Town of Guilderland
Moving Forward Plan

Guidelines for preparation, mitigation, response and recovery relating to Coronavirus Disease (COVID-19)
INTRODUCTION

The Town of Guilderland’s Moving Forward Plan is in response to a highly contagious respiratory disease caused by the novel coronavirus, known as COVID-19. This serious public health risk can cause mild to severe illness, particularly for persons with serious underlying medical conditions.

This Plan is neither a reopening nor a resumption of business plan because, since Governor Cuomo’s State of Emergency at the outset of the pandemic, most Town functions qualified as “essential” and have been performed throughout the COVID-19 pandemic.

This Plan provides guidance for the safe delivery of services by Town employees to residents, businesses, and visitors by setting forth steps that Town staff and the visitors can take to prevent the spread of COVID-19. This Plan is based upon guidelines issued by the Centers for Diseases Control and Prevention (CDC), Environmental Protection Agency (EPA), and NYS Department of Health. This Plan is also subject to Executive Orders issued by the Governor. These sources are subject to change and will require the periodic updating of this Plan.

In preparing this Plan, the Town relies upon the following tools:

Safe work practices. Safe work practices by employees and visitors help prevent and reduce the duration, frequency, or intensity of exposure to COVID-19 including:

- ✔ Requiring regular hand washing and providing EPA-approved hand sanitizers
- ✔ Regular disinfecting of surfaces
- ✔ Maintaining a minimum six-foot separation among persons
- ✔ Wearing facial masks when required physical separation is not possible
- ✔ Providing personal protective equipment (PPE) to prevent exposures

Engineering controls. Engineering controls involve protecting employees and the visitors from COVID-19 by physical changes to the environment including:

- ✔ Improving ventilation in work spaces
- ✔ Installing physical barriers, such as clear plastic sneeze guards
- ✔ Placing informative signage and floor spacing markings

Administrative controls. Administrative controls including changes in work policy or procedures to reduce or minimize exposure to COVID-19 such as:

- ✔ Encouraging sick workers to stay home
- ✔ Allowing for flexible and staggered work hours
- ✔ Minimizing contact among employees and visitors
- ✔ Developing a response plan to confirmed or possible COVID-19 exposures
**PREPARATION**

This Plan is dependent upon preventing the spread of COVID-19 by preparing Town building for visitors and employees. The EMS Department is charged with enforcing these requirements.

**Disinfection.** The cleaning and disinfecting of all work places, vehicles and equipment is the key step for preventing the spread of COVID-19. At a minimum, disinfection shall be completed before the start of every shift and, as needed, to maximize the safe use of Town property. The following are CDC recommendations:

- 10% bleach solution, 60% alcohol solution or an EPA-registered hospital disinfectant with label claims for viruses that share technical similarities to COVID-19.
- Under conditions determined by the EMS Department, Ultra Violet C Lights or Ozone Generator may be used for disinfecting vehicles, equipment, and spaces.
- Employees performing cleaning and disinfection shall use PPE using appropriate protocols.
- Attention shall be made to door handles, table surfaces, chairs, copy-machines, phones, fax machines, light switches, writing utensils, and other office equipment.
- A log which documents the date, time, and type of cleaning shall be maintained.

**Improvements.** Sneeze guards shall be installed at public access counters. Audio-visual equipment shall be upgraded for virtual meetings. Tablets shall be used to reduce paper usage.

**Door, windows and ventilation.** Interior access doors should remain open if possible to avoid contact with handles. Where appropriate, windows should be opened for ventilation, and HVAC should be set for maximum fresh air levels.

**Signage and markings.** Signs shall be prominently placed in buildings and facilities which remind employees and visitors to adhere to proper hygiene, physical distancing rules, wearing of face masks, and cleaning and disinfecting protocols. The use of colorful floor markings at public counters and waiting areas to maintain a six-foot spacing between persons.

**Equipment and Furniture.** Equipment and furniture shall be rearranged to maintain required physical separation. Porous and fabric covered seating shall be removed from public areas.

**PPE.** An adequate supply, as determined by the EMS Department, of wipes, sprays, hand sanitizer, face masks, gloves, eye protection, face shields, and thermometers shall be maintained.

**Water Fountains.** Public water fountains shall be disabled.

**Education and Training.** The EMS Department shall provide education and training for all employees specific to each Department’s needs.
MITIGATION

This Plan involves actions to mitigate the potential impacts of COVID-19 by reducing personal contact by use of contact-less options, and providing guidelines for public and employee access to Town facilities, and general in-building use.

ENCOURAGE THE USE OF CONTACT-LESS OPTIONS

The best defense against the spread of COVID-19 is avoiding in-person meetings to the maximum extent possible by:

1. Using tele- or video-conferencing for meetings whenever possible. The downloading of any conferencing software on Town computers requires the approval of the IT Director.

2. Encouraging the use of mail, emails and Town website for obtaining and submitting forms and payment, and, if not possible, designate a door for “curbside” pick-ups, and consider using drop boxes or drop slots for deliveries.

GUIDELINES FOR PUBLIC ACCESS TO TOWN BUILDINGS

The following guidelines shall govern public access to Town buildings and facilities:

1. Any gathering or meeting shall comply with size, capacity, and other guidelines issued by the CDC, State DOH, or County DOH and directives in an Executive Order.

2. Public access for a transactional meeting of an anticipated length of not more than 10 minutes and involving two or fewer members of the public at a Department counter may take place consistent with this Plan’s guidelines.

3. Public access for a non-transactional meeting of an anticipated length of 10 or more minutes and involving two or more members of the public shall be by appointment or invitation of a Department head who shall notify maintenance staff of the date, time, number of participants, anticipated meeting duration, and location of the meeting.

4. Public entry to a building shall be by a single designated point of entry which staffed by a trained employee, who shall take each visitor’s temperature and assess symptoms by asking the following prescreening questions:

✔ Fever or chills (subjective or ≥100.4°F or 38.0°C), and
✔ Congestion or runny nose
✔ Sore throat
✔ Wheezing or shortness of breath or difficulty breathing
✔ Muscle or Body Aches
✔ Fatigue
✔ Headache
✔ New loss of taste or smell
✔ Nausea or vomiting
✔ Diarrhea
✔ Dyspnea, cough, or contact with a person with known COVID-19
✔ Subject of an active quarantine

If a person has one or more of the listed symptoms, the person SHALL NOT PROCEED FURTHER INTO THE BUILDING and be referred for medical care.

5. For contact tracing purposes, a confidential log shall be maintained with the name, address, and phone number of each visitor entering a building.

6. Hand sanitizer shall be available at the entry location, in any designated meeting space or room, and placed in prominent locations throughout the building.

7. Town employees shall wear a (K)/N95 mask when conducting business with the public.

8. Every person over the age of 2 years shall have in his or her possession or be provided with a face mask for use while in the building. The failure of a person to wear a face mask may result in denial of entry or removal from a building.

9. Each building shall have restricted movement by visitors by use of a direct path to a pre-designated meeting room or counter.

10. The designated room shall be well-ventilated and have adequate space for six-foot separation among participants and will have appropriate engineering controls.

11. Should a visitor present with a verified medical condition preventing them from donning a facemask, they will be escorted to a designated meeting room or counter to conduct essential business. Proper PPE shall be worn by the Town employee.

12. The designated room shall have non-fabric and non-porous chairs and tables which are previously labelled for subsequent cleaning and disinfecting.

13. A cleaning log shall be kept in each designated room, with the date, time, name and address of each visitor, name of employee(s) attending, and identification by label of each table and chair used during the meeting. At the conclusion of the meeting, an employee shall complete the log and notify maintenance staff.

14. Prior to a subsequent meeting in the designated room, the labelled tables, chairs and other items used in the meeting shall be cleaned and disinfected by maintenance staff, with date and time of cleaning recorded in the cleaning log

GUIDELINES FOR EMPLOYEE ACCESS TO TOWN BUILDINGS

1. Before entry to a Town building or facility, each employee shall take her or his temperature with a thermometer provided by the Town.
2. Each employee shall confirm the absence of the following symptoms:

✔ Fever or chills (subjective or ≥100.4°F or 38.0°C), and
✔ Congestion or runny nose
✔ Sore throat
✔ Wheezing or shortness of breath or difficulty breathing
✔ Muscle or Body Aches
✔ Fatigue
✔ Headache
✔ New loss of taste of smell
✔ Nausea or vomiting
✔ Diarrhea
✔ Dyspnea, cough, or contact with a person with known COVID-19.
✔ Subject of an active quarantine

If an employee has one or more of the listed symptoms, the employee **SHALL NOT PROCEED FURTHER INTO THE BUILDING** and shall immediately inform the employee’s supervisor.

3. Each employee shall be provided with an acceptable face covering at no-cost to the employee. Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

**GENERAL IN-BUILDING GUIDELINES**

To help prevent the spread of COVID-19, the following in-building guidelines shall be followed:

**Hand Hygiene.** Regular hand washing with soap and water for at least 20 seconds or alcohol-based hand sanitizer (at least 60% alcohol) shall be done:

✔ Before and after eating.
✔ After sneezing, coughing, or nose blowing.
✔ After using the restroom.
✔ Before handling food.
✔ After touching or cleaning surfaces that may be contaminated.
✔ After using shared equipment and supplies like electronic equipment such as keyboards, mice and phones.

**Respiratory Hygiene.** Each person shall cover coughs and sneezes with tissues or the corner of elbow, and dispose of soiled tissues immediately after use.

**Face mask.** Each person interacting with another person shall wear a face mask if unable to maintain a minimum six-foot separation.
**Routine Disposal.** Masks, gloves, goggles and routine disinfectant materials such as rags, paper towels and thermometer probes can be disposed using routine trash procedures.

**Special disposal.** COVID-19 is a Category B infectious substance regulated by the U.S. Department of Transportation’s Hazardous Materials Regulations (HMR), 49 C.F.R., Parts 171-180. Any item transported for disposal that is contaminated or suspected of being contaminated with a Category B infectious substance must be packaged and transported in accordance with the HMR. This includes medical equipment, sharps, linens, and used health care products. The Town uses Stericycle for these services. ONLY items that contain blood, exudates, or secretions will be considered soiled, and will be placed in red biohazardous bags (not yellow bags) for Stericycle disposal.

**SUPPLEMENTAL GUIDELINES FOR CERTAIN DEPARTMENTS**
Attached are supplemental guidelines for the public’s use of Town facilities and buildings, and participation in services and programs by certain Departments. The guidelines in the attached appendices are in addition to the above-stated preparation and use guidelines.

Appendix A: Department of Emergency Medical Services

Appendix B: Police Department

Appendix C: Parks & Recreation Department
   (1) Summer Recreation Program
   (2) Tawasentha Park Pool
   (3) Western Turnpike Golf Course
   (4) Parks, Open Space & Trails

Appendix D: Department of Senior Services

Appendix E: Justice Court

Appendix F: Highway Department
   Water & Wastewater Department
   Building Department
   Fire Inspection
RESPONSE & RECOVERY

This Plan provides guidelines for responding to and recovering from a possible exposure or confirmed case of COVID-19.

EMPLOYEE OR VISITOR BECOMES SICK AT WORK

If an employee or visitor becomes sick at work, the person shall be sent home immediately and advised to follow-up with a physician. If unable to go home, the person shall be moved to a designated room for isolation. The EMS Supervisor shall be notified.

All surfaces in employee’s workplace or where the visitor was present shall be disinfected and recorded in a cleaning log. Information on persons who had contact with the ill employee when the employee had symptoms and two days prior to symptoms shall be compiled. Employees with close contact within 6 feet of the employee during this time or the visitor shall be considered exposed. The EMS Supervisor shall use the visitor log for contact tracing.

EMPLOYEE BECOMES SICK AWAY FROM WORK

If an employee has a sudden onset of fever, dyspnea or cough while not at work, the employee shall:

- Not report to work, quarantine and notify employee’s supervisor
- Notify employee’s supervisor who shall contact EMS supervisor
- EMS supervisor and Human Resource Director shall issue a directive to employee

EMPLOYEE HAS POSSIBLE COVID-19 EXPOSURE

If an employee has exposure to respiratory droplets, blood, bodily fluids, secretions, or excretions from a person with suspected or confirmed COVID-19, the employee shall:

- Stop work, isolate themselves, and don a face mask if not wearing one
- Notify employee’s supervisor who shall notify EMS Supervisor
- EMS supervisor and Human Resource Director shall issue a directive to employee

EMPLOYEE OR HOUSEHOLD MEMBER WITH COVID-19 EXPOSURE

If an employee or person in the employee’s household tests positive for COVID-19, the employee shall:

- Notify employee’s supervisor who shall notify EMS supervisor
- EMS supervisor and Human Resource Director shall issue a directive to employee