



Airborne Infectious Disease Exposure Prevention Plan

This plan applies to all employees of Hamaspik Rockland County and goes 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. In order to ensure compliance with this plan the following supervisory employees will act as the designated contacts:

Name	Title	Phone
Idy Paskes	Human Resources Director	845-503-0224
Shloime Kornbluh	Director of Operations	845-503-0215

A. Exposure Controls

- Employees 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 and PPE as appropriate • limit what they touch • refrain from hugging and hand shaking • wash hands properly and often.
- If an employee develops symptoms of the infectious disease the employee should not be in the workplace and inform the designated contact and follow the New York State Department of Health and CDC guidance regarding medical care and isolating.
- Employees will self-screen for symptoms before starting to work and report any new symptoms during work to their supervisor. Such employee should go home immediately and contact their medical provider.
- Employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings should cover the nose and mouth and fit snugly but comfortably against the face. Hamaspik will provide PPE to employees at no cost.
- Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet from each other. Use a facemask when physical distance cannot be maintained.
- Employees shall conduct meetings remotely.
- 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 • entering and leaving a public place • touching a frequently touched surface • after doffing gloves. Hand sanitizers are less effective on soiled hands; therefore wash hands rather than using hand sanitizer when hands are soiled.
- Employees should cover nose and mouth when sneezing, coughing or yawning.
- If employee is at increased risk of illness due to age or underlying health condition, employee shall notify their supervisor.
- Windows shall be opened whenever possible to create natural ventilation.
- In situations where prolonged close contact with other individuals is likely Hamaspik shall limit visitor entry • limit occupancy • reconfigure workspaces • construct physical barriers • institute signage and floor markings
- Hamaspik will identify and prioritize job functions that are essential for continuous operation and provide employee training.

B. Cleaning and Disinfection

- Disinfection of doorknobs, light switches, kitchen counters, water faucet handles, phones, copiers, front desk, conference room tables will be conducted twice per day using EPA approved disinfectant.
- All offices and cubicles will be supplied with hand sanitizer.
- Hand sanitizer will be provided in common areas via fixed dispenser on the wall.
- Antibacterial soap and paper towels will be positioned by all sinks.
- All bathrooms will be supplied with disinfecting wipes.
- If an employee develops symptoms of the infectious disease at work, their work area will be cleaned and disinfected.
- Liners will be used in trash containers and will be emptied often enough to prevent overfilling.

C. Infection Response

- If an actual or suspected case occurs at work, Hamaspik will instruct the individual to wear a face mask and leave the worksite and follow the NYSDOH/CDC guidance.
- Hamaspik will broadcast dates, times and places of contamination via company email.

D. Training and Information during an Outbreak

- Hamaspik will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies and their rights under the HERO Act.
- When this plan is activated, all employees will receive training on the infectious agent and the diseases it can cause • the signs and symptoms of the disease • how the disease can be spread • an explanation of this Plan • the activities and locations at the worksite that may involve exposure • a review of the standard, including employee rights provided under Labor Law, Section 218-B.
- The training will be provided at no cost to employees and take place during work hours. The training will be provided in person or through telephonic, electronic or other means.

E. Plan Evaluations during an Outbreak

- Hamaspik will review and revise the plan periodically and as often as needed to keep up to date with current requirements. Plan revisions will be documented.

F. Retaliation Protections and Reporting of any Violations

- Hamaspik will 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 to Hamaspik or government agency or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her to an unreasonable risk of exposure, provided the employee has notified Hamaspik in writing, including electronic communication, of the inconsistent working conditions and Hamaspik's failure to cure or if Hamaspik knew or should have known of the consistent working conditions.
Notification of a violation by an employee may be made verbally or in writing, including electronic communications. To the extent that communications between Hamaspik and the employee regarding a potential risk of exposure are in writing, they shall be maintained by Hamaspik for two years after conclusion of the designation of a high risk disease from the Health Commissioner, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Hamaspik should include contact information to report violations of this plan and retaliation during regular business hours and for weekends when employees may be working.