SUNY Potsdam Operation Plan for a Disaster Emergency Involving a Communicable Disease

Purpose

The purpose of this plan is to ensure the continuation of services provided by SUNY Potsdam. In order to ensure the health and safety of the workforce, this plan shall be put in place to continue the operations of the campus in the event the Governor declares a state of emergency involving a communicable disease.

This plan will be posted in (1) a clear and conspicuous location (e.g. bulletin boards where employees can view the information), (2) the faculty handbook, and (3) on the intranet or internet website.

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Statutory Requirements of Plan:

- A list and description of the types of positions considered essential in the event of a state ordered reduction of in-person workforce.
    - "Essential" shall refer to a designation made by the employer that an employee is required to be physically present at a worksite to perform their job. Such designation may be changed at any time at the sole discretion of the employer.
- A description of protocols the employer will follow for non-essential employees to telecommute including, but no limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices.
    - "Non-essential" shall refer to a designation made by the employer that an employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.
- A description of how the employer will, to the extent possible, stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites.
- A description of the protocol that the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also

include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

- A description of the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or test positive for such disease in order to prevent the spread of contraction of such disease in the workplace. Such protocol shall also detail actions to be taken immediately to thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing deferral, state, or local law, including regarding sick leave or health information privacy.
- A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.
- A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Emergency Resource Response Group (ERRG)

In the event of a communicable disease, the President has the authority to activate the ERRG to start responding to the event.

Essential Personnel

What are the positions your agency or authority considers essential in the event of a state ordered reduction of your in-person workforce? A list and description are provided below.

Essential Service is defined as anyone whose job function is essential to the effective operations of the campus or authority, or who must be physically present to perform their job, or who is involved in the existing emergency response. Essential designation may also be functions that the support the well-being of the individuals that remain on campus as well as the maintenance of SUNY properties and resources. Such designation may be changed at any time at the sole discretion of the campus.

Below is a list and description of the types of positions at SUNY Potsdam who may be deemed essential based upon the above definition:

Essential Position	Description
President	Executive Leadership
Administrative/Business Functions	Provide support and direction of all functions designated as essential, maintain finances, payroll, emergency purchasing and processing.
Environmental Health & Safety	Maintenance of PPE supply, co-chair of emergency response resource group (ERRG).

Dean of Students	Co-chair of emergency resource response group.
Residence Life	Provide residence life and housing assistance/supervision.
University Police	Maintenance of order on SUNY properties; ensuring safety of campus population and Chief is co-chair to ERRG.
IT Service Staff	Help desk, web and network services, email and phone.
Chief Information Officer	Computing and Technology Services
Physical Plant	Maintain buildings and grounds; provide cleaning services, provision of required energy resources including heat.
Mail Service	Ensure delivery of required mail service.
Student Health Services	Provide medical services with a potentially expanded Scope of Practice (under the direction of the NYS Department of Education).
Food Service	Ensure food and water is available to the campus residents.
Life Sciences	Ensure plants and animals are properly cared for.
Teaching Faculty	For classes that must be taught face to face.
Student Facing Offices	One-stop, Admissions, Financial Aid, Student Accounts.

The campus President is responsible for final determinations as to which functions or employees are essential based on how the crisis is developing or present on campus. Human Resources will provide notice to employees that are deemed essential.

Telecommuting

What are the protocols your agency or authority will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferrin of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices? Description of protocols:

In the event of a communicable disease, SUNY Potsdam will utilize an established statewide telecommuting program. Direction on the use of a statewide telecommuting program will be provided to the campus by SUNY. SUNY Potsdam will follow the rules, guidelines, and requirements as established by the statewide telecommuting program. If there is not a statewide telecommuting program, SUNY Potsdam will work within the confines of current labor management structures to determine the appropriateness of employee presence on campus, to include the possibility of assigning alternate work locations. Until a decision is made by the campus about the nature and extent of the emergency, or a closure by the Governor, all employees are to report to work as usual. Management

will determine and communicate which functions are essential and if any essential personnel will be excused from reporting to work.

SUNY Potsdam has a variety of technology tools available to employees which will support telecommuting. Those tools include the Microsoft Office 365, online learning system, One Drive, Microsoft Teams, Zoom, and SharePoint. In addition to these software tools, the campus may provide temporary use of computers, laptops, tablets, printers, and other technological resources.

Campus phone services allow for voicemail to be delivered to email. Cell phone use if prevalent, and many employees choose to use their cell phones as their primary contact. Employees should check with the Help Desk to determine what services may be available to them.

Work Shifts/Schedules

How will your agency or authority, to the extent possible, stagger work shifts or adjust work hours of essential employees in order to reduce overcrowding on public transportation systems and at worksites?

- **Will you need to alter working hours/shifts/schedules of essential employees?**
- **Will you need to spilt shifts or change operations to different days of the week?**
- **How will you manage engagement between employees and any clients and/or visitors at the worksite, accounting for physical distancing requirements, as applicable?**
- **How will you promote physical/social distancing in this type of operation or setting?**
- **What common situations that may not readily allow for six feet of distance between individuals exist at the worksite (including employee, clients and essential visitors)?**

SUNY Potsdam will ensure essential employees are working in an environment that is advisable by the WHO, CDC, and/or as required by NYS or DOH. It is understood that future communicable diseases, may require the campus to adjust procedures and guidelines to fit the need of the crisis. Consistent communication will be critical to the response.

The following key points will be essential in the task of physical and social distancing and reducing density:

- Considerations will be made, within the confines of the collective bargaining agreements, Civil Service law, rules, or regulations, when modifying working hours, shifts, and scheduled in order to meet social distancing needs and reduce density.
- During the current emergency, the campus created a detailed guide to returning to campus. Included in the guide is a department staffing plan template. Department heads can use this guide to develop a schedule that will reduce overlap of employees within the office, office configuration, signage, and staggering break. The campus will keep this guide and department plan for future use.
  - The campus will adjust building access to support staggering schedules.
- Where six feet of distancing cannot be maintained between staff the campus may utilize engineering controls to mitigate the risk to employees.

<u>**Personal Protective Equipment**</u>

What is the protocol your agency or authority will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift? You should consider different job groupings or responsibilities when describing the protocol.

- **What is your plan for storage of such PPE to prevent degradation and permit immediate access in the event of an emergency declaration?**

  - The Department of Environmental Health & Safety (EHS) is responsible for the procurement, storage, and distribution of PPE. EHS will obtain appropriate PPE through the OGS procurement process and established NYS suppliers.
  - SUNY Potsdam's PPE supply is stored in the Department of EHS pursuant to PPE storage requirements and is overseen by the Director of EHS. PPE stock is rotated and inventoried regularly to ensure materials are not kept in a condition which would promote degradation. The campus has a centralized and prioritized process for the distribution of PPE, by contacting ppe@potsdam.edu.
  - Appropriate PPE will be determined through a risk analysis required by OSHA/PESH standards. This process will take into account, at a minimum, the type of risk or contaminant to be encountered, the concentrations of any contaminant, the frequency of anticipated use of the PPE, as well as the individual needs of the employee.
  - Employees will be provided with training on proper PPE usage through an online learning system. There will also be a posted guide on the Human Resources and EHS website.
  - There is ample space for signage across campus regarding wearing appropriate PPE. The campus would also post a guide on the Human Resources and EHS website.

<u>**Exposure Protocol**</u>

What is the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to present the spread or contraction of such disease in the workplace?

- **Implement mandatory remote or in-person daily health screening for communicable disease contact or symptoms (e.g., questionnaire, temperate check) for in-person employees at or near the beginning of each workday.**
- **Coordinate screening to prevent employees from intermingling in close contact with each other prior to completion of the screening.**
- **Ensure agency/authority is following all screening, testing, and tracing procedures as outlined in the applicable DOH guidance, including instructions to employees on when to return home and when to return to work.**

- **Ensure screening staff are trained supervisory-level employees or health care professionals, wearing appropriate personal protective equipment including at least a face covering and gloves, if the screening involves contact.**
- **Maintain a record of all staff who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no other health information is recorded or maintained. Record must be reviewed and secured on a daily basis.**
- **Designate a worksite-level safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.**
- **Where practicable, maintain a log of every person, including employees and visitors, who may have close contact with other individuals at the worksite or area, excluding deliveries that are performed with appropriate PPE or through contactless means.**

SUNY Potsdam has implemented a screening procedure that ensures all employees that are physically reporting to work are screened for infectious disease and the results are collected immediately and reviewed by appropriate parties immediately. The campus follows all applicable NYS DOH guidance for screening, testing, tracing procedures, and instructions to employees on when to return home and return to work. The campus understands these protocols may be updated as circumstances change.

Under the current health pandemic, SUNY Potsdam uses an online daily health screening. Employees physically reporting to campus for work or even a brief campus visit must complete the screening. The screening stores results for each employee physically reporting to campus. If an employee answers yes to any screening question they are automatically provided a message to contact their supervisor and Human Resources for next steps. The supervisor and Human Resources are also notified immediately.

During the current pandemic, the campus requires all employees physically present on campus to be tested on a weekly basis. Testing protocols will be modified as testing needs may change.

SUNY Potsdam will follow disinfecting guidance as issued by the appropriate authority. SUNY Potsdam has provided the campus with the appropriate disinfecting products to thoroughly disinfect their workspace. Procedures have also been developed to thoroughly disinfect common surface areas such as:

- Building and elevator lobbies.
- Restrooms.
- Drinking fountains (if open)/hydration stations.
- Hallway light switches, turnstiles, and waste receptacles.
- Building entrances, stairwell doors and handrails.

While the amount and types of leave available to an employee will be dependent on the particular communicable disease emergency that has been declared and any provisions of law that provide for leave under such circumstances, during a communicable disease emergency an employee's leave options include GOER quarantine leave, other applicable State policy leave, leave provided under a Federal Act and an employee's own leave accruals. Collective Bargaining Agreements may also be applicable. Policy on available leaves will be established by the Department of Civil Service and/or GOER who shall provide guidance to the agencies/authorities on how to instruct employees about available leaves.

Protocol for Documenting Work Hours/Locations

How will your agency or authority document hours and work locations, including off-site visits, for essential employees? Your protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. You should also consider the following questions when describing your protocol:

- **How will these records be maintained?**
- **Who is responsible for maintaining these records?**
- **Who will be in charge of accessing these records for the purposes of disease tracking and identifying potential exposures?**
- **If these records are in paper form, what are your protocols for preserving these records?**

Each employee reporting to campus must complete a Daily Health Screening prior to their arrival (see previous section). All screening reports are logged on a daily basis and accessible at any time by the appropriate personnel in Human Resources. This stored information can be used for tracking, identifying potential exposures, and contact tracing. Faculty teaching in person classes must also take attendance and log specific details about the classroom student placement so proper contact tracing can occur. The campus will follow the established department of health protocol to contact trace should there be an exposure. Human Resources and the Director of Student Health will be the campus point of contact.

Protocol for Identifying Emergency Housing for Essential Employees

How will you work with local officials to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is subject of the declared emergency, to the extent applicable to the needs of the workplace?

To the extent needed, your agency's/authority's Director for Administration (DFA) or local equivalent will be the point of contact for the identification of emergency housing for essential employees. The DFA or local equivalent will be responsible for contacting county and local elected officials, owners/operators of local hotels and similar establishments, and local college and university officials (both public and private) to develop information about the local availability of emergency housing for essential employees. Emergency housing opportunities, once developed, will be communicated to employee who may be in need of such housing.

SUNY Potsdam's athletic center can be designated as a Red Cross shelter in the event of an emergency. If on campus housing is available, it will be utilized as emergency housing for essential employees.

Other Requirements Determined by the NYS DOH

- Current DOH guidelines for COVID-19 are as follows and will be modified depending on the particular emergency declared.
    - Ensure a distance of at least 6 feet is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g. moving and lifting equipment.) Any time an employee must come within 6 feet of another person, the employee and person should wear acceptable face coverings.

- When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.
- Tightly confined spaces should 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.
- Social distancing markers should be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. clock in/out stations, health screening stations, break rooms, water coolers, etc.). Further, bi-directional foot traffic should be reduced by using tape or signs with arrows in narrow aisles, hallways or spaces.
- Post signs, consistent with the DOH signage requirements, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
- Limit employee travel for work to only essential travel.
- Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and DOH must be followed, and cleaning logs that that include the date, time, and scope of cleaning must be maintained.
- Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer and or hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.
- Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.
- Regular cleaning and disinfection of the office location must be undertaken. More frequent cleaning and disinfection must be undertaken for high risk areas used by many individuals and for frequently touched surfaces, at least after each shift, daily, or more frequently as needed, and align with DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19."
- Exposed areas must be cleaned and disinfected in the event of an employee testing positive for a communicable disease. Such cleaning should include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. vending machines, handrails, bathrooms, doorknobs, etc.).
- CDC/DOH/OSHA/PESH guidelines on "Cleaning and Disinfecting Your Facility" should be complied with if someone in your facility is suspected or confirmed to have a communicable disease.
- Agencies/authorities must have internally identified key points of contact including but not limited to site safety monitors, individuals responsible for monitoring compliance with this plan and central points of contact who will coordinate efforts to notify appropriate health authorities of positive cases and assist with required contact tracing.