



Health and Safety Reopening Plan City Hall

**City of Geneva NY
47 Castle Street
Geneva NY 14456**

**City Manager- Sage Gerling 315-789-6104
Assistant City Manager/Comptroller-Adam Blowers 315-789-6104
Director Human Resources - Jennifer Slywka 315-789-4369
Director Public Works - Joseph Venuti 315-789-3101**

Employer Health and Safety Precautions

- Post CDC Signage at each public entrance to inform all employees and visitors that they should avoid entering the facility if they have cough or fever; wear facial coverings; maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- Post Copy of this Safe Reopening Plan at each public entrance and City website
- Masks, soap and hand sanitizer will be available for all employees.
- Gloves will be provided for employees handling payment transactions.
- All employees and visitors MUST wear face coverings in all common areas and when in a room with another person.
- Marking will be placed at least 6 feet apart in customer line areas suggesting minimum distance separation
- One person in the break rooms at any given time.

Staff Health and Safety Precautions

- Staff will be allowed time to review this Covid-19 plan before returning to work.
- It is reasonably anticipated that there is risk of exposure to COVID-19. Each staff member is personally responsible to take the steps necessary to keep themselves safe.
- All desks or individual work stations must be separated by at least six feet.
- Employees must routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.

- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas – We will have to determine how often and how we will document.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Public Safety Precautions

- Temporary and portable half-wall door separations would be installed so that no public or staff could enter into offices where the administrative personnel work and interact with visitors
- Marking will be placed at least 6 feet apart in customer line areas suggesting minimum distance separation

Reduce Transmission Among Employees

- Encourage self-monitoring among employees (such as encouraging employees to take their temperatures prior to reporting to work, asking employees to report whether they or a family member have traveled to impacted regions, etc.)
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Separate Sick Employees

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community Related Exposure.
- If a worker tests positive for COVID-19, County Electronic Clinical Laboratory Reporting System (ECLRS) will be responsible for notifying state and local officials.

Communication and Screening

Plan will be posted at each entrance and at each office.

Department Heads will be responsible for daily Health Screen Assessments for employees and visitors to department. Health Screening for all City Employees before each work shift (form attached with details):

1. Are you experiencing any COVID-19 symptoms?

- High temperature 100.4 F or above
- Cough
- Shortness of breath
- Fatigue
- Headaches
- Muscle and or body aches
- New loss of taste or smell

2. Have you tested Positive for COVID-19 in past 14 days?

3. Have you had contact with confirmed or suspected COVID-19 case in past 14 days?

As part of contact tracing, County Public Health Director will be responsible for informing close contacts in the work place in case an employee tests positive for COVID-19.

Pick-ups and deliveries will be at Front Door or by City Clerk appointment 315-789-2603

Face coverings and gloves will be provided to employees free of charge. Employees must dispose of spent PPE in trash receptacles. City staff should contact Buildings and Parks at 315-789-7271 for additional replacements as needed.

Face coverings must be cleaned or replaced after use or when damaged or soiled, and may not be shared and should be properly stored or discarded.

Cleaning logs will be posted in common areas including elevator, hallways and restrooms. Cleaning logs will be maintained by Buildings and Parks and contracted Cleaning Services. Routine cleaning will occur daily. Cleaning and disinfecting high transit, common surfaces and restrooms will occur two times daily.

Hand hygiene stations will be provided in common areas of each floor.

A continuous log of every person, including workers and visitors who may have close contact with other individuals will be located at each floor. Department Heads will be responsible for maintaining and keeping the log

EMPLOYEE WELLNESS DAILY REPORTING ATTESTATION

By signing my name below, I _____, hereby attest that I have conducted a self-assessment for the following symptoms and that I am not presently exhibiting, and have not exhibited in the last 24 hours, any of these symptoms:

- Cough (not associated with seasonal allergies)
- Shortness of breath or difficulty breathing
- Fever (>100)
- Chills
- Unexplained muscle aches
- Sore throat
- Headache (not related to other causes)
- New loss of taste or smell
- Nausea, vomiting, or diarrhea

*****ATTENTION:** If an employee cannot sign this attestation because she/he has exhibited any of the listed symptoms in the last 24 hours, the employee must leave the workplace and call his/her supervisor or Department Head immediately.

Disclaimer: This assessment tool is not for the purpose of administering medical advice. It is intended for information gathering purposes for the City of Geneva and is required by Governor Cuomo's plan to reopen New York. It is not a substitute for professional medical advice, diagnosis, or treatment. If you think you may have a medical emergency you should immediately call your doctor or 911. You are responsible for your own health and safety at all times.

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