



# WEBB INSTITUTE

  

## NY HERO ACT – EXPOSURE PREVENTION PLAN

  

### Implemented for COVID-19

Rev. -

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## INTRODUCTION

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

On September 6, 2021, Governor Hochul announced that the commissioner of health designated COVID-19 a highly contagious communicable disease that presents serious risk of harm to the public health under the NYS HERO Act, which requires all employers to implement workspace safety plans in accordance with the Act. This version of Webb’s Exposure Prevention Plan is edited to specifically address COVID-19.

*Employees should report any questions or concerns with the implementation of this plan to the designated contact.*

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter.

## I. RESPONSIBILITIES

This plan applies to all employees working on the Webb Institute (Webb) campus.

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Phone</u>
R. Keith Michel	President	<a href="mailto:kmichel@webb.edu">kmichel@webb.edu</a>	516 629 3200
Lana Miller	HR Director	<a href="mailto:lmiller@webb.edu">lmiller@webb.edu</a>	516 629 3260

## II. EXPOSURE CONTROLS

The following minimum controls shall be followed while on the Webb campus:

**a. Stay at Home Policy**

If an employee develops symptoms of COVID-19, the employee should not be in the workplace. The employee must inform the designated contact and should follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

If an employee comes in close contact with an individual infected with COVID-19, the employee must inform the designated contact. If the employee is not vaccinated, the employee will be asked to leave campus and quarantine in accordance with CDC guidance. If the employee is vaccinated, the employee will be asked to remain at home until tested negative for COVID-19.

**b. Health Screening**

All employees must perform health screening using Webb’s online screening tool immediately prior to or after arriving on the Webb campus. Should you have questions regarding health screening, please contact HR Director Lana Miller.

**c. Face Coverings**

Employees are expected to wear face coverings when in public spaces, except when drinking or eating. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.

Webb will procure and maintain an adequate supply of acceptable face coverings and provide such coverings to employees while at work at no cost to the employee. Masks will also be provided should a visitor be in need.

Face coverings are not required when an employee is in their private office or when outside of buildings.

The faculty and each department are considered pods. If only pod members are within an enclosed space and all members in the space agree it is acceptable to remove masks, then vaccinated individuals may remove their masks.

**d. Physical Distancing**

Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet from each other.

**e. Other Initiatives to Maintain Distancing of Personnel**

The total number of occupants in any space is limited to no more than 50% of the maximum occupancy as set by the certificate of occupancy, unless all members within the space are members of the same pod.

Each administrative employee and faculty member shall be provided a private office.

Employees shall comply with floor markings and other signage intended to facilitate safe distancing.

Meetings shall be remote when practical. Large gatherings shall be avoided.

Any business travel requires approval of President Michel.

#### **f. Hand Hygiene**

Signs will be posted to encourage usage and explain that visibly soiled hands should be washed with soap and water as hand sanitizer is not effective on visibly soiled hands. The sanitizer solution shall be alcohol based containing at least 60% alcohol.

Employees should perform hand hygiene before and after contact with objects that are shared with others, such as coffee and xerox machines. Sanitizing wipes are provided next to these pieces of equipment. In general, personal items such as laptops and writing utensils should not be shared.

#### **g. Cleaning and Disinfection**

Webb will adhere to the cleaning and disinfection requirements in the NY State DOH publication “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”.

The Director of Facilities is responsible for ensuring that the cleaning protocol is followed.

Public spaces will be cleaned regularly by Facility Department assigned personnel. Common areas such as bathrooms, dining areas, and meeting rooms shall be cleaned at least daily.

High touch areas will be cleaned frequently. These include:

- Stair railings
- Door handles
- Light switches
- Restroom fixtures
- Elevator control panels
- Water fountains

Shared tools, equipment, and workspaces shall be cleaned and disinfected prior to sharing.

Spaces known or believed to be contaminated with potentially infectious materials shall preferably be isolated in accordance with NYSDOH and CDC guidance to allow contaminated droplets to settle and the space to be ventilated before cleaning and disinfecting.

#### **h. Respiratory Etiquette**

Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.

### **i. Special Accommodations for Individuals with Added Risk Factors**

Some employees, due to age, underlying health condition, or other factors, may be at increased risk of server illness if infected. Please inform the HR department if you fall within this group and need accommodation.

## **III. TRAINING and INFORMATION**

The HR Director will verbally inform all employees of the existence and location of this plan, and employee rights under the HERO Act.

All personnel will receive training covering the following elements of this plan:

- The signs and symptoms of COVID-19;
- How the disease is spread;
- An explanation of this Exposure Prevention Plan;
- The type of campus activities that may involve exposure to COVID-19;
- The use and limitations of exposure controls; and
- A review of the standard, including employee rights provided under Labor Law, Section 218-B.

## **IV. ANTI-RETALIATION**

No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where such employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the inconsistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that records exist between the employer and employee regarding a potential risk of exposure, without limitation to format including electronic communications, they shall be maintained by the employer for two years after the conclusion of the designation of a high-risk disease from the Commissioner of Health.

## REVISIONS

Rev. - 9/10/21 1. Initial release.