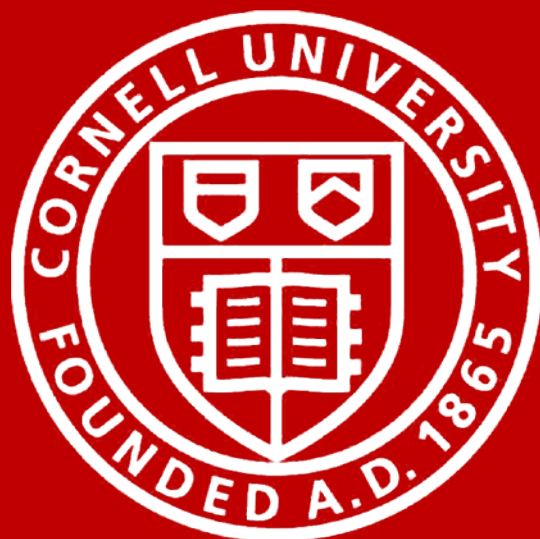


Cornell Cooperative Extension | Delaware County

COVID-19 REOPENING SAFETY PLAN REV: 8/3/20



Name of Business: CCE Delaware County
Type of Business: Professional Services and Education for Agricultural Businesses, Families, Youth and the Community
Address: 34570 State Highway 10, Hamden, NY 13782
Contact Information: jmd30@cornell.edu
Manager of Business: Jeanne Darling, Executive Director

This document serves as the written safety plan outlining how Cornell Cooperative Extension of Delaware County (CCE) will aid in the prevention of the spread of COVID-19 during recovery and re-opening.

The following procedures have been developed to facilitate the transitioning staff back to their primary place of work in response to the Governor's New York Forward phased approach to re-open New York State. This plan is a living document and will be updated and modified as preparation for future phases of the plan are rolled out and additional requirements are outlined by regulatory agencies.

This plan will be adapted and updated by Associations based on local needs, best practices and changes in phased re-opening requirements. All plans will be developed in coordination with the following:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://forward.ny.gov/>

<https://www.ny.gov/>

<https://www.health.ny.gov/>

This plan addresses the following areas of concern as documented by NYS <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

This document has been reviewed by the Delaware Board of Directors on May 26, 2020

This document will be uploaded to the CCE website:

The following person(s) have been assigned for primary responsibility to develop, maintain and/or implement the preparedness, response and recovery plan and will serve as the association's contact person in case of an epidemic.

Response Team

<u>Workplace Coordinator</u>	Name	Title	Email Address	Cell Phone
Primary Emergency Contact, Oversee Response Team	Jeanne Darling	Executive Director	jmd30@cornell.edu	607-222-8697

Secondary Emergency Contacts	Mariane Kiraly John Hannum Dale Dewing	Sr. Resource Educator Team Leader – 4H Sr. Team Leader	mk129@cornell.edu jth44@cornell.edu drd4@cornell.edu	607-435-3415 607-434-1482 607-437-6878
Workplace Health Coordinator	Karen Graves Jeanne Darling	Sr. Administrative Assistant- Office Coordinator Executive Director	kmg289@cornell.edu jmd30@cornell.edu	607-349-7309 607-222-8697
Master Gardener Coordinator	Carla Crim	Subject Educator III	ceh27@cornell.edu	203-815-8892
Facilities Manager	Karen Graves John Hannum Dale Dewing Jeanne Darling	Sr. Administrative Assistant- Office Coordinator Team Leader – 4H Sr. Team Leader Executive Director	kmg289@cornell.edu jth44@cornell.edu drd4@cornell.edu jmd30@cornell.edu	607-349-7309 607-434-1482 607-437-6878 607-222-8697
Walton Farmer's Market	Valerie Dudley Jeanne Darling	Sr. Administrative Assistant Executive Director	vsd22@cornell.edu jmd30@cornell.edu	607-278-6307 607-222-8697
Online Content Management (Social Media/Web)	Corrine Tompkins	Sr. Administrative Assistant	crb222@cornell.edu	607-624-5783
Media Relations	Corrine Tompkins Jeanne Darling	Sr. Administrative Assistant Executive Director	crb222@cornell.edu jmd30@cornell.edu	607-624-5783 607-222-8697

GENERAL GUIDELINES

Overview

The following are general guidelines CCE offices will be adhering to for the safety of the association staff, volunteers and community, per NYS Department of Health, Center for Disease Control, and local Health Departments recommendations.

Please note that CCE offices lacking or un-able to procure required PPE or cleaning procedures will not be open to Non-essential staff or the public.

CCE will only have staff that NEED to be in the building, others will continue to work from home to reduce the spread.

CCE will continue the use of video or telephone conferencing instead of in-person meetings when possible, including public meetings.

This plan will be updated as changes occur and has been posted for the public on www.CCEdelaware.org.

i. People

Physical Distancing: To ensure employees comply with physical distancing requirements, the Association will do the following:

Ensure 6 ft. distance between personnel unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

Limit in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.

Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity. This will be tracked.

The Association will manage engagement with customers and visitors by the use of a doorbell for the general public to enter Association offices. All visitors will be signed in by an office staff. They will be asked the health questions before entering.

CCE will adjust the workplace with the following:

- Separating desks and workstations to ensure that there are 6 feet between each station and employee
- Adding partitions to open floor plans
- Staggering shifts and lunch/rest breaks while complying with the NYS Department of Labor standards
- Rotating weeks in the office and working remotely
- Offering flexible workplace arrangements
- Moving workstations to increase separation distance
- Requiring Staff to wear face coverings as required by NYS in common areas of building office and shared workplace including yet not limited to hallways/corridors, conference rooms, break rooms, kitchen, restrooms and entry way.
- Requiring meal procedures for no shared foods or communal meals
- Establishing physical distancing measures of six feet within the workplace, for example:
 - Implementing traffic patterns throughout workplace if possible (entrance and exits)
 - Limiting outside guests such as vendors, participants and volunteers in the building and/or physical work locations.
- Limiting the number of customers in any area at one time
- No handshake greetings and remain a minimum of 6 feet apart
- Adhere to guidance of events and gathering as outlined by NYS and CDC

ii. Places: Building & Program Space

- Face coverings (cloth or disposable) as required by NYS to be worn when social distancing is not possible, and gloves as required for food service preparation will be provided by CCE. Inventory will be maintained at all times.
- Personal hand sanitizer containing at least 60% alcohol will be provided by CCE
- PPE is procured by Hummel's Office Supplies and the adequate supply amount is currently: 150 face masks, 15 goggles, 300 gloves in size small, medium, large and xlarge. More will order more as needed.
- Each employee is responsible for cleaning and maintain their PPE

Training employees on proper use of PPE and hand washing <https://www.osha.gov/SLTC/covid-19/controlprevention.html>. Employee training is required when returning to a physical work location and will be completed by Jeanne Darling, Dale Dewing, & Karen Graves- workplace coordinator at staff meetings.

- Post signage at doors and around the office to remind employees of social distancing protocols/ expectations.
- Individual program guidelines to be developed and implemented by Team Leaders or adhered to by NYS (see program section page 6).

Hygiene and Cleaning

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). Maintain cleaning logs.
- Provide detailed cleaning procedures and procuring ongoing supplies. Cleaning and sanitizing are two separate procedures to be followed.
- Staff will record cleaning and sanitation in a log to be filed with the Workplace Health Coordinator which document date, time, and scope of cleaning
- Modifying high-touch surfaces (e.g., propping doors open) to avoid employees unnecessarily touching surfaces.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
- CCE will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer/wipes containing 60% or more alcohol for areas where handwashing is not feasible.

Disinfecting the Workplace

Before you re-open the workplace, it is necessary to clean and disinfect your office or building utilizing the best practices listed below:

- Cleaning staff need to wear proper PPE to eliminate exposure or contamination while cleaning. PPE is to include gloves and a mask, while cleaning the workspace. Avoid touching eyes, face or mouth, or any personal electronic devices, while cleaning.
- Clean first, then disinfect—Disinfectant works best on already clean surfaces. As such, do a general cleaning before disinfecting the office or building.
- Go beyond the standard cleaning routine, and make sure to pay close attention to the following areas: Entryways and exits; wipe down door handles and have hand sanitizer and disinfectant wipes at each entry.
- Wipe down high-touch common surfaces (e.g., light switches and plate covers, doors, cabinets, sinks, stair railings, countertops, beverage machines, refrigerators, and elevator buttons, if applicable)

Cleaning of Equipment

CCE devices (shared or individually issued) (laptops, keyboards, office phones, cell phones, hardware tokens, etc.) can harbor a significant amount of dirt, debris and germs, including the coronavirus. Staff will be required to keep their devices reasonably clean to both extend the life and care of each device and reduce the spread of COVID-19 and other germs.

- IT personnel will wear gloves and effectively clean and sanitize device(s) after working on them
- For more information for cleaning of electronic devices see: <https://ehs.yale.edu/sites/default/files/files/covid-19-cleaning-computers-electronics.pdf>

See also the cleaning procedure document: Xerox Print Devices Cleaning Guidance page 10

Communication

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- The communication plan for employees will be communicated by email, phone and text.
- The communication plan for visitors and vendors will be posted on the outside door and office entry and on the CCE website.
- Maintain a continuous sign in sheet for every person, including workers and visitors with their phone numbers that enter the office every day.

iii. Process

The exposure-response plan addresses the following:

- Isolation, containment and contact tracing procedures will be followed as required and advised by CDC/ NYS and Local Health Department
- Stay-at-home requirements for any staff that are exhibiting any health-related symptoms such as:
Cough Shortness of breath or difficulty breathing Fever Chills Muscle pain
Sore throat New loss of taste or smell
- Implement employee health screening procedures as defined by NY Forward Business Re-opening Safety Plan New York State requires CCE to daily screen all employees for signs of COVID-19. This is permissible under EEOC guidance. All CCE employees are required to comply with daily health screenings.

:

- Staff will email their supervisor and copy Karen Graves on the e-mail **each day** if they are **not** working at home. The following results to health questions will be answered in the email and documented in each employees emergency work plan. Also, the names and phone numbers of any non-staff you are visiting will be documented in the emergency work plan.

According to CDC guidance "symptomatic" includes employees who have the following symptoms or combinations of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

.If you plan to work in the office or in contact with the general public today, please answer the following questions:

Have traveled outside the country, or traveled to another state on New York's COVID-19 travel advisory watchlist (see https://coronavirus.health.ny.gov/covid-19-travel-advisory) within the last two weeks; or
Reside or have had close contact with anyone who has been outside the country or in a State on the advisory watchlist within the last two weeks; or
Have been directed to quarantine, isolate or self-monitor at home for the coronavirus by any doctor, hospital or health agency within the last two weeks; or
Have been diagnosed with, or have had close contact with anyone diagnosed with, COVID-19 within the last two weeks; or
Have flu-like symptoms (including cough, shortness of breath, fever (100°F. or higher), chills, headache), new loss of taste or smell, vomiting or diarrhea, muscle aches or body aches, sore throat, difficulty breathing

Make a notation in your emergency work plan on the day you went to the office or worked with the public that you have e-mailed the health screening information to your supervisor and Karen Graves.

If you are going into the office, or meeting with the public, please write details to include who you are meeting with on employee emergency work plan:

If an employee tests positive for COVID-19, they must communicate the results with their Executive Director, who will follow HIPPA guidelines and immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Ask essential visitors about: (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days.

Assessment responses must be reviewed every day and such review must be documented.

Work from Home Plans

If Work from Home plans (WFH) are implemented supervisors will regularly check in with staff. This is essential to connect with staff, communicate and review any WFH plans. Supervisors may also need to meet with some staff individually via Zoom. Questions about WFH plans should be directed to your supervisor.

All staff will acknowledge and sign the Cornell Cooperative Extension Reopening plan, understanding compliance of the guidelines and protocols and receive a copy. Managers will review changes and provide updates as the guidelines are changed.

Travel

9. All work-related travel must be pre-approved by supervisors and should be deemed essential.
10. CCE Vehicle use: individual staff may use their assigned association vehicle for work related business. No passengers unless CCE staff will be permitted.

Programs:

CCE Program staff will follow recommendations of the board of directors, issue advisory committees, and program funders to develop programs based on space, grounds and facilities to maintain compliance with CDC and DOH regulations to keep staff and program participants safe.

Master Gardener COVID Plan

Birdsong Farm Community Garden COVID-19 Safety Guidelines

Pre-season Orientation: Volunteers (new and existing) must attend orientation via Zoom so that that new policies and procedures can be reviewed. Volunteers will be asked to review the CDC guidelines found here:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Master gardeners need to sign risk management form and be provided copies of reopening plan.

Sign-In: Volunteers must sign in before each shift and answer a simple health questionnaire. Volunteers must take their temperature before arrival. If they forget to do this, a thermometer will be available for them to use. They will be asked to not come to the garden if experiencing COVID-19 symptoms, or if they have been notified of a potential exposure.

Garden Access: Access will be limited to trained volunteers. The garden is closed to the public, and volunteers should keep garden gates closed while working in gardens. Visitors will only be allowed to enter the garden by appointment, and not during work sessions.

Events and Gatherings: All public events are prohibited at this stage of opening. In addition, all in-person meetings, activities, and gatherings of garden groups are prohibited.

Social Distancing: Volunteers will observe safe social distancing by keeping at 6 feet between all people. If two people must work more closely, masks must be worn. Only one volunteer is allowed in the greenhouse at a time. If it is essential that two

volunteers must be in the greenhouse at a time, masks must be worn. Masks will be provided to volunteers who do not have them. Volunteers are responsible for bringing and wearing clean masks. Signage will be placed at the entrance to the greenhouse and around the garden as a reminder.

Staggering Access: Volunteers will work in shifts (no more than 4 at a time initially) with 30 minutes between shifts for cleaning.

Disinfecting surfaces: Gardeners should regularly disinfect all communal tools and surfaces, and where possible gardeners should aim to use only their personal tools. The materials to disinfect communal tools will be provided. We will follow these guidelines:

<https://extension.unh.edu/blog/guide-csa-farmersamid-covid-19>

The use of restrooms will be discouraged. If the restroom is used, the volunteer must inform the coordinator so that the sink and door handles can be disinfected.

Washing Produce: All produce will be washed before being taken home by the volunteers or donated. Once the produce is washed, volunteers will be asked to avoid handling produce they are not taking.



ANDREW M. CUOMO
Governor

RICHARD A. BALL
Commissioner

Interim Guidance for the Operation of Farmers' Markets

Updated: August 3, 2020

This guidance is provided for farmers' market operators and vendors in response to the COVID-19 public health emergency.

Background

On March 7, 2020, Governor Andrew M. Cuomo issued Executive Order 202, declaring a state of emergency in response to COVID-19. Community transmission of COVID-19 has occurred throughout New York. To minimize further spread, social distancing and frequent cleaning measures should be put in place.

On March 16, 2020, Governor Cuomo issued Executive Order 202.3, restricting all on-premises consumption of food and beverage at eating and drinking establishments statewide.

On March 20, 2020, Governor Cuomo issued Executive Order 202.6, directing all non-essential businesses to close in-office personnel functions. Essential businesses, as defined by Empire State Development Corporation (ESD) guidance, were not subject to the in-person restriction, but were, however, directed to comply with the guidance and directives for maintaining a clean and safe work environment issued by DOH, and were strongly urged to maintain social distancing measures to the extent possible. Farmers' markets were designated an essential business.

On April 12, 2020, Governor Cuomo issued Executive Order 202.16, directing essential businesses to provide employees, who are present in the workplace, with a face covering, at no-cost, that must be used when in direct contact with customers or members of the public during the course of their work. On April 15, 2020, Governor Cuomo issued Executive Order 202.17, directing that any individual who is over age two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance. On April 16, 2020, Governor Cuomo issued Executive Order 202.18, directing that everyone using public or private transportation carriers or other for-hire vehicles, who is over age two and able to medically tolerate a face covering, must wear a mask or face covering over the nose and mouth during any such trip. It also directed any operators or drivers of public or private transport to wear a face covering or mask which covers the nose and mouth while there are any passengers in such a vehicle. On May 29, 2020, Governor Cuomo issued Executive Order 202.34, authorizing business operators/owners with the discretion to deny admittance to individuals who fail to comply with the face covering or mask requirements.

On April 26, 2020, Governor Cuomo announced a phased approach to reopen industries and businesses in New York in phases based upon a data-driven, regional analysis. On May 4, 2020, the Governor provided that the regional analysis would consider several public health factors, including new COVID-19 infections, as well as health care system, diagnostic testing, and contact tracing capacity.

Face Coverings

Face coverings must be worn at the market. Anyone who is over age two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face covering when in a public in accordance with Executive Orders 202.17 and 202.18, and any successor thereof.

Farmer's markets, farmers, vendors, and those authorized on their behalf shall deny admittance to any person who fails to comply and must comply with all requirements of Department of Health regulation Subpart 66-3 and any applicable guidance. Provided, however, that this shall be applied in a manner consistent with the federal American with Disabilities Act, New York State or New York City Human Rights Law, and any other applicable provision of law. See:

https://regs.health.ny.gov/sites/default/files/pdf/emergency_regulations/Enforcement%20of%20Social%20Distancing%20Measures.pdf.

New York Forward Guidance

- Farmers' markets, farmers, and vendors must also thoroughly review the guidance documents on the NY Forward, available at <https://forward.ny.gov/ny-forward>.
 - o Farmers' markets must have a NY Forward Business Opening Safety Plan, also referred to as a Market Health Safety Plan, in place and on the premises. The plan must be made available to the State or local health or safety authorities in the event of an inspection.
 - o Farmers/vendors must have a business safety plan in place and on premises in order to participate in the farmers' market. The plan must be made available to the farmers' market operators, the State, or local health or safety authorities in the event of an inspection. Farmers/vendors must complete the business safety plan most applicable to the goods or food being sold.
- Farmers' markets, farmers, and vendors should consult the appropriate guidance documents set forth by NYS Department of Health, <https://coronavirus.health.ny.gov/home>, NYS Department of Agriculture and Markets, <https://agriculture.ny.gov/coronavirus>, and any other state or local governments.
- Guidance is subject to frequent revision as NY continues its measured and phased re-opening through NY Forward. Farmers' markets, farmers, and vendors should regularly check the guidance documents set forth by NYS Department of Health, <https://coronavirus.health.ny.gov/home>, NYS Department of Agriculture and Markets, <https://agriculture.ny.gov/coronavirus>, on the NY Forward webpage,

<https://forward.ny.gov/ny-forward>, and any other applicable state or local governments pages for the most up-to-date information.

Farmers' Markets

To promote the health and safety of our farmers' market vendors and patrons, it is important that farmers' markets meet the following requirements for the duration of the Executive Order. These requirements are meant to maintain outlets for healthy local foods, while safeguarding our farmers, consumers, and communities from the spread of COVID-19.

Farmers' markets must:

- Space out vendors as much as possible.
- Minimize the food customers may directly access, and instead serve patrons.
- Increase the number of handwashing stations and make hand sanitizer, containing at least 60% alcohol, available to vendors and customers.
- Manage customer traffic within the market to eliminate congregating and to promote social distancing (i.e., maintaining a distance of at least 6 feet between customers).
- Know and understand the Food Safety at Farmers' Markets Guidelines.
- Frequently check the Department of Agriculture and Market's website for updates and additional resources.
- Entertainment offered at the farmer's market must be ancillary to the market activity, and must be in compliance with all NY Forward Guidance, including but not limited to Low-Risk Outdoor Arts & Entertainment and/or Low-Risk Indoor Arts & Entertainment, and must be consistent with the regions current phase or requirements of re-opening.

Farmers' markets may consider allowing only seniors or those with compromised immune systems to shop during the first hour the market opens, or prior to opening the market to the general public.

Farmers/Vendors

- In addition to food safety protocols that are taken by farmers on the farm, farmers' market operators should implement their own sanitary protocols. While the CDC and FDA have stated that COVID-19 is not known to be transmitted in food or food packaging, farmers/vendors shall adhere to the following:
 - o Do not permit customers to spend an excessive amount of time near the booth or table.
 - o On-site sampling is not permitted. Pre-packaged samples may be provided to consumers for off-site consumption or at designated dining areas that conform to NY Forward food services guidance.
 - o Limit the number of customers permitted at the table at one time, allowing for proper social distancing.
 - o Set up display tables in a manner that allows for social distancing between consumers (e.g. do not create close or confined spaces with displays in a manner where social distancing cannot be maintained).
 - o Frequently clean and sanitize surfaces and other frequently touched points of contact, including point of sale terminals.
 - o Frequently wash hands with soap and water or use hand sanitizer containing at least 60% alcohol, if soap and water are not available.
 - Gloves are recommended while handling products at the market.
 - o Pre-package raw agricultural products, such as apple, potatoes, onions, etc. to the greatest extent possible. All other foods, such as breads and baked goods, must be sold pre-packaged. Please refer to existing food labeling laws.
 - o Be knowledgeable about the Food Safety at Farmers Markets Guidelines.
 - o Frequently check the Department of Agriculture and Market's website for updates and additional resources.
 - o Do not allow customers to place personal objects, such as reusable bags, money, purses, or cell phones, on vendor tables.

Employers must provide essential workers with masks free of charge to wear when interacting with the public in accordance with Executive Order 202.16. Additional information is available at Interim Guidance on Executive Order 202.16.

Consider other approaches to facilitate the direct sale of farm markets. Alternative options may include:

- Online ordering, or other creative purchasing solutions, with pick up at the market. This is to help reduce crowds and the handling of cash or other currencies.
- A market-wide, community supported agriculture (CSA) or food box for pick up.

Cleaning/Sanitizing and Hand Hygiene:

Clean and disinfect buildings and equipment following the New York State Department of Health's (DOH) and Department of Agriculture and Markets' Interim Guidance for Cleaning and Disinfection of Food Manufacturing Facilities or Food Retail Stores for COVID-19.

This signage providing guidance to STOP the SPREAD of COVID-19 should be posted in prominent locations. Alternative languages for the signage are also available. Regular hand washing with soap and water for at least 20 seconds should be done:

- Before and after eating.
- After sneezing, coughing, or nose blowing.
- After touching face, hair, cellphone and/or clothing.
- After using the restroom.
- Before handling food.
- After touching or cleaning surfaces that may be contaminated.
- After using shared equipment and supplies.

Additional Information is Available at:

New York State Department of Health's Novel Coronavirus (COVID-19) Website
<https://coronavirus.health.ny.gov/home>.

United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Farm Visit SOP

For Stage 2 of COVID-19 WAP Continued Operations Plan 5/26/2020

Developed by the CCE PFM team members

Purpose:

The purpose of this SOP is to provide the team members guidance on how to resume activities with farms in a proactive manner. This differs from the SOP developed in Stage 1 of COVID-19 Continuing Operations Plan, which was based solely on farmer needs-driven reactive model.

General Procedures for office space and work on farms:

Staff will be expected to abide by procedures established and agreed to for use of office space, social distancing and cleaning of common workspace as outlined in organization documents issued by WAC and CCE. Procedures for Pre-arrival self-screening and supervisor notification shall be followed.

Primary place of work.

Staff are encouraged to continue to telework from home for all non-data collection functions to the extent that it does not inhibit completion of task. Staff are encouraged to interface with supervisors to determine if certain (such as document printing and assembly) that can only practically be accomplished at the office, can be accomplished with minimal interaction. An on-going dialogue with supervisors is encouraged to determine how telework needs can continue to be met.

When required by work needs to be in the office, staff must check the common Google Docs office space schedule and communicate their need with supervisors. Staff may not occupy the office simultaneously with any other staff. If more than two staff are required to be in the office alternate temporary work locations must be established (such as Conference Room D) must be used that maintain appropriate social distancing.

On farm visits:

Staff may make farm visits for data collection and troubleshooting in Stage 2 on an as requested as well as in a proactive manner according to accomplish assigned workload. This include data collection for PFM benchmarking. Staff are to maintain a daily log of all farm visits for contact tracing purposes. Supervisor permission to visit farms is not required.

Staff are expected to follow program guidance for wearing masks and maintaining 6ft social distancing and use of nitrile gloves for hand sanitizer. Staff should make every effort to minimize direct contact with farmers while in the field to only those tasks requiring their direct communication. Use of electronic devices to contact people (phone, email, text) is preferred.

Staff should minimize entry of farm buildings or homes at the same times as occupation of those structure by the farmers. To this end, data collection should occur when farmers are not present in the same location.

- PFM staff should make arrangements with farmers to segregate and hold feed refusals in a separate location that they can be weighed by PFM staff alone.
- If farm situations that have historically required that PFM staff be present on the farm to obtain feed weights offered per cow at the time of feeding to obtain feed weights, the following approaches are suggested:
 - Request that the farmers weigh the feed for us and provide the data to us indirectly. Farmers can be supplied with proper scales to accomplish this, or
 - Farmers be requested to create separate feed piles of feed representative of what they typically feed out of reach of animals that they may be weighed later by program staff, or
 - In extreme circumstances where farmer cannot accomplish either of the two above, PFM staff may perform weighing measures while maintaining social distances of at least 12ft from farm personnel while they feed.
 - This latter scenario should only be employed when critically necessary to obtain data in a timely manner that cannot be obtained any other way or time.
- If animals body weights are critical to be determined they may have to be taken by farmers by themselves, by PFM staff working alone in teams of 2 with proper social distancing. It is recommended that bodyweight data collection be deferring if possible, to a later date when conditions indicate gathering may be done safely.

Should farm visits require more than one staff member, they are to travel to farms in separate vehicles.

Return of summarized and analyzed data should occur via electronic means if practical, or via exchange paper documents remotely (without direct farmer contact). If live consultation with farmers is necessary to review analyzed data, it should be done via phone with the farmers in possession of hard copies of document(s).

Personal Hygiene:

Staff must be mindful of personal hygiene in the office space and when out on farms. Frequent use of hand sanitizer (which will be provided by the program organizations), hand washing, and use of single use nitrile gloves in encouraged. Use of mask is required at all time when in proximity to other workers/farmers. 6ft social distancing is to be maintained when in direct contact with program staff or farmers.

Staff must wipe down surfaces that they have touched, particularly in program vehicles, when they are done using them for the day. Sanitized wipes will be provided in each vehicle. While sharing of equipment is not likely to be necessary between staff, should it be, equipment should be wiped down with sanitized wipes before and after transfer between team members.

Staff should be mindful of hand contacts they might be making when interfacing with farms, such as via exchange of documents or other means and they are encouraged to use gloves or other means to ensure that contact service are sterile.

Xerox Print Devices Cleaning Guidance

<https://www.xerox.com/en-us/about/how-to-clean-printers>

How Xerox is Responding to COVID-19

With public health concerns over the SARS-CoV-2 virus and COVID-19 disease, also known as Coronavirus, Xerox is providing the following guidance to customers on how to effectively clean Xerox devices and maintain a healthy work environment.

Cleaning Guidance

The following guidance is applicable to surfaces of Multifunction Devices, Printers, and Presses (e.g. panels, buttons, user interfaces, display screens, touch screens, doors/access handles).

1. Wear disposable gloves made of latex or nitrile gloves when cleaning and disinfecting surfaces.
2. Turn off the device, disconnect AC power, and unplug device from the outlet before cleaning. Do not clean a product while it is powered on and plugged in as it may cause electrification.
3. Moisten a clean, soft, lint free, cotton cloth with a mixture of 70% isopropyl alcohol and 30% water (also known as rubbing alcohol). Do not use fibrous materials, such as paper towels. The cloth should be moist with no free liquid to ensure dripping does not occur.
4. Do not spray any liquids directly onto the product.
5. Gently wipe the moistened cloth on the surfaces to be cleaned. Take care to prevent moisture from entering inside the product or between gaps around the control panel or buttons. Disinfectant entering the product may result in extensive damage or failure due to corrosion.
7. When cleaning a display screen or control panel, carefully wipe in one direction, moving from the top of the display to the bottom. Do not rub the control panel strongly as it can be easily scratched or cracked.
8. Ensure surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible on the surface of the product before it is powered back on.
9. Discard gloves after each cleaning. Clean hands immediately after gloves are removed.

Instructions for Safe Handling

It is important to handle isopropyl alcohol in a safe manner.

- Avoid contact with skin, eyes, and clothing.
- Keep away from heat and sources of ignition.
- Use with adequate ventilation.
- Store in a cool, well-ventilated place. Keep container tightly closed.
- In the event of contact with isopropyl alcohol, wash skin thoroughly with soap and water.

Other Precautions

1. Usage of high levels of alcohol may result in color unevenness, discoloration, cracks in the surface, or blurs. Be sure to follow the precautions above and try the cleaning on an inconspicuous area first.
2. Follow Xerox approved and documented cleaning methods for components that are part of regular system maintenance.

Delaware County 4-H Group Meeting Best Practices

June 2020

As we prepare for the upcoming period of gradual reopening the following guidelines from Cornell Cooperative Extension, New York State 4-H, and the NYS Department of Health have been given. Please keep in mind that the following guidelines are an evolving document and will be adjusted by how the COVID-19 guidance changes, by either tighter or lesser restrictions. As always, our first concern is the health and safety of our 4-H leaders, members and their families.

4-H CLUB MEETINGS

In order to hold 4-H meetings the protocol below must be followed.

Cornell Cooperative Extension/4-H Educators

4-H Educators must provide 4-H Organizational Leaders with the tools needed to begin to hold 4-H meetings.

1. Zoom Meeting to go over Delaware County 4-H Guidelines.
2. Provide a copy of the Group Meeting Best Practices, Non-food Related Agriculture Summary Guidelines, and the COVID-19 Assumption of Risk Form.

All signed COVID-19 Assumption of Risk Forms must be collected and sent to CCE Delaware County/4-H office prior to holding in-person meetings. They will be provided copies of Cornell Cooperative Extension of Delaware County Reopening Plan.

Organizational Leaders

Before a 4-H club meeting can be held, the Organizational Leader must:

1. Attend a 4-H Organizational Zoom meeting with 4-H staff to go over the Delaware County 4-H Meeting Guidelines provided by NYS 4-H, NYS Department of Health, local health departments, and the Center of Disease Control (CDC).
2. 4-H Organizational and Project Leaders must comply with ALL NY Forward, Phase One 'Non-food Related Agriculture Summary Guidelines.'
3. Once approval from Delaware County 4-H has been given for a club to proceed with meetings, the 4-H Organizational Leader needs to hold a Zoom meeting with their 4-H Project Leaders, 4-H Members, and Parents to explain the Delaware County 4-H Guidelines given by the 4-H staff.
4. Prior to holding a physical 4-H club meeting, **ALL** participants must sign the 'COVID-19 Assumption of Risk Form' (leaders, parents, members, volunteers, etc.). The 4-H Organizational Leader needs to retain a copy and send a copy to the Hamden Extension office. 4-H volunteers will be provided copies of Cornell Cooperative extension of Delaware County Reopening Plan.
5. A club meeting can consist of no more than **10** people (includes total of leaders, members, parents, speakers, etc.). Attendance must be taken for accountability and documentation of meeting size.
6. Social distancing procedures must be followed:
 - a. The wearing of masks by **ALL** participants OR
 - b. Maintaining 6-foot distances between participants without touching of any kind.
 - c. Hold meetings outdoors whenever possible, or in a public space. Meetings should not take place in private homes.
 - d. Hand sanitizer should be available at all times.
 - e. The meeting time should be limited to no more than 1½ hours.
 - f. Only single serve, commercially prepared, food and drink should be provided. Participants are welcome to bring their own water (clearly labeled with their name) for hydration.
 - g. There will be youth and families who are not comfortable meeting at this time. It is critical that these decisions are respected and that there is no pressure applied, or opportunities withheld, due to a decision not to participate.

AGRICULTURE EXHIBITS and TRAINING

1. **ALL** participants must sign the 'COVID-19 Assumption of Risk Form' (leaders, parents, members, volunteers); participants will be provided copies of Cornell Cooperative Extension of Delaware County Reopening Plan.
2. Comply with all NY Forward, Phase One 'Non-food Related Agriculture Summary Guidelines.' Copy attached. Sign and return to the Extension office.
3. Develop and implement a safety plan.

These recommendations are based on the best available guidance at this time and are subject to change as new information becomes available. Additional guidance can be obtained from the NYSDOH, the local health department, and the CDC

Cornell Cooperative Extension
NYS 4-H Youth Development
COVID-19 Event Guidance
Document

The purpose of this document is to support local discussion and decision making regarding 4-H programming and participation in County Fairs and other major programs during the upcoming period of gradual re-opening. The goal is to provide questions designed to assist planning and decision making at the local level, realizing that every situation is somewhat different.

Guiding Principles for 4-H Programming Decisions During the COVID-19 Crisis

National 4-H and Extension leadership have adopted the following guiding principles regarding 4-H programming during the pandemic.

1. We will apply science-based principles to ensure that protecting the health and well-being of our employees and our constituents is our highest priority. Guidance provided by the CDC, state and local health departments will inform decisions on a case by case basis given the locality in which the event is scheduled to take place.
2. The 4-H core principle of offering high quality positive youth development programming accessible to all will continue to be considered in all program decisions.
3. Our partnerships with other entities (Health/Education Departments, County/State/ Federal government, private industry, donors) are critical to this effort and we will look for opportunities to collaborate and work together in new ways.
4. The challenges presented by the pandemic also open the doors of innovation. We will embrace the opportunity to experiment with new approaches to program delivery and learner engagement that support existing audiences and bring new communities to 4-H.

Key Questions for CCE Associations

1. Are you in communication with state and local authorities for guidance on approval processes?

2. Have you checked with P.W. Wood for any updated guidance or risk management protocols that should be considered as you make your decisions locally?
3. Are there any concerns related to public perception and organizational reputation that you should consider when making the decision about moving forward with your fair or other event?
4. What are the potential legal issues that may arise as a result of reopening during a pandemic? Have you considered consulting with an attorney for advice and guidance?

Operational Issues and Logistics

- Do you or your fair have controlled entry and exit points to the grounds/venue?
- Can the capacity be limited?
- Does the fair have adequate masks for volunteers, staff and youth?
- What if masks have to be changed frequently or are lost? Can enough be secured for your event?
- Who is responsible for the maintenance of PPE (Personal Protective Equipment)?
- Will/does your DOH require collection of information for contact tracing?
- Will/does your DOH recommend or require temperature checks for all volunteers and staff and keeping a record of this information?
- Do you or Fair staff have the capacity to monitor/enforce social distancing requirements?
- Will you be able to properly clean and sanitize areas to DOH standards and requirements?
- Can you secure and afford the necessary cleaning agents and supplies for your event?

Agriculture/Livestock Shows

- Can you limit the number of animals in the show ring?
- Can the judge maintain a 6 ft distance from the exhibitor while judging the animal?
- Is the Judge willing and able to wear a mask and have his/her temperature taken/recorded?
- Are your exhibitors willing and able to wear masks and is it safe to handle an animal while doing so?
- Have youth had adequate time to handle their animal outside of fair to assure proper safe handling practices?
- Are you able to limit the number of spectators and to assure and enforce social distancing?
- Who will enforce social distancing requirements?
- Are you able to control the entry and exit points to stalling areas?
- Can you provide adequate space between animals for exhibitors to practice social distancing?
- Is the adequate space at the wash rack to assure distancing of exhibitors while in use?
- Do exhibitors share common tools or equipment? Can they be properly sanitized between exhibitor use including but not limited to show equipment, tack, clippers, cattle chutes, etc.

Camping and Housing

- If camping on grounds or other housing is not permitted what are the additional options?
- Who will enforce social distancing requirements during the overnight hours?
- Who will monitor the use of proper PPE and sanitation during overnight hours?

Food Service

- Have you checked in with the local DOH regarding food service regulations?
- Can eating areas be spread out to accommodate social distancing requirements?
- Can service be provided with limited to no contact?
- Are you able to make the necessary adaptations to food service areas (limited points of contact, partitions, adequate gloves and masks, etc.)?

As much of NYS is currently in Phase Two of reopening, the NYSDOH has provided guidance documents for reopening which include those items which are required to reopen and those which are recommended best practices.

We anticipate that these will change over time, but for now Non-Food Related Agriculture guidance can be found here:

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

Additional Guidance and resources include:

The Event Safety Alliance Reopening Guide

[Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services](#)

[During the COVID-19 Pandemic](#)

[Get Your Mass Gatherings or Large Community Events Ready](#)

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 For Campers

This form must be completed as part of the registration process for each camping year.

Name of Camp: _____

Location: _____

Date(s): _____

I acknowledge as follows:

I fully understand and acknowledge that there are inherent risks and dangers in I or my dependent's participation in the camp and its programs and activities. I fully understand that I or my dependent's participation in the camp and all its activities and programs and that I or my dependent's use of any equipment related to such activities and programs may result in injury, illness or death and damage to personal property. I understand other participants, accidents, forces of nature or other causes may cause these risk and dangers and I hereby fully accept these risks and dangers.

I or my dependent is in good health and is at or above the minimum age of required to participate in the camp and is able to participate in any strenuous physical activity associate therewith. I affirm that I have read all the camp materials describing the various activities and programs conducted by the camp.

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people of more than # ____.

Acknowledgement of Risk

I understand Cornell Cooperative Extension of _____ County ("CCE") has put in place preventative measures to reduce the spread of COVID-19; however, **CCE cannot guarantee** that I or my dependent will not become infected with COVID-19. Further, **entering the facilities of, or participating in programs of, CCE could increase my risk of contracting COVID-19.**

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19.

By participating in **CCE** programs and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 diseases may result from the actions, omissions, of myself and others, including, but not limited to, **CCE** employees, volunteers, other participants, visitors or vendors.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my entering **CCE** or participation in **CCE** programming ("Claims"). On my behalf, and on behalf heirs and estate, I hereby release, covenant not to sue, discharge, and hold harmless **CCE**, its directors, officers, employees, volunteers, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, or omissions of the **CCE**, its directors, officers, employees, volunteers, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation.

And in addition: As a volunteer, program participant or the guardian of a program participant under the age of 18, by signing the attached, I acknowledge that I have reviewed the plan **for Cornell Cooperative Extension of _____ County ("CCE")**. I will abide by the guidelines and continued updates as released by NYS Forward and the CDC.

I HAVE READ THE ABOVE AND BY SIGNING IT I AGREE IT IS MY INTENTION TO HAVE MYSELF OR MY DEPENDENT PARTICIPATE IN THE CAMP AND ALL ACTIVITIES AND PROGRAMS AND I UNDERSTAND AND ACCEPT THE RISKS INVOLVED.

This shall be binding on my heirs, successors, assigns, administrators and executors. Any claims or disputes arising out of my child's participation in the activity shall be venued in the Supreme Court of the State of New York of the County where the County Extension office is located.

I am at least twenty-one (21) years of age and I am the legal parent/guardian authorized to sign on behalf of myself and any other parent/guardian of the child named herein.

Participant's Name (print): _____

Date of Birth: _____

Address: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Cornell Cooperative Extension Volunteers and Program Participants

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people of more than # 25.

Acknowledgement of Risk

I understand Cornell Cooperative Extension of Delaware (“CCE”) has put in place preventative measures to reduce the spread of COVID-19; however, CCE cannot guarantee that I or any of my contacts will not become infected with COVID-19. Further, entering the facilities of, or participating in programs of, CCE could increase my risk of contracting COVID-19.

By participating in **CCE** programs and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I understand that the risk of becoming exposed to or infected by COVID-19 diseases may result from the actions, omissions, of myself and others, including, but not limited to, **CCE** employees, volunteers, other participants, visitors or vendors.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my contacts (including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind), that I or my contacts may experience or incur in connection with my entering **CCE** or participation in **CCE** programming. On behalf of myself and on behalf of my heirs and estate, I hereby release, covenant not to sue, discharge, and hold harmless **CCE**, its directors, officers, employees, volunteers, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, or omissions of the **CCE**, its directors, officers, employees, volunteers, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation.

And in addition: As a volunteer, program participant or the guardian of a program participant under the age of 18, by signing the attached, I acknowledge that I have reviewed the plan for Cornell Cooperative Extension of Delaware County. I will abide by the guidelines and continued updates as released by NYS Forward and the CDC.

Name:
Date:
Signature:

Cornell Cooperative Extension | Delaware County - COVID-19 REOPENING SAFETY PLAN

Revised 6/29/2020

Signature Page

Affirm you have reviewed and understand the state-issued industry guidelines, and that you will implement them.

Name: _____ Date: _____

Executive Director: _____ Date: _____