

NYCON Re-Open Plan

In accordance with the Governor's order and some of the NYS regions beginning to re-open due to meeting the designated metrics, NYCON's offices (with the exception of NYC) **will re-open on Wednesday, June 3rd**. The first week we re-open and the following week of June 8th, we will allow staff time to acclimate to the "return to work" office setting, with flexibility to work part time in the office and part time at home as they feel comfortable and in coordination with your supervisor. After the week of June 8th, we will be striving for **everyone to return (June 15th)** to what was our normal business hours and work schedules with the following health and safety practices in place.

The health and safety of our employees is of priority as we continue to monitor and adapt to the COVID-19 situation. NYCON will continue to follow guidance from the Governor's Office, U.S. Centers for Disease Control (CDC), the New York State Department of Health (NYSDOH), and Albany County Department of Health. We encourage everyone to be responsible and exercise self-care, as well as adhere to NYCON's protocols below in the work place in an effort to meet our commitment to the health and safety of staff and tenants.

Due to this being a fluid circumstance, changes may happen on a revolving base and NYCON will make every effort to update employees if our preventive measures require adjusting.

We're also asking staff to coordinate planned sick and vacation time off with your Supervisor. As a reminder, staff can carry over 2 months of earned time July 1st, time not used is forfeited. Days you are off, we encourage staff to set their away message on your email.

General Practices

- Staff will be required to complete a COVID-19 screening survey prior to entering your respective offices. This is a state requirement and will also be mandatory for vendors, visitors and tenants. Delivery personnel are excluded.
- We encourage staff to consider taking the COVID-19 Antibody testing, if available, and share these results with your supervisor.
 - *Interested in being tested for COVID-19?* Use this [screening tool](https://covid19screening.health.ny.gov/covid-19-screening/) to share your symptoms and pre-register for testing. <https://covid19screening.health.ny.gov/covid-19-screening/>
 - Find a Testing Location: <https://coronavirus.health.ny.gov/find-test-site-near-you>
 - *Antibody Testing:* Contact your doctor about the antibodies test.
- Maintain 6ft social distance at all times.
- Face masks will be required when entering the building (including any satellite offices), walking in halls/common areas or where social distance is not achievable.
- NYCON will assign staff to daily disinfect high touch areas.
- Employees need to wipe down the bathrooms before and after use, quick spray of seat, counter/faucet and door handle, and to do so regularly with their own office space.

- Signage will be posted throughout the building (Washing hands; maintaining social distancing at Main entry points; Elevator Space labeling, etc.).
- Hallway/library doors will remain open.
- Reasonable accommodations will be made with employees who have underlying medical conditions with written stay-at-home recommendations from a physician.
- Employees who have a fever or otherwise exhibit cold or flu symptoms are to stay home on paid sick leave. If employees get ill during the work day in the office they are to leave immediately and notify their supervisor (for both acknowledgement and cleaning purposes too).
- Frequently and thoroughly clean hands with an alcohol-based hand sanitizer or soap and water; the recommendation is to wash for at least 20 seconds, if you need a timer, the CDC recommends humming the “Happy Birthday” song from beginning to end twice, or recite the alphabet.
- Avoid touching your eyes, nose or mouth.

Initial Entry / Main Office

- NYCON will be installing a doorbell at the main entrance to the building and the doors will remain locked at all times to avoid entrance by the general public. Our Office Manager, or another designated NYCON staff person in their stead will screen visitors to the building to ensure they are following safety protocols, and can be directed to the correct tenant or staff person. This is to alleviate vendors or visitors from wandering around the building.
- There will be hand sanitizers at the front door, elevator and all bathrooms in use. Employees are encouraged to bring their own sanitizer for additional protection.
- There will be a tape line & welcome sign of how we can assist, at least 10 ft from the Office Manager’s desk.
- Employees and visitors are not to congregate in the front office (limited to 3 persons at a time) or any other common areas (limited to 2 persons).
- If sending items to the copier, try to batch print.
- Thermometers will be available in the office when needed.

Staff Offices

- Employees are responsible for wiping down their own offices daily, keeping them clutter free for ease of cleaning/maintenance, and emptying their own garbage.
- Office doors are to be kept at least ¾ closed.
- Employees are encouraged to stay in their offices except for necessary business reasons or leaving or exiting the building. Please maximize electronic communication as much as possible.
- Stand at doorway of office if you need to have a conversation.
- Every Office will have a “mailbox” outside their office for staff to leave docs, checks, etc.
- Staff should avoid using other workers’ phones, desks, offices, or other work tools and equipment, when possible.

Meeting Spaces

- Meeting space doors will remain open.
- Seating opened and capacity signage for Max occupancy in rooms.
- Water Cooler – Paper Cups ONLY. No reusable (personal) containers which remove contamination.
- Employees are to clean their own cups and dishes in the sink.
- Food in the refrigerator is to be kept at a minimum and not to be left for more than two days.

Travel

- We ask staff who travel to be vigilant about the means of travel taken, as well as the community they are going to, to see if it has become a high risk area. With sufficient concern, staff may cancel and reschedule meetings, events, or technical assistance on-site visits to remain healthy. Staff may also want to continue to substitute travel for telecommunications/ web based options to meet with the organizations they are working with remotely if it can be arranged.
- NYCON will provide cleaning products in the vehicles for employees to wipe down before & after using.

Tenants

- NYCON will be responsible for cleaning and disinfecting all common areas and bathrooms.
- Tenants will be asked to clean their own individual offices daily.
- Tenants will also need to follow NYCON General Guidelines as detailed in this document.
- We require notification of any COVID-19 cases a tenant becomes aware of regarding their employees for purposes of required notification and disinfecting impacted areas. NYCON agrees to provide the same notification to our tenants of any cases in the building.
- It is at the discretion of NYCON to close the building for any period of time it believes necessary for the safety and health of all occupants.

Point of Contact

- Michelle Jarvais will be the designated point of contact for staff, vendors, visitors, and tenants should concern arise related to COVID-19 symptoms, positive cases, potential exposure of self or a family member. mjarvais@nycon.org / (518) 434-9194 ext. 105
- Secondary contact: Doug Sauer dsauer@nycon.org / (518) 434-9194 ext. 103
- Please contact Dina Mack if Michelle and Doug are unavailable: dmack@nycon.org / (518) 434-9194 ext 101.