



PUBLIC HEALTH EMERGENCY OPERATIONS PLAN

Town of Cobleskill, Schoharie County, NY



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Promulgation

This plan has been developed in accordance with New York State Labor Law section 27-c.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

The Town of Cobleskill also created a COVID-19 Employee Safety Plan, with Logs, Cleaning Guidelines, and Safety Posters. This COVID-19 Employee Safety Plan will be utilized for any/all future Public Health Emergencies in the Town of Cobleskill. It shall be updated at the time for specific needs of the emergency.

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As the authorized official of the Town of Cobleskill, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law section 27-c to address public health emergency planning requirements.

Dated: 4-12-, 2021

Signature:



By: Leo T. McAllister

Title: Town Supervisor

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the New York State Labor Law section 27-c. Labor Law section 27-c requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Town of Cobleskill. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our essential operations. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per Labor Law section 27-c, an "essential" employee is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per Labor Law section 27-c, a "non-essential" employee is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

Concept of Operations

The Town Supervisor of the Town of Cobleskill, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Cobleskill shall be notified by email and/or in person, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Residents of Cobleskill will be notified of pertinent operational changes by way of public notification email. The Town Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Cobleskill, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Town Supervisor of the Town of Cobleskill, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Essential Functions

When confronting events that disrupt normal operations, the Town of Cobleskill is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Cobleskill

The Town of Cobleskill has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of any one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of positions who may need to work in persons, while priority 3 identifies positions that can work remotely.

The essential functions for the Town of Cobleskill have been identified as:

Essential Function	Description	Priority
Town Supervisor	Chief elected official, Chair & Board Member, Chief Executive & Administrator, Fiscal Officer and Represents Town at County BOS	1
Town Clerk, Registrar of Vital Statistics & Tax Collector	Clerk of the Town Board, In charge of Records, issues licenses/permits, files reports with county and State agencies, posts legal notices, responsible for financial accounting, purchasing and collecting taxes.	1
Superintendent of Highways	Responsible for maintenance and repair of town roads and public town infrastructure.	1
Building Inspector & Code Enforcement Official	Reviews/Approves building permits, handles home inspections as required for maintenance, serve official orders to remedy safety & health issues. Assists DOH in investigating complaints regarding public health law (including those for COVID-19).	1
Town Attorney	Provides legal assistance to Town	2
Assessor	Responsible for assessing real property in town for purposes of taxation	3
Dog Control Officer	Responds to dog abuse complaints, found/lost dog calls	3
Town Historian	Advocate for historic preservation and resource on questions related to history and preservation of historical nature.	3

Town Court	* Will follow the protocols set by the Third Judicial District of the State of New York	*
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Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Town of Cobleskill will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Approval and assignment of changed work hours

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks, Hand Sanitizer, Face shields, Gloves, Cleaning/Sanitizing Supplies

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in Labor Law 27-c, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
 - b. Schoharie County Office of Emergency Services will procure and provide PPE as needed
3. Storage of, access to, and monitoring of PPE stock

- a. PPE must be stored in a manner which will prevent degradation
- b. Employees and contractors must have immediate access to PPE in the event of an emergency
- c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Town Supervisor (or Highway Superintendent) is responsible for ensuring that employees follow this policy.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 - 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Town Supervisor (or Highway Superintendent) is responsible for ensuring that employees follow this policy. If the employee is able to work remotely, however, this will be the preferred method.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per public health guidance.

4. The Town of Cobleskill will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. Public Health criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, Public Health or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected.
2. Employees will clean common areas as they are used.
3. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
4. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Cobleskill is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Cobleskill will not be charged with leave time for testing, if quarantined. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Cobleskill, and as such are not provided with paid leave time by the Town of Cobleskill unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Cobleskill to support contact tracing within the organization and may be shared with local public health officials.



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Town of Cobleskill

Industry:

Governmental Agency

Address:

378 Mineral Springs Rd, Cobleskill

Contact Information:

Supervisor Leo McAllister

Owner/Manager of Business:

Town of Cobleskill

Human Resources Representative and Contact Information, if applicable:

N/A

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- ☒ Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- ☒ 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.

- ☒ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ☒ 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.
- ☒ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

In situations that results in less than 6 ft of distance all individuals must properly wear a mask.

How you will manage engagement with customers and visitors on these requirements (as applicable)?
Customers must follow protocols established and all individuals must properly wear a mask.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

N/A

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ☒ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

Town of Cobleskill will provide two (2) cloth masks and small 2 oz hand sanitizer per employee. Each employee is responsible for cleaning and maintaining the masks at all times. Small hand sanitizer can be refilled using gallon jugs of hand sanitizer. Employees may also wear their own acceptable face covering.
Visitors: If needed a paper mask will be distributed.

- ☒ 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.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Employees are responsible for cleaning and maintaining their own masks.

- ☒ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Office equipment, tools, kitchen appliances, etc. should be wiped with appropriate sanitizing spray after each use. All door handles, sink handles, etc. should be wiped at least once per day. Vehicles should also be sanitized after use.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- ☒ 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.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

The Town of Cobleskill leases from the Village of Cobleskill. Cleaning is included in the lease, therefore, the Village of Cobleskill is maintaining the cleaning log. The Highway Superintendent is responsible for maintaining a Cleaning log and will be kept next to the sign in log.

- ☒ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Department Head will determine the location and post signs to promote good hand hygiene.

- ☒ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?
Department Head will follow Public Health protocols.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ☒ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ☒ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- ☒ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

The Department Head will be responsible for maintaining a log and will be kept with each department.

- ☒ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

The Department Head will contact the Town Supervisor. Department Heads that are located in the Village of Cobleskill Municipal Building will also contact the Mayor of the Village of Cobleskill. The Village of Cobleskill will provide the Visitor Logs DOH for contact tracing.
The Department Head and Town Supervisor will determine at such time of a positive test result who will contact the state and local health department.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ☒ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) 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.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Employees will be required to take their temperature at least once per day and answer screening questions using the logs provided. This will ensure a consistent monitoring process for the safety of employees and visitors.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

Employee (s) are provided two face masks and two 2 oz. Hand sanitizer bottles that are refillable using gallon jug of hand sanitizer. Employee (s) are responsible for cleaning and maintaining the masks at all times.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- ☒ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

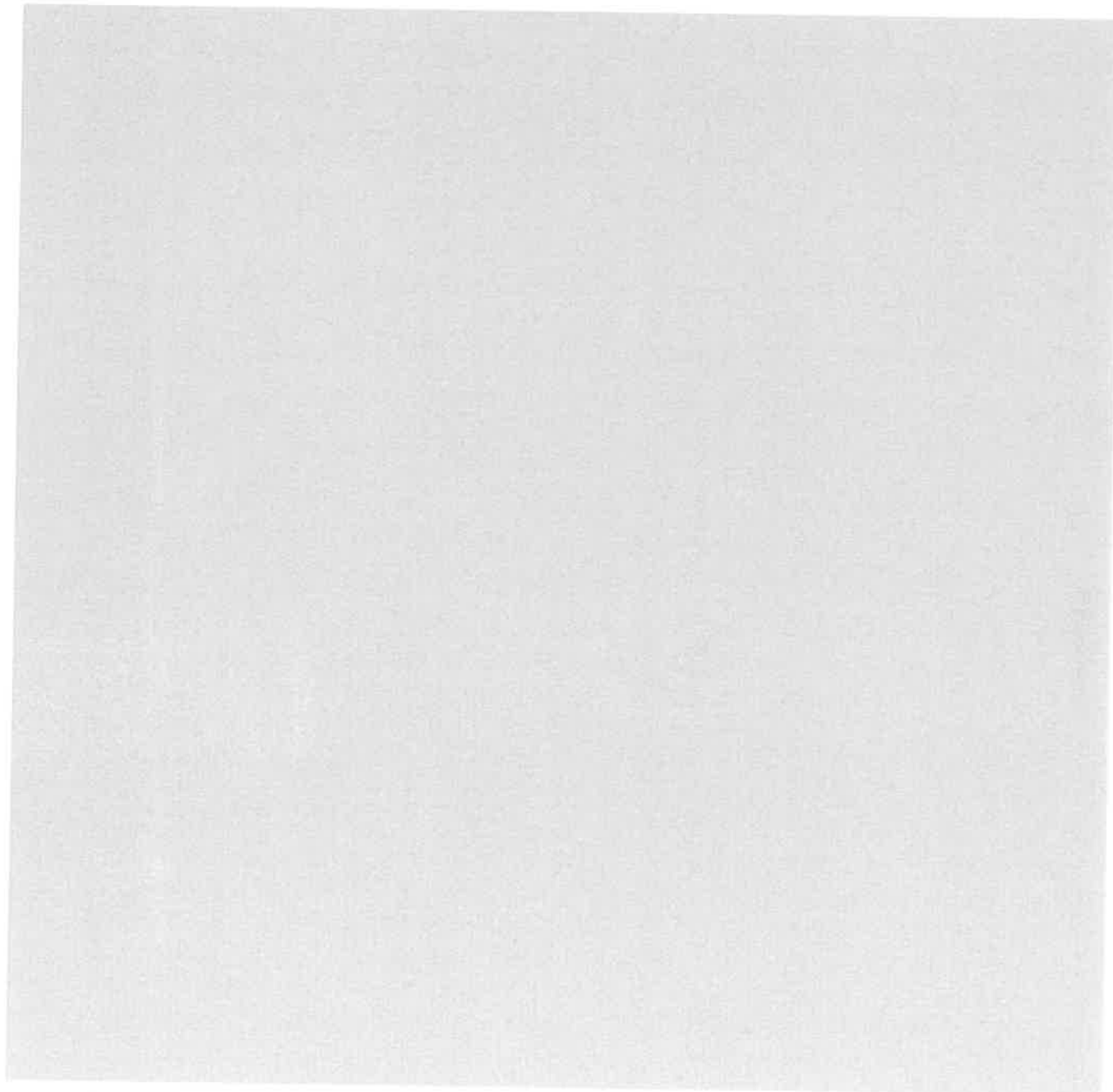
Per DOH Guidance.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

DOH will conduct contact tracing.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.



Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☐ Consult the NY Forward website at **forward.ny.gov** and applicable Executive Orders at **governor.ny.gov/executiveorders** on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

New York State Department of Health (DOH) Novel Coronavirus (COVID-19) Website

Centers for Disease Control and Prevention (CDC) Coronavirus (COVID-19) Website

Occupational Safety and Health Administration (OSHA) COVID-19 Website

Workplace Guidance

CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019

OSHA Guidance on Preparing Workplaces for COVID-19

Personal Protective Equipment Guidance

DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees

OSHA Personal Protective Equipment

Cleaning and Disinfecting Guidance

New York State Department of Environmental Conservation (DEC) Registered Disinfectants of COVID-19

DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19

CDC Cleaning and Disinfecting Facilities

Screening and Testing Guidance

DOH COVID-19 Testing

CDC COVID-19 Symptoms

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

Town of Cobleskill COVID-19 SAFETY PLAN

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Town of Cobleskill COVID-19 SAFETY PLAN

EMPLOYEE DAILY HEALTH SCREENING

NAME: _____

DEPARTMENT: _____

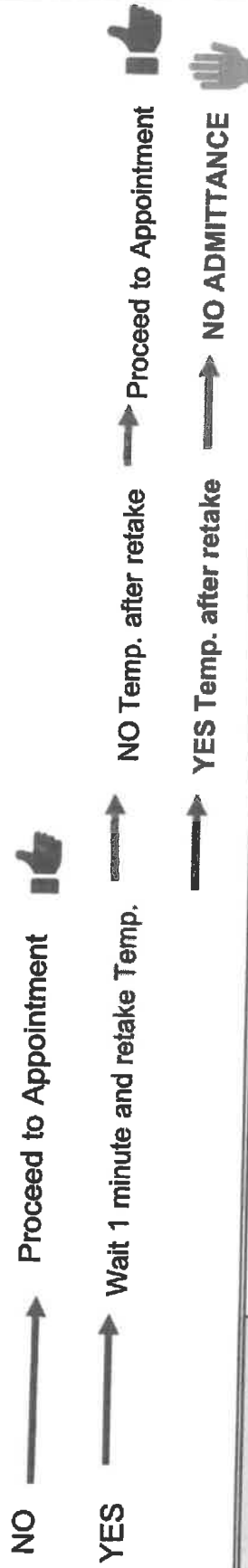
Please take your temperature twice a day.												
DATE												
AM / PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
TIME												
Temperature of 100.4 or higher	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Please answer the following questions once a day.												
Have you traveled to a Restricted State in the past 14 days?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Have you been in close contact with anyone who tested positive for COVID-19 in the past 14 days or who has or had symptoms of COVID-19?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Have you Tested positive for COVID-19 in the past 14 days?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Have you experienced any symptoms of COVID-19 in the past 14 days?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

SYMPTOMS OF COVID-19: Fever, Cough, Shortness of Breath or Difficulty Breathing, Fatigue, Body Aches, Headache, Sore Throat, Congestion or Runny Nose, Nausea, Vomiting, Diarrhea, Loss of Taste or Smell.

TOWN OF COBLESKILL

VISITOR QUESTIONS

TEMPERATURE of 100.5 or Higher



Question #1:

Have you traveled to a Restricted State in the past 14 days?

Question #2:

Have you been in close contact with anyone who tested positive for COVID-19 in the past 14 days or who has or had symptoms of COVID-19?

Question #3:

Have you tested positive for COVID-19 in the past 14 days?

Question #4:

Have you experienced any symptoms of COVID-19 in the past 14 days?

Each Visitor MUST ANSWER ALL Questions!

If ALL Answers
Equal NO



If ANY Answer
Equals Yes



SYMPTOMS OF COVID-19: Fever, Cough, Shortness of Breath or Difficulty Breathing, Fatigue, Body Aches, Headache, Sore Throat, Congestion or Runny Nose, Nausea, Vomiting, Diarrhea, Loss of Taste or Smell