

Applicable Site Addresses:

400 Doansburg Road Brewster, NY
423 Doansburg Road Brewster, NY
33 Clearpool Road, Carmel NY
965 Rte. 22, Brewster, NY
1689 Rt. 22, Brewster, NY



Health and Safety Policy: Infectious Airborne Disease

Regulatory Citation: NYS HERO Act:

In the event of a community outbreak of any airborne infectious disease, Green Chimneys is committed to following all regulatory guidance by any oversight agency. In the event of conflicting guidance, Green Chimneys will adopt the most restrictive measures across all program areas to ensure the safety of our staff and clients.

If an outbreak is identified in the Green Chimneys Community, County, State, Nationally or Worldwide, Green Chimneys is committed to adopting the following measures immediately:

- (1) employee health screenings: Health Screenings will be performed physically upon arrival to work at the Health Center (or identified area for office campus programs) or by signing into an electronic application such as ezSCRN.
- (2) face coverings: When appropriate or necessary, Green Chimneys will advise employees on the appropriate mandates for face coverings, including education on how to wear and care for face coverings.
- (3) personal protective equipment (PPE) provided at the employer's expense: When appropriate or necessary, Green Chimneys will make PPE available to employees at no cost. Green Chimneys, as an employer, is committed to having the necessary amount of PPE needed to ensure safety. In the event of a PPE shortage, Green Chimneys will follow Center for Disease Control (CDC) recommended alternatives.
- (4) handwashing and breaks for handwashing: Green Chimneys encourages employees to wash hands frequently, especially before or after eating, toileting, or touching frequently touched surfaces. Hand Sanitizer stations are available throughout the campus, off-site buildings and outside. Signage is posted in commonly used areas.
- (5) cleaning shared equipment and other frequently touched surfaces: Green Chimneys has an extensive cleaning protocol for both the prevention of and or management of an infectious disease outbreak. A detailed cleaning and disinfecting plan can be viewed at: <https://www.greenchimneys.org/wp-content/uploads/2021/04/Environmental-Services-Infection-Control-COVID-19-rev.4.27.21.pdf>
- (6) physical distancing: When recommended, Green Chimneys will enforce physical distancing guidelines; this may include changing facility layouts or reducing the number of workforce employees by offering staggered schedules or remote work options.
- (7) quarantine orders: Green Chimneys will abide by all quarantine orders as enforced by the Department of Health. Employees must communicate to their supervisor any quarantine or isolation orders. Exceptions will be made only with Department of Health approval and only in the cases of extreme staff shortages. When applicable to their job, employees may work remotely during quarantine. Green Chimneys will follow New York State guidance in terms of allowed paid time off.
- (8) Advanced controls during an outbreak: For activities where the minimum controls alone will not provide sufficient protection for employees, the following or a combination of the following may be implemented.
 - a. a temporary campus or area closure or suspension of activities/programs may be considered.
 - b. Mechanical ventilation will be increased.
 - a. Local Exhaust Ventilation: Where there is local ventilation, i.e. Kitchen vents and bathroom exhaust, each unit will be placed in operation and set at minimum 2 hours prior to and after building occupancy.
 - b. General Ventilation: Increase the percentage of fresh air that is introduced into the air handler systems where possible.
 - c. Avoid air recirculation where possible.
 - d. Standard maintenance policy to uses the highest rated MER filter, which each unit can accept. Changed out monthly.
 - c. Automatic disinfection systems installed in critical buildings and where ductwork allows. (Education buildings, Dorms and Health Center.)
 - d. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
 - e. Change layouts to avoid points or areas where employees may gather.
- (9) designated supervisor(s) to enforce safety standards: Each area supervisor and Director is responsible for ensuring that procedures are followed.

(10) compliance with notice requirements to employees and government officials: Director of Nursing, Human Resources, or Quality Assurance will bring forth new guidance, as applicable to the Health and Safety Committee for review. Green Chimneys Health and Safety Committee will evaluate any new guidance and disseminate need-to-know information to employees as soon as possible through memos, director's rounds, staff meetings etc.

(11) verbal review of safety standards, employer policies, and employee rights: Green Chimneys will provide a copy of this plan to all current employees and new employees upon hire, and again to all employees if there is a workplace closure due to an outbreak. The Safety Plan must be provided to employees in English and their primary language. A copy of this plan can be accessed from the staff's section of our website:

<https://www.greenchimneys.org/careers/employee-benefits/staff-resources-virus/> and posted in designated areas.

Reference to this plan will also be added to the next edition of the Employee Handbook.

Green Chimneys cannot and will not retaliate against employees who exercise rights under the HERO Act, report violations of the Safety Plan, report disease exposure concerns or seek assistance or intervention with respect to disease exposure concerns, or refuse to return to work if they reasonably believe in good faith that they will expose themselves, their coworkers, or the public to a disease (subject to certain conditions).

*Complaints in reference to Health and Safety Measures can be reported to your supervisor, any member of the Health and Safety Committee or anonymously by calling **800-665-0863**.*

SAFETY COMMITTEE RULE shall be in effect by November 1, 2021.

Green Chimneys Health and Safety Committee:

- The committee is expected to be composed of at least two-thirds non-supervisory employees.
- The Committee is co-chaired by a representative of the employer and non-supervisory employees.
- An employer cannot interfere with the Committee members' performance of their duties.
- Committee members must be self-selected.

The committee does six things: (1) raise health and safety concerns to the employer to which the employer must respond, (2) review the employer's health and safety policy, (3) review the adoption of any policy in response to any health and safety law, (4) participate in any site visit by government health and safety officials, (5) review any report filed by the employer related to health and safety, and (6) attend quarterly meetings during work hours.

Employees, without loss of pay, can attend training on the function of the committee and on an introduction to occupational safety and health.

Other considerations Green Chimneys has addressed in recent plan and will continue to address as advised by the NY HERO Act include:

- Evaluate existing return-to-work plans in accordance with the NY model Safety Plan.
- Employers will review the industry-specific "Reopening New York" guidance.
- Plans will include allocating a larger segment of the operating budget expenses to compliance, including costs of providing employees with PPE, cleaning and maintenance costs, installation of HVACs and other air filtration systems, etc.
- Permanent adoption of a hybrid model of in-person and work-from-home to make compliance with requirements such as physical distancing easier.
- Ensure that Liability Insurance policies cover claims by employees under the HERO Act.
- Review changing regulations from the NYSDOL, CDC, NY and local DOH.

More information can be found at:

<https://www.greenchimneys.org/careers/employee-benefits/staff-resources-virus/>

<https://www.greenchimneys.org/therapeutic-special-education/parents-families/announcements/virus-update/>

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

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