



**CENTRAL NEW YORK
COMMUNITY FOUNDATION**

COVID-19 Reopening Safety Plan

Address for the Central New York Community Foundation (CNYCF) and Central New York Philanthropy Center (CNYPC) is 431 East Fayette Street, Suite 100, Syracuse, NY 13202

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I. PEOPLE

- a. Physical Distancing. To ensure employees, tenants and visitors comply with physical distancing requirements, CNYCF agrees to the following:
 - i. Ensure six feet distance between staff. Any time employees are outside of their designated work space/office or less than six feet apart from one another, a face covering must be worn.
 - ii. 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, will keep occupancy under 50% of maximum capacity as set by the certificate of occupancy.
 - 1. Chairs will be removed from and rearranged in meeting rooms to ensure 50% of maximum capacity and a distance of six feet of separation is complied with or attendees will sit in alternating chairs with space between chairs.
 - 2. Chairs will be removed from the lobby
 - 3. Glass surrounding the receptionist area will remain closed.
 - 4. Six feet distance markings will be outside of each cubicle.
 - iii. Reduction of bi-directional foot traffic by placing signage at the staff/tenant entrance indicating that it is exit only. Staff, tenants and visitors will be directed to enter the building through the front doors and exit through the north stairwell unless accessibility/mobility concerns prohibits use of stairs. Exit signs will be posted to direct individuals to the stairwell exit.
 - iv. Doors to the stairwell off the lobby will be left open during business hours to encourage use of stairs and reduce use of door handles.
 - v. Post social distancing markers using tape or signs that denote 6 feet of spacing in commonly used and other applicable areas in the suite such as kitchens, copy rooms, common areas, meeting rooms, etc. Additional signage will include reminders to use face coverings and adhere to

physical distancing, how to properly store, and when necessary, discard PPE, report symptoms of or exposure to COVID-19 and follow hand hygiene and cleaning and disinfection guidelines.

- vi. Outdoor benches will be taped off to discourage outdoor seating.
- vii. Communal coffee machines will be closed and vending machines that were removed will not be replaced.
- viii. Employees that don't need to be in the office may be allowed to collect documents from CNYCF on a case-by-case basis, but such collection should occur minimally, not with frequency, and with approval.
- ix. Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well ventilated spaces with appropriate social distancing among participants.
 - 1. Staff will continue to be polled for their willingness to work in the office and vulnerabilities or obstacles that may prevent them from working in the office in an attempt to limit the number of staff in the office. The remainder of the staff are encouraged to work remotely.
 - 2. For the first month of a Phase 2 re-open (June 2020), as allowed by state and local government, a schedule was drafted so that CNYCF began to open up operations in the office. The following approach allowed for:
 - a. Three staff members to be scheduled in the office at one time, with the schedule allowing those that have expressed an interest in coming into the office the ability to do so once per week, the same day per week excluding Leadership Team.
 - b. A member of Leadership Team to be present each day.
 - c. The same employees to be scheduled together each week, thereby reducing contacts to numerous individuals.
 - d. Scheduling of employees on the same day with work spaces/offices that are apart from one another, allowing physical distancing.
 - e. Employees will work in their dedicated office or workstation with cubicle walls, maintaining six feet of separation.
 - 3. For the second month of a Phase 2 re-open (July 2020), as allowed by state and local government, a schedule has been drafted so that CNYCF can begin to expand operations in the office. The following approach will allow for:
 - a. Five staff members to be scheduled in the office at one time, with the schedule allowing those that have expressed an interest in coming into the office the ability to do so up to two times per week, the same days per week.
 - b. A member of Leadership Team to be present each day.

- c. The same employees to be scheduled together each week, thereby reducing contacts to numerous individuals.
 - d. Scheduling of employees on the same day with work spaces/offices that are apart from one another, allowing physical distancing.
 - e. Employees will work in their dedicated office or workstation with cubicle walls, maintaining six feet of separation.
- x. Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
 - 1. The Marsellus Room will become the designated area and will not be allowed to be used as a meeting space for now.
 - 2. The Manager, Facility and Foundation Operations will be responsible for ensuring the CNYCF deliveries are sprayed or remain untouched for 24 hours.
 - 3. The Receptionist, or designee, will inform tenants of deliveries placed in the Marsellus Room that belong to them.

II. PLACES

- a. Protective Equipment (PPE). To ensure employees, tenants and visitors comply with protective equipment requirements, CNYCF agrees to:
 - i. Provide employees (tenants will be responsible for their own employees and contractors) with a face mask at no-cost to the employee and have an adequate supply of coverings for employees and visitors in case replacement is needed.
 - 1. Two cloth masks will be provided to each employee.
 - 2. There will be disposable masks available in case of emergency or for visitors entering without a face covering.
 - 3. Staff will be permitted to provide their own face covering of choice as long as it meets [CDC guidelines](#).
 - ii. Establish that 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.
 - 1. A cloth mask should be washed daily
 - 2. A disposable mask should be disposed of after daily use.
 - iii. Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves; or sanitize or wash hands before and after contact.
 - 1. Hand sanitizer or hand sanitizing stations will be placed near copiers, in common areas and in mail room.
 - 2. A stylus, such as located on the end of CNYCF pens, should be used to operate the copiers and other shared equipment.
 - 3. Other tools such as stapler, pens, staple remover, white board markers, phones in common spaces will be removed to discourage sharing.

4. Postage machine should solely be operated by the individual indicated on the schedule in **BOLD font and border**, or cleaned after use.
- b. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, CNYCF agrees to:
 - i. Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
 1. The cleaning logs will be displayed near the reception area.
 2. Brophy Services will be responsible for maintaining the cleaning log.
 3. Manager, Foundation and Facilities Operations will be responsible for ensuring the cleaning logs are completed daily and retained.
 - ii. Provide and maintain hand hygiene stations for staff, including hand washing with soap, water and paper towels, or an alcohol-based sanitizer containing 60% or more alcohol for areas where hand washing is not feasible.
 1. Signage will be placed in each bathroom and kitchen to encourage proper hand washing.
 2. Hand sanitizer or hand sanitizing stations will be placed in common work spaces such as the lobby, copier room and meeting rooms.
 3. Each employee of CNYCF will be provided with a 2 oz. bottle of hand sanitizer along with a spray bottle for refilling. CNYCF will provide additional hand sanitizer as needed.
 4. Hands free soap dispensers will be installed (when available) throughout the building.
 - iii. Conduct regular cleaning and disinfection at least at the end of each work day of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.
 1. Brophy Services will have a daily cleaning schedule that will be posted, along with [products](#) used that are identified as effective against COVID-19.
 2. Cleaning products will be available to staff to clean and disinfect their personal work space and to do additional cleaning as deemed necessary.
 - iv. Ensure distancing rules are adhered to in public restrooms by using signage and/or occupied markers to reduce restroom capacity.
 - v. Follow CDC guidelines on cleaning and disinfecting the facility if someone is suspected or confirmed to have COVID-19 which are as follows:
 1. Close off areas (to include shared building spaces) used by the person suspected or confirmed to have COVID-19.

2. Open outside doors and windows to increase air circulation in the area.
 3. Wait 24 hours before cleaning and disinfecting.
 4. Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, bathrooms, common areas and shared equipment.
 5. Immediately communicate information about individuals suspected or confirmed to have COVID-19 to all impacted entities occupying space in the building and inform them of which common spaces are shut down and once they are re-opened.
 6. Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
 - a. Employees without close contact with the person suspected or confirmed to have COVID-19 can return to the work area immediately after cleaning and disinfection.
 - b. Individuals who had close contact should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.
 - c. Close contact, as defined by the CDC, is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.
 - d. If more than 7 days have passed since the person suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should occur.
- c. Communication. To ensure the business and its employees comply with communication requirements, CNYCF will:
- i. Post signage throughout the suite and building to remind staff, tenants and visitors to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols consistent with CDC and DOH guidance.
 - ii. Establish a communication plan for employees, visitors and constituents with a consistent means to provide updated information.
 - iii. Maintain a continuous log of every person, including staff, tenants and visitors, who may have close contact with other individuals in the office, excluding deliveries that are performed with appropriate PPE or through contactless means.
 1. The Receptionist will be responsible for maintaining and retaining the log of visitors that enter the office and common space only.
 2. Manager, Foundation and Facilities Operations will be responsible for maintaining and retaining the log of staff and tenants that enter the Philanthropy Center.

3. Each tenant of the Philanthropy Center will be required to maintain a log of their visitors.
- iv. If an employee, tenant's employee or visitor tests positive for COVID-19, CNYCF will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as employees or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
 1. Senior Vice President and Chief Financial Officer will be responsible for notifying state and local health departments.

III. PROCESSES

- a. Screening. To ensure the business and its employees comply with protective equipment requirements, CNYCF agrees to:
 - i. Implement mandatory health screening assessment (advising tenants that they are responsible for screening their employees) before employees begin work each day and for essential visitors, asking 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.
 1. Staff will be mandated to electronically complete a three question form prior to entering the building.
<https://fs28.formsite.com/CNYCF/t0kryzisse/index.html>
 2. If there is a YES answer to any of the questions, the staff member will be directed to call the Senior Vice President & Chief Financial Officer prior to entering the building.
 3. The Senior Vice President & Chief Financial Officer will receive the responses electronically.
 4. Signage regarding no entry with symptoms will be posted at each exterior entrance.
 5. CNYCF take the following actions related to COVID-19 symptoms and contact:
 - a. If an employee has COVID-19 symptoms and either tests positive for COVID-19 or did not receive a test, the employee may only return to work after completing a 14-day self-quarantine.
 - b. If an employee does not have COVID-19 symptoms but tests positive for COVID-19, the employee may only return to work after completing a 14-day self-quarantine.
 - c. If an employee has had close contact with a person with COVID-19 and is symptomatic, the employee should notify their employer and follow the above protocol for a positive case.

- d. If an employee has had close contact with a person with COVID-19 and is not symptomatic, the employee must notify their employer and quarantine for 14 days.
 - e. If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee must be separated and sent home immediately, following the above protocol for a positive case.
 - b. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, CNYCF agrees to:
 - i. Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
 - 1. Brophy Services will be contracted to clean the contaminated areas, using products identified as effective against COVID-19 if an employee tests positive for COVID-19.
 - 2. Senior Vice President and Chief Financial Officer along with the assistance of other Vice Presidents, Receptionist and Manager, Foundation and Facilities Operations will trace close contacts in the workplace and inform them that they may have been exposed to COVID-19.
 - c. Additional steps to limit exposure include:
 - i. Limiting the use of Philanthropy Center through July 31st to CNYCF staff and CNYPC tenants, as long as occupancy limits are followed, with a scheduled revisit of the closure monthly, based on local and state government as well as the status of precautions implemented in the building.
 - ii. Prohibiting business travel through July 31st with a scheduled revisit of the restriction by Leadership Team quarterly thereafter.
 - iii. Reviewing all scheduled meetings and events for calendar year 2020 and determining which ones can be postponed, cancelled or handled virtually.
 - iv. Purchasing web cameras for each staff person working in the office to enable and encourage virtual meetings.
 - v. Allowing COVID sick leave, additional time off provided during the pandemic, to encourage employees to stay at home if they or family members are experiencing COVID-19 symptoms.
 - vi. Installing an ADA compliant door opener to reduce usage of high touch main suite door.
 - vii. Ensuring that the ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors during normal business hours.
 - viii. Ensuring all screens and windows are in good operating order to allow for fresh air throughout the building.

- ix. Ensuring that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- x. Reminding staff that they need to practice the hygiene, social distancing and face covering recommendations while outside the workplace and requiring them to follow state and local travel regulations and guidance.
- xi. Training employees in the above safety plan.
- xii. Obtaining and reviewing reopening safety plans from CNYPC tenants.