo's Executive Order 202.4. As we prepare to re-open to the public, and increase on-site staffing levels, it is the Village's priority to keep its employees, visitors and residents healthy. As such, we will abide by federal, state and local guidelines, while balancing the need to serve our taxpayers. This plan, which pulls from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of our Department Heads and employees and outlines the steps that the Village is taking to address safety concerns related to COVID-19.

While the Village will implement various protocols, as well as continue with protocols that have previously been implemented, to ensure employee safety, we must rely upon our employees to execute on these protocols in the workplace. By developing and implementing this return to work action plan, the Village seeks to clearly communicate its plans moving forward, highlight workplace protocols in place to protect employee's safety, and establish a level of comfort for all employees as we ask you to return to work.

The Village understands that every employee's situation is different and encourages employees with specific risks or concerns to reach out to the Village Administrator, Christopher Bradbury (cbradbury@ryebrook.org/914-939-0634).

Site Safety Monitor:

Alexandra Marshall has been designated as the Village's Site Safety Monitor and is encouraged to check on and report any areas of compliance with this Return to Work Plan including any procedures and forms that must be completed and followed. Any employee may also report any issues, concerns or suggestions to Alexandra Marshall about this Site Safety Plan or its compliance.

Plan Overview:

Westchester County and the Mid-Hudson Region have met Governor Cuomo's metrics for reopening for business in a phased manner.

Accordingly, to be consistent with the Governor's guidelines for reopening, municipal offices are required to prepare a Return to Work Plan.

These guidelines have been written to be consistent with the guidelines developed by NYS and address municipal *Offices* at the following locations:

Village Hall and Police Department (Offices):	938 King Street
Fire Department (Offices):	940 King Street

AJP Community Center/Senior Services: 32 Garibaldi Place
Public Works and Parks Temporary Site: 2618 Westchester Avenue East

For additional references to the NYS summary guidelines, please visit:

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OfficesSummaryGuidelines.pdf>

Maintaining social distancing in the workplace: The requirement that employees wear masks in the workplace does not replace social distancing; both are critical to maintaining a safe work place.

A major re-build of the physical infrastructure of our work places is not feasible, but reasonable modifications can be made. Accomplishing social distancing may necessitate the continuation of the following practices:

- Teleconferencing will continue to be the primary way in which meetings occur. In-person meetings should be avoided, even when all participants are present in the office.
- Communication among co-workers should be by telephone or email when possible—not visiting another persons' office, cubicle or desk, and signage should all be followed when possible.
- If visiting a common area or a different department, a mask must be worn.

Workspace Issues

Workspace refers to the area where your employees perform their work in a department or common meeting area, while workplace refers to the building or other overall area in which the work occurs.

In compliance with Executive Order 202.4, the Village reduced its staffing of the workplace by 50% and limited such staffing to essential employees. Upon expiration of the Executive Order and beginning on June 24, 2020 staffing of the workplace resumes at 100%.

Many modifications have been made to the buildings including additional signage, plexiglass, and PPE stations. Each department head shall review these modifications, the floorplan of their department including satellite offices to maintain a safe distance between employees, locker-rooms, and other places where employees conduct work activities. Please contact the Village Administrator if you would like to discuss any questions, concerns or additional suggestions.

Department heads may want to identify:

- alternative workspace locations, and the use and layout of communal spaces in the building;
- placement of signage, hand sanitizer stations, and disinfecting supplies (at entryways, communal, high traffic, and shared equipment spaces);
- opportunities to reduce employee contact with surfaces (light switches, door handles, etc.).
- consider leaving previously closed doors open when and where security permits, encouraging the use of electronic mail in lieu of facsimile; and

- methods to centralize reception or reduce entrances for members of the public, and whether modifications for the protection of point of contact employees are necessitated in these areas.

Employee Workspaces

Shared workspaces should be limited to one person at a time or eliminated whenever possible. Where elimination of shared workspaces is not possible (i.e. a main copier or mailroom), sharing shall be limited to the minimum number of employees possible to maintain social distancing and the employees must be required to wipe down all surfaces before and after each use of the workspace.

Individual workspaces should allow for a six (6) foot distance between employees whenever possible. Although a complete redesign of workspaces is not feasible, where possible, consideration should be given to reconfiguration of existing desks, utilizing an empty office or conference room, or adding plexiglass between work spaces.

Where social distancing is not possible and no reasonable alternatives are available, face masks are mandatory in workspaces. However, even where social distancing can be achieved, where workspaces are open to common areas (i.e., a cubicle), masks shall be worn by employees during work hours, except when eating or communication by telephone requires removal.

If additional materials are required such as plexi-glass dividers, please reach out to Michal Nowak, Supt. of Public Works.

Employees are responsible for cleaning their own department workspaces and equipment (e.g., phone, keyboard, mouse, drawer handles, armrests, desktop, etc.) on a daily basis and should be advised not to use or touch items in other employees' workspaces. This should be done at the beginning or end of each work day.

Common Areas

The availability of break rooms, kitchens, water coolers, coffee machines, refrigerators, microwaves, and other common areas not integral to the workplace shall be reviewed in connection with the departmental RTWP. Reconfiguration and/or removal of benches in locker rooms, tables and chairs in common areas, and portable appliances in kitchens, as well as staggered break times should be considered to maximize social distancing. Employees will be responsible for cleaning any areas or appliances they have used. Communal items such as shared milk containers, reusable beverage glasses/cups (unless a dishwasher is available), sponges, etc., should not be used.

Employees are required to wear masks and maintain social distancing protocols when in common areas with shared office equipment. If necessary, tape or other removable floor markings should be used to identify safe distances from commonly used equipment.

Elevators shall be limited to one person whenever possible. If two people are needed in an elevator, both must wear masks.

Occupancy of smaller communal rooms (i.e. mailroom, small meeting room at AJP) shall be limited to one individual at a time. If occupancy by more than one person is necessary, all persons must wear masks and occupancy must be limited to 50% of the allowable maximum occupancy.

For larger meeting rooms (i.e. larger and small conference rooms at Village Hall, the two large meetings rooms at AJP, and the training room at the Firehouse, occupancy must be limited to 50% of the allowable maximum occupancy and 6 foot separation should be maintained or masks worn.

Where used, lockers should be spaced to provide maximum possible social distancing. Locker assignments or reassignments should be reviewed relative to work schedules.

Signage

Signage has been placed in all common areas to remind employees and visitors that CDC Guidelines and workplace safety protocols are to be followed. Signage must include the following:

- safety protocols
- information about personal hygiene/ hand washing,
- PPE use
- social distancing requirements

Sanitizing

The Village has established cleaning protocols.

The common areas in each building must be cleaned daily. At the Village Hall/Police Department it is cleaned by a cleaning service. At AJP it is the Caretaker. At the public works/parks and fire departments it is the Village employees on-site.

Each department is responsible for sanitizing work desks, work spaces and common areas *within the department* at either the beginning or end of each work day using an on-site disinfectant. In Village offices it is a “no touch” spray called LB 319, in the police department and vehicles it is called Shockwave, and in the public works and parks offices it is an approved ZEP product (Lemonex) or a Clorox-water based solution.

Each employee is also provided a PPE kit for their desk to initially include 5 washable masks, 2 pairs of gloves, and 2 hand sanitizers that should be refilled as needed.

Additional hand sanitizers are located throughout the building and soap is in the kitchen areas and bathrooms. Common areas, conference rooms, shared equipment, and entrances have supplies accessible to employees and visitors.

Requests for restocking of department and employee PPE supplies including masks, gloves and hand sanitizer, including sufficient extra supplies, should be submitted to Shari Melillo, Secretary to the Village Administrator.

Departments needing to refill the daily office spraying disinfectant called LB 319 (in village offices) can find the gallon-size refill bottles in the Village hall lunchroom on the main floor.

Department heads who determine that specific areas require additional or more frequent cleanings should make a specific request to Michal Nowak, Supt. of Public Works.

Meetings

Whenever possible, employees should conduct business via telephone or video conference, rather than gathering in offices or cubicles, or having in-person meetings.

In the event that such technology is unable to be used, gatherings may be held in conference or training rooms where a minimum of six (6) feet distance can be maintained between participants. Gatherings that must take place in offices or other small spaces must be restricted to 50% maximum room capacity. All attendees at gatherings must wear a face mask. To avoid any scheduling issues, please reserve any Village Hall or Fire Department meeting rooms through Shari Melillo, Secretary to the Village Administrator.

Where a meeting is unavoidable, the person reserving the meeting room will be responsible for spraying disinfectant and/or wiping down common spaces they use (i.e., armrests, table tops, equipment, etc.) prior to and following all meetings. To the extent possible, seating should be separated. Pens, notepads, and other such implements should not be distributed or used communally for meetings.

Travel and Vehicles

Use of pool vehicles should be limited to essential travel. Where possible, consistent travel partners should be assigned. Employees will be provided sanitizing supplies for use on frequently touched surfaces (door handles, vehicle controls, key fobs, seatbelts, etc.) before and after vehicle use.

Face masks are required for travel with another employee and opening windows during travel is recommended whenever possible.

Public Access

Each department should endeavor to limit visitor access to the greatest extent possible and the departmental should encourage scheduling appointments either in-person, by telephone, or online using video conference. Services that are provided in-person requires social distancing and written tracking requirements using the *Visitor Questionnaire and Log* form provided for the office.

Locations where there will be unavoidable personal contact between employees and the public must include tape or other removable floor markings should be used to identify safe distances from reception areas. Reception areas and public counters have been modified to have plexiglass when possible.

Entrance Requirements

Visitors are required to wear face masks to enter the building. Safety and social distancing protocols should be provided to those visiting your department in advance of appointments. Update main office voicemails to advise that visits are preferred by appointment when possible. and include safety protocol requirements. Inclusion of the following, or similar, language is recommended as appropriate:

Please be advised that for your safety and the safety of our employees, scheduling appointments in advance is preferred. If you enter the building you will be required to wear a face mask. While in the building, you must comply with all safety protocols and signage, and maintain social distancing of at least six (6) feet from others. Additionally, you will be required to respond to health screening questions. Thank you in advance for your cooperation.

A health screening is required for all essential visitors. This should be done by the department office staff over the phone in advance (if scheduled) or when the visitor enters the department counter or reception area. Your department is responsible to confirm that all visitors have been screened using the *Visitor Questionnaire and Log*.

Visitor Questionnaire and Log Form

Complete visitor logs must be maintained for contact tracing purposes. If your department has a reception area, the department office staff (not the visitor) should record the name, email and/or telephone number of each visitor at the public counter or reception area. Visitors should not be provided with visitor logs or writing implements to sign themselves into your offices. If a visitor refuses to answer the questions, or answers “yes” to any question, they must be told to leave the building.

Waiting Areas

Waiting areas should be limited in size, if possible. If a waiting area remains necessary, it should have limited or no seating, spaced at a minimum six (6) feet, hard surface (as opposed to upholstered furniture), signage, and floor markers at least six feet apart.

Deliveries and Mail

Deliveries should be logged for contact tracing purposes. If possible, the employee(s) designated to accept deliveries and/or open mail should move to a location other than their workspace to open packages and mail, and dispose of the wrapping. Gloves will be made available to these employees.

Personal deliveries of packages for employees is strongly discouraged. Food deliveries shall be accepted outside the building entrance by the employee who placed the order.

Workforce Issues

Consideration must be given to limiting exposure as well as social distancing.

Time and Leave Concerns

Leave time taken as a result of a COVID-Related matter should be documented to Pasquale Colantuono, Deputy Treasurer, as appropriate.

Reasonable Accommodations

Employees may have personal or medical issues that they feel prevent them from fully returning to the workplace. Requests for Reasonable Accommodations, similar to those requested by persons with conditions covered by the ADA, may be requested. Requests should be dated, in writing, addressed to the Village Administrator, setting forth the specific situation and concern, and signed by the employee.

The Village Administrator make accept the request, deny the specific request, or provide an alternative Reasonable Accommodation that meets the needs of the department to address the employee's concern.

Health-Related Accommodations

Health-related accommodations include respiratory conditions that limit the use of a face mask, medical conditions, or other factors that render the employee or an individual residing in the employee's household a member of high-risk group. In these instances, consideration will be given to options such as changing the employee's work location to one where a mask would not be required (an empty office or conference room), changing the job location or switching locations with another employee, telecommuting if the position permits, or another alternative that meets the needs of the department.

Staff Health Protocols

Information provided from employees to a department head or other supervisor related to employee health should be maintained in a confidential manner.

Personal Protective Equipment (PPE) and Hygiene Protocols

Each individual department is responsible for maintaining an adequate supply of provided PPE. The Village is required to provide masks free of charge to employees and is prepared with sufficient stock to provide either reusable, washable masks, or disposal masks to each employee. Reusable masks and hand sanitizer is provided to all employees upon their return to work. Departments should determine when additional PPE is needed for use or stock to ensure adequate supplies.

Face Masks: Employees will be required to wear face masks in all common areas, including elevators and hallways, and at open workspaces, or when a distance of six (6) feet or more is unable to be maintained between employees. It is advisable that employees wear masks even when social distancing is observed, Employees may wear their own mask or the mask supplied by the Village; employees may not share masks. Note: Particular work functions may necessitate an employee change masks during the course of the day, or may require a mask with a higher

level of protection. If a co-worker enters a private office wearing a mask, even when more than 6 feet can be maintained, please be considerate of them and wear a mask as well in kind.

Gloves: Disposable gloves are available where appropriate, for example, for mail sorting. Employees using gloves are reminded that gloves are not sanitary and face touching with gloves can be dangerous.

Hand Washing/ Sanitizing: Employees are reminded to wash or sanitize hands frequently, when entering or exiting the office, or after handling shared documents potentially used by multiple employees. Soap and water is preferable to hand sanitizer.

Health Screenings

Daily health screenings of employees are required. The Health Screening consists of a review of the known COVID-19 symptoms and an assertion by the employee or visitor that they are not experiencing any of the known symptoms. Employees arriving to work must complete the attached *Health Screening Questionnaire* daily, and review symptoms flyer. Employees are required to either monitor their temperature at home, or if this is not done, to take their temperature when arriving at work. A “no-touch” thermometer is available in each building. In Village Hall, it is located in the large meeting room. Gloves or a paper towel covering the entire unit should be used when holding the thermometer. An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned will be treated as confidential medical information – specifically, to identify workers exhibiting a fever or other COVID-19 related symptoms.

The completed *Health Screening Questionnaire* should be filled out by each employee daily and provided and maintained by the Department Head (in paper or electronically). If an employee is completing the form electronically (to provide to the department head), then an electronic signature is acceptable. Alexandra Marshall, as the Village’s Site Safety Monitor, may periodically check with department heads to make sure these forms are being completed. The Village will advise if the *Health Screening Questionnaire* should be submitted to a Central electronic file.

Symptomatic Employees

Employees should be aware of their normal temperature range. Employees shall immediately notify their supervisor if any responses to the screening questions change. In the event of a change in responses, or if the employee screens positive for any COVID-19 symptoms, the employee must not report to work, or must be sent home.

If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee must be separated and sent home immediately. If an employee is symptomatic and either tests positive for COVID-19 or did not receive a test, the employee may only return to work after (per CDC guidelines):

- 3 days with no fever; and
- Symptoms improved; and

- 10 days since symptoms first appeared, or upon receipt of a negative COVID-19 test.

If an employee is symptomatic and has had close or proximate contact (defined as being within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated) with a person diagnosed with COVID-19 for a prolonged period of time and is symptomatic, the employee must notify their supervisor, who will then contact the Village Administrator, and may return to work upon completing at least 10 days of isolation from the onset of symptoms, or upon receipt of a negative COVID-19 test result.

If an employee is not experiencing COVID-19 related symptoms, but has had close or proximate contact with a person with COVID-19 for a prolonged period of time, the employee may return to work upon completing 14 days of self-quarantine.

If the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear, the WCDOH should be contacted.

If an employee required to self-quarantine is essential and critical to the operation or safety of a facility, additional guidance may be sought from the Village Administrator (or the Police Chief if a member of the Police Department), to determine if additional precautionary measures are available to allow the employee to work while mitigating the risk of COVID-19 transmission.

For employees who are required to be absent from work due to precautionary self-quarantine requirements, the "COVID" leave should be used and Pasquale Colantuono, Deputy Treasurer, must be notified to ensure proper leave documentation. If an official exposure notification (e.g., from a state or local DOH, business, or contact tracing company) was received by the employee, it must be provided to the Deputy Treasurer as well. The quarantine period shall commence from the date of last exposure to the individual.

Positive Test Results

Employees are required to disclose positive COVID-19 test results to their supervisor and the Deputy Treasurer. If an employee tests positive for COVID-19, whether symptomatic or asymptomatic, the employee may only return to work after completing a self-quarantine of at least 10 days from the onset of symptoms or after the first positive test if they remain asymptomatic. A doctor's note confirming the diagnosis (or test results) and establishing the quarantine period should be provided to the Deputy Treasurer.

Contact tracing should not be done by the department; it will be handled by the DOH case investigators. The employee's workspace should remain untouched and a notification shall be sent from the department head to the Village Administrator and Superintendent of Public Works that there is an area that requires special cleaning.

Close contacts, including co-workers who individuals who have tested positive will receive a notification call from a contact tracer and must follow quarantine protocols established by Westchester County Department of Health.

Questions, Comments, or Suggestions:

If any employee has any questions, comments, or suggestions, please contact the Village Administrator, Assistant to the Village Administrator, or Village Treasurer. The goal of this Site Safety Plan is to protect the safety of all people in these Village offices while providing important municipal services to the Village of Rye Brook, and to encourage constant respect for co-workers and the public during this pandemic.

It is anticipated that as this pandemic continues, this Site Safety Plan will require updates.

Site Safety Plan Completed June 17, 2020

Revisions: June 29, 2020

COVID-19 Health Screening Form

This form must be completed by each employee at the start of each work day
& kept with the employees while at work.

Date: _____ / _____ / _____

(circle one)

- 1) Did you take your temperature today? Yes No
- 2) Was it within normal range (at or under 100.4 degrees)? Yes No
- 3) Have you been in close proximate contact in the past 14 days with anyone who has tested positive for or who has symptoms of COVID-19? Yes No
- 4) Have you tested positive for COVID-19 in the past 14 days? Yes No
- 5) Have you had any symptoms of COVID-19 in the past 14 days? Yes No

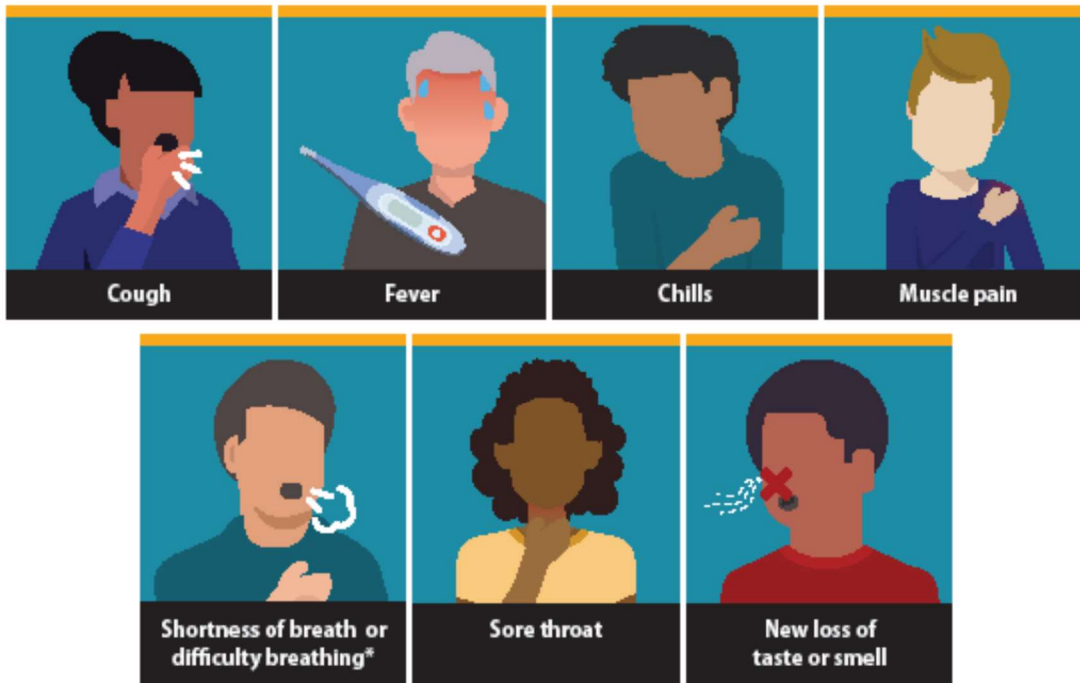
Print Name _____

Signature: _____

Supervisors should report any “No” responses to Questions 1 & 2, or any “Yes” responses to Questions 3, 4, and 5. Employee should immediately be sent home.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

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



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

117140-4 May 20, 2020 10:44AM

VILLAGE OF RYE BROOK

VISITOR QUESTIONNAIRE AND LOG

All visitors, including the public, delivery personnel, and anyone that does not regularly work at this location, must answer the following:

1. Have you traveled to an area with known local or international spread of COVID-19 in the past 14 days? _____(Y/N)
2. Have you, or anyone in your residence, come into close contact (within 6 feet) with someone who has a suspected or confirmed COVID – 19 diagnosis in the past 14 days either at home or on a jobsite, etc.? _____(Y/N)
3. Have you had a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing in the past 14 days? _____(Y/N)
4. Are you currently experiencing a fever (greater than 100.4 F or 38.0 C) OR symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing? _____(Y/N)

If you answer ‘Yes’ to any of the above questions, we ask that you leave the Village offices immediately and suggest seeking medical evaluation.

By proceeding to enter the site you are affirming that you have answered all of the above questions “NO”.

Date	Time In	Time Out	Reason for visit:	Persons you came into contact with at Village Office:

Print Visitor Name: _____

Visitor phone & email: _____

Village Employee Logging this Information: _____

