Appendix O

OCRRA COVID-19 Response Plan

OCRRA works to maintain a workplace that meets safety standards to protect employees from virus exposure and provide action plans to reduce the infection transmission as a result of contact between individuals in the workplace. This plan applies to all OCRRA employees and to anyone who comes on to an OCRRA worksite as a contracted or temporary service worker. This plan reflects practices acknowledged as effect as of the date at the top of the report, this Response Plan will be reviewed and updated when necessary due to changes in facilities and operations and/or when new guidance is issued by the state and county.

This plan addresses the following topics:
   I.   Work Place Safety
   II.   Physical Distancing
   III.   Screening
   IV.   Communications

I.   Work Place Safety

Possible sources of exposure include:

- The general public;
- Customers, vendors, delivery personnel and co-workers; contracted workers;
- Non-occupational risk factors at home and in community settings.

OCRRA has implemented programs and methods to control and reduce possible exposure to COVID-19:

- Frequent and thorough hand washing for employees using soap and running water. When soap and water are not immediately available, provide alcohol-based hand rubs containing at least 60 percent alcohol.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide customers and the public with tissues and trash receptacles.
- Flexible workhours and telecommuting to increase the physical distance among employees and between employees and others.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

- Maintain regular housekeeping practices, including routine cleaning and disinfecting of work surfaces, equipment, and other surfaces such as timeclocks, light switches and door handles.
- Employees will self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employees will report to their supervisor when they are sick or experiencing symptoms of COVID-19 or have been contacted by a contact tracer.
- Remove those who are potentially infectious from workers, customers, and other visitors by sending them home.

Workplace Controls

While it may not be possible to eliminate all hazards, the most effective protection measures are: engineering controls, administrative controls, safe work practices, and personal protective equipment.

Engineering Controls

- Install barriers between employees and other individuals on OCRRA premises.
- Control HVAC settings to increase ventilation rates.

Administrative Controls

- Encourage sick workers to stay at home.
- Practice social distancing while on the work site.
- Minimize contact between workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework when feasible.
- Establish alternating days or extra shifts that reduce the total number of employees in a facility at a given time.
- Discontinue nonessential travel outside Onondaga County.
- Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors.
- Train workers who need to use protective equipment / clothing on how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.

Safe Work Practices

- Provide resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Require regular hand washing or use of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing PPE.
- Post handwashing signs in restrooms.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.
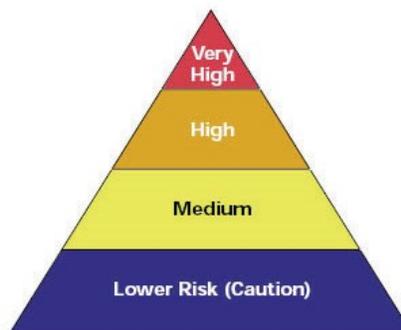
All types of PPE must be:

- Selected based upon the hazard to the worker.
- Consistently and properly worn when required.

Classifying Worker Exposure to COVID-19

The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk.

Occupational Risk Pyramid for COVID-19

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

- No OCRRA Job Classifications are categorized as Very High Exposure Risk.

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

- No OCRRA Job Classifications are categorized as High Exposure Risk.

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients or may have contact with the general public.

- OCRRA Job Classifications include:
  - Laborer II - Flat Rate Stations
  - Weighmaster
  - Information Aide - Compost Gatekeepers
  - Information Aide - Main Office Front Desk
  - Operations Crew Leader
  - Director of Transfer Operations

Lower exposure risk (caution) jobs are those that do not require contact and have minimal occupational contact with the public and other coworkers.

- All other OCRRA Job Classifications.

Jobs Classified as Lower Exposure Risk (Caution):
Engineering Controls

- None.

Administrative Controls

- Use face masks in situations involving less than 6 feet of space between individuals.
- Wash hands and use hand sanitizers frequently.
- Sanitize commonly used surfaces on a regular basis. Keep a log of sanitizing routines.
- Refrain from the bringing / providing communal food in breakrooms.
- Implement strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework). The main office location is closed to walk-in traffic, and is open to the public by appointment only.
- Utilize Symptom Questionnaires and self-attestations to minimize potential health exposures.

Personal Protective Equipment

- Face masks for contact with less than 6 feet of space between individuals.
- Latex or nitrile gloves for handling cash, receipts, tickets or mail.

Jobs Classified as Medium Exposure Risk:
Engineering Controls

- Install physical barriers, such as clear plastic guards, where feasible.

Administrative Controls

- Offer face masks to customers until they are able to leave the workplace.
- Limit customers and the public access to the worksite. The main office location is closed to walk-in traffic and open to the public by appointment only.
- Use of face masks in situations involving less than 6 feet of space between individuals.
- Wash hands and use hand sanitizers frequently.
- Sanitize commonly used surfaces on a regular basis. Keep a log of sanitizing routines.
- Refrain from bringing in or providing communal food in breakrooms.
- Implement strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., telemedicine services).
- Utilize Symptom Questionnaires and self-attestations to minimize potential health exposures.

Personal Protective Equipment

- Face masks for contact with less than 6 feet of space between individuals.
- Latex or nitrile gloves for handling cash, receipts, tickets or mail.

II.   Physical Distancing

Social Distancing in the workplace involves several practices including:

- Limit the number of people in common areas with no more than 50% of the area's maximum capacity.
- Wear a face mask and keep at least one arm's distance, were practicable in areas that do not allow six feet of distance.
- Use markings and signs to denote six feet of space and areas that require face masks.
- Hold virtual meetings and encourage teleworking to reduce the number of people in the workspace and instances of face-to-face communications.
- Create flexible and rotating work schedules to reduce the number of people in the workspace.
- Reconfigure or move employee workstations where practicable.

Transfer Station and Compost Site Social Distancing Guidelines:
- Practice social distancing by maintaining distance (approximately 6 feet) from others when possible. When unable to maintain 6 feet of distance, make sure you keep an arm's distance away from others and wear a face mask.

- Employees in medium risk positions that interact with the public such as the weighmaster and gatekeepers need to wear a mask and gloves and use sanitizer on the outside of the gloves regularly during their shift.
- Employees should have a mask and use hand sanitizer at the beginning of each shift.
- No more than 3 employees at a time in the breakroom.
- No more than 3 employees in the parts room.
- No more than 2 employees in the scale house or flat rate stations.
- Refrain from sharing food or bringing in food to share with other employees. Food brought in for meal periods should be disposed of and the area sanitized before returning to work.
- Face masks are to be used in situations where social distancing cannot be maintained including restrooms or when interacting with the public.
- Latex or nitrile gloves are to be used when handling cash, flat rate receipts or scale tickets.
- Common areas will be sanitized at least daily including counter tops, door handles, light switches and time clocks.
- Report any issues related to cleanliness to your immediate supervisor.

Elwood Davis Road Site Social Distancing Guidelines:
- Employees should have a mask and hand sanitize to enter the office area.
- No more than 2 employees at a time in the lunchroom. Run dishwasher daily.
- No more than 5 employees at a time in the conference room.
- No more than 3 employees in the copier room.
- No more than 2 employees in an office space.
- Refrain from sharing food or bringing in food to share with other employees. Food brought in for meal periods should be disposed of and the area sanitized before returning to work.
- Face masks are to be used in situations where social distancing cannot be maintained or when interacting with the public, including use of the public restrooms.
- Latex or nitrile gloves are to be used when handling cash or the mail.
- Office common areas will be sanitized at least twice daily.
- Workstations may be moved or reconfigured to create additional distance between employees.
- Work hours may be periodically reviewed, modified or changed to create shifts to promote social distancing of employees in work spaces. Elwood Davis shifts will not start before 6:00 a.m. and will not end later than 6:00 p.m. All shift schedules are subject to the approval of the Executive Director and may be modified with a one-week notice to the employee.

Virtual Meetings and Teleworking Guidelines:

OCRRA uses various online software applications to bring people together to conduct public meetings from remote locations. These meetings are generally scheduled through the Executive Secretary and adhere to all regulations for open meetings.

To reduce the number of employees in the workplace, OCRRA has offered employees with duties not tied directly to physical customer contact or equipment operation, the ability to work from remote locations. There is no guarantee for the opportunity to telework.

Telework is an arrangement where an employee works remotely for most or partial periods of their full-time work week. Management and employees work together to arrange periods in the office.

Various factors determine the suitability for telework:

- Adequate supervision of employee and work product.
- Duties that require the use of certain equipment that cannot be replicated at a remote site.
- Need for personal or transactional interaction with customers or the public.
- Duties requiring documents or records only found at the worksite.

When OCRRA evaluates an employee with work assignments eligible to be considered for telework the following expectations and conditions must exist:

- The Executive Director has the ultimate decision making authority with respect to all telework arrangements. All telework arrangements may be changed, reduced or ended at any time by the Executive Director. OCRRA will provide a one-week notice of changes to telework arrangements where practicable.
- Working remote does not alter the essential functions of the job.
- All functions of the job must be continued while teleworking.
- Attendance at meetings will be done through phone or online conferencing.
- Telework cannot be substituted for paid leave.
- Supervisors determine, with input from the employee, certain tasks or time periods that require attendance at the normal work location.
- OCRRA must approve the network and work setup at the remote location.
- OCRRA is not responsible for any injuries or damage while not engaged in work for OCRRA. Employees are responsible for reporting any injury or illness that occurs at the remote work site.
- While teleworking employees are working remotely, they are subject to all work rules and policies of OCRRA including the Computer Use and Computer Security Policy, the Harassment Free Workplace Policy, the Alcohol and Substance Abuse Policy and the Safety Policy.

- Employees must complete an application and sign an agreement with OCRRA acknowledging the telework arrangement and that the arrangement will be periodically reviewed and can be revoked at the discretion of the supervisor.

Flexible and Rotating Work Schedules

To decrease the number of people in contact with each other in an indoor environment, OCRRA has utilized flexible scheduling and rotating work schedules. Employees that normally work in cubicles next to each other should attempt to work on opposite days to create more space between work stations and reduce the number of people in the office.

Employees are also able to, with supervisory authorization, work earlier or later than normal business hours to complete tasks in the office and avoid busier hours of operations.

III.   Screening

When an employee notifies OCRRA that they have tested positive for COVID-19, OCRRA will immediately notify state and local health departments, cooperate with contact tracing efforts and adhere to any case guidance provided by those departments. If applicable, OCRRA will immediately remove that employee from the worksite. OCRRA's notification to state and local health departments will be done by the Personnel Analyst, with the Business Officer and Executive Director as backup.

Employees reporting to work will attest to the following (Attachment 1):

- No COVID-19 symptoms in the past 14 days.
- No positive COVID-19 test in past 14 days.
- No close contact with confirmed or suspected COVID-19 case in past 14 days.
- Employee affirms that they will notify their supervisor or the Personnel Analyst if they have been contacted by a contact tracer.

Additionally, the employee attests that they will cooperate with any required contact tracing protocols mandated by the State of New York and the Onondaga County Department of Health. If they cannot attest to any of the conditions above, they will contact their supervisor immediately.

Employees in the workplace who report feeling symptomatic will be asked to answer a questionnaire of COVID-19 symptoms (Attachment 2) and be sent home with pay for the remainder of the day. OCRRA will evaluate the employee's report and may require the employee to quarantine from the worksite for a period up to seven calendar days. The time period may be reduced or increased based on new information that arises during that time, such as medical test results, new or additional symptoms or additional information obtained from a contact tracer. Time off beyond the original day sent home is subject to FFMLA guidelines and available leave balances unless the Executive

Director determines the use of quarantine pay is appropriate. The completed questionnaire will be placed in the employee's confidential medical file.

Employees may seek to take a COVID-19 test with or without instructions from a medical provider. OCRRA will reimburse the cost for any employee, their dependents covered by their insurance or any household resident, to take a COVID-19 test that is not covered by insurance for any reason, provided the test is provided pursuant to a doctor's recommendation. OCRRA's reimbursement will not exceed $100 per test. Employees are directed to use their insurance card and to submit any claim denial paperwork to the Personnel Analyst for reimbursement.

Employees who knowingly falsify information related to COVID-19 screening and related COVID-19 procedures are subject to disciplinary actions.

IV.   Communications

This document will be available in print at all work locations and on OCRRA's shared drive.

Easy to follow COVID-19 workplace practices for the office, transfer and compost sites will be posted at various and highly-visible locations. Updates to the protocols and practices will be dated when issued to make sure information remains up-to-date. Signage that is consistent with NYS DOH recommendations will be placed at all work locations to remind people of proper sanitizing, distancing and face mask practices.

The first time each employee receives the COVID-19 Workplace Practices, the employee will sign a COVID-19 notice that they are aware of the practices and will comply and if they have any questions, they should contact their supervisor. These protocols will become part of the New Employee Orientation Program.

Adopted by Resolution No. 2244, July 8, 2020

OCRRA COVID-19 EMPLOYEE HEALTH ASSESSMENT:

Employee Name: _____

Please answer the following questions:

- I have experienced COVID-19 symptoms, defined as fever, cough, shortness of breath or other respiratory problem, muscle aches, fatigue, decreased appetite, and sore throat, in the past 14 days.

    YES_____   Temp _____°F NO_____

- I have had a positive COVID-19 test in past 14 days.

    YES_____   Temp _____°F NO_____

- I have had close contact, defined as closer than 6 feet apart for more than 15 minutes, with any confirmed or suspected COVID-19 case in past 14 days.

    YES_____   Temp _____°F NO_____

- I need to notify my supervisor or the Personnel Analyst that I have been contacted by a contact tracer.

    YES_____   Temp _____°F NO_____

_____   _____
Employee Signature   Date

Any YES Answer requires a temperature check before proceeding to work station.

OCRRA COVID-19 Symptom Assessment Form

Employee Name: _____
Work Location: _____
Date: _____

Attestation

	Yes	No
Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19		
Have you tested positive for COVID-19 in the past 14 days		

Are you experiencing any of the following now or within the past 14 days:

Symptom Description	Yes	No
Difficulty breathing (e.g. unable to finish sentences because of your breathing, short of breath at rest, unable to lie down because of difficulty breathing)		
Chest pain		
Having a very hard time waking up		
Fainted or lost consciousness		
Fever Body Temperature:		
Cough		
Fatigue		
Muscle or body aches		
New loss of taste or smell		
Sore throat, congestion or runny nose		
Nausea or vomiting		
Diarrhea		

Date employee sent home: _____

Employee may return to work upon the following conditions:
- No fever for 3 days without taking medication to reduce temperature and;
- Medical release from physician stating the symptoms are not COVID-19 related and;
- Seven calendar days have passed and symptoms have improved
- This time off will be covered under FFMLA and paid leave or Emergency sick leave under the FFMLA will be used against the leave.

Date employee Returned to work: _____

Form Completed by: _____

This document will be placed in the employee's confidential medical records.

Acknowledgement Page

I, _____, acknowledge receipt of OCRRA's COVID-19 Plan. I agree to comply with all the provisions of this plan that apply to safety and cleaning practices, social distancing, and the proper use of personal protective equipment as appropriate for my working conditions. I understand that my failure to abide by these practices can lead to disciplinary actions under OCRRA's Work Rules and / or removal from the work site.

_____   _____

Signature   Date

Once signed, remove this page and place in the employee's Personnel Record or attach to Purchase Order for contract or temporary service workers.