



TNC NY HERO ACT Airborne Infectious Disease Exposure Prevention Plan

The purpose of this plan is to protect TNC employees against exposure and disease during an airborne infectious disease outbreak. This plan will go into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

I. RESPONSIBILITIES:

This plan applies to all employees of The Nicholas Center, and all the following work sites:

382 Main Street, Port Washington, NY 11050

416 Main Street, Port Washington, NY 11050

366 Main Street, Port Washington, NY 11050

175 Tompkins Avenue, Pleasantville, NY 10570

199 Tompkins Avenue, Pleasantville, NY 10570

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. TNC Supervisors and Directors are designated to enforce compliance with the plan. Additionally, as a TNC employee your immediate Supervisor or Director will act as your designated contact. In the event your Supervisor or Director is not available you may contact the Director of Human Resources.

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

During an airborne infectious disease outbreak, the following controls will be used in all areas of the worksite:

General Awareness: Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:

- Maintain physical distancing

- Exercise coughing/sneezing etiquette
- Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate
- Limit what you touch
- Stop social etiquette behaviors such as hugging and hand shaking
- Wash hands properly and often.

2. "Stay at Home Policy": If a TNC employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

3. Health Screening: Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease will be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. Face Coverings: To protect our coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.

5. Physical Distancing: Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, TNC will use following control methods:

- restricting or limit visitor entry
- allowing only one person at a time inside small enclosed spaces with poor ventilation
- reconfiguring workspaces
- signage
- remote meetings
- preventing gatherings
- delivering services remotely

6. Hand Hygiene: To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Touching your eyes, nose, or mouth
- Touching your mask

- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

7. "Respiratory Etiquette": Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.

8. Special Accommodations for Individuals with Added Risk Factors: Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection additional controls from the following hierarchy may be necessary:

1. Elimination: NC will temporarily suspend or eliminate risky activities where adequate controls could not provide sufficient protection for employees.
2. Natural Ventilation, for example:
 - Opening outside windows and doors to create natural ventilation; and
 - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. (Note: This method will be applied only if air will not blow from one person to another.)
3. Administrative Controls” policies and work rules used to prevent exposure may be enforced. This includes:
 - Increasing the space between workers
 - Disinfecting procedures for specific programs
 - Employee training
 - Posting signs reminding employees of respiratory etiquette, masks, handwashing
 - Rearranging traffic flow to allow for one-way walking paths
 - Provide clearly designated entrance and exits
4. Wearing Personal Protective Equipment (like, face masks and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee.

III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails will be cleaned frequently with an appropriate disinfectant.

Normal housekeeping duties and schedules will continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, TNC will take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. TNC will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated and TNC policies.

B. When this plan is activated, all personnel will receive

- An explanation of this Exposure Prevention Plan
- The infectious agent and the disease(s) it can cause
- The signs and symptoms of the disease
- How the disease can be spread
- An explanation of this Exposure Prevention Plan
- The locations of our worksite that may involve exposure to the infectious agent
- The use and limitations of exposure controls

VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

TNC will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements.

VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

TNC shall not discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns.

Notification of a violation by an employee may be made verbally or in writing,

Directors, officers, employees and volunteers may make complaints anonymously. Reports may be made anonymously by telephone at 516-767-7177 ext.444. 2) in writing delivered anonymously by mail or by hand to The Nicholas Center, ATTN: Compliance Officer, 382 Main Street Port Washington Suite 205 NY 11050.