



**TOWN OF LYSANDER**  
8220 LOOP ROAD  
BALDWINVILLE, NY 13027

## ADMINISTRATIVE POLICY

SUBJECT: COVID-19 Policy to wear face covering

SUPERSEDES: None PAGE: 1 of 1

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Town of Lysander Supervisor

### Purpose

We continue to monitor our workplace and add safety measures based on guidance from the Centers for Disease Control and Prevention (CDC) and other government organizations. In line with those safety measures, we are providing this guidance regarding the use of cloth face coverings to prevent the spread of COVID-19.

### Policy

Unless otherwise notified by your direct supervisor, you are required to wear a face covering at work. A *face covering* is generally a cloth, bandana, or other type of material that covers an employee's mouth and nose. The CDC recommends that individuals wear face coverings in public places or when it is impossible to practice social distancing. The Town of Lysander will provide employees with either a cloth or disposal face covering if requested. In addition, any customers coming into any Town Facility must be offered a disposable face covering.

Remember that wearing a face covering can help prevent the spread of the disease, but only in addition to other measures that you should be taking in the workplace and at home, such as frequent hand washing, cleaning and sanitizing frequently-touched surfaces, and practicing social distancing.

### Procedure

If you feel sick or if you are experiencing any symptoms of COVID-19 (fever, cough, difficulty breathing, chills, headache, muscle pain, sore throat, or new loss of taste or smell), let your supervisor know, go home immediately, and contact your healthcare provider for additional guidance.

To get the most benefits from a face covering:

- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Don't let others wear your face covering.
- Keep it away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Don't lay your face covering on any surface that may contaminate either the covering or the surface.
- Don't use it if it's damaged or has holes, unless it is the only face covering you have access to.

If you have any questions about the use of masks or face coverings in the workplace, contact your immediate supervisor. All employees are expected to fully comply with all the provisions of this policy.



**TOWN OF LYSANDER  
8220 LOOP ROAD  
BALDWINSVILLE, NY 13027**

## ADMINISTRATIVE POLICY

SUBJECT: COVID-19 Policy for Continuous Health Screening for Employees

SUPERSEDES: None PAGE: 1 of 1

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Town of Lysander Supervisor

### Purpose

In accordance with the Governor requirements to re-open and help lower the risk of spreading the COVID-19 virus. The Town of Lysander must enact a continuous health screening process for individuals to enter the workplace.

### Policy

The Town of Lysander has **ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!**

If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there.

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately.

### Employees Self-Certify Prior to Shift

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees that are working in a confined space or inside a closed building envelope may be temperature screened. Screening is out of public view to respect privacy and results are kept private.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional. Employees must provide medical documentation to their supervisor at least twenty-four (24) hours prior to their return to work.

If you have any questions about the Continuous Health Screening for employees in the workplace, contact your immediate supervisor. All employees are expected to fully comply with all the provisions of this policy.

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LIST OF RISKS AND MITIGATION EFFORTS

<b>RISK IDENTIFIED DURING PHYSICAL INSPECTION OF OFFICE</b>	<b>METHOD AND MEANS BY WHICH THE RISK IS BEING ADDRESSED</b>
IDENTIFIED RISK # _____	
IDENTIFIED RISK # _____	
IDENTIFIED RISK # _____	
IDENTIFIED RISK # _____	
IDENTIFIED RISK # _____	
IDENTIFIED RISK # _____	
IDENTIFIED RISK # _____	



**TOWN OF LYSANDER**  
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ADMINISTRATIVE POLICY

SUBJECT: COVID-19 Policy to Social Distancing

SUPERSEDES: None PAGE: 1 of 1

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Town of Lysander Supervisor

**Purpose**

In accordance with the Governor requirements to re-open and help lower the risk of spreading the COVID-19 virus. The Town of Lysander must have Social Distancing policy and protocol.

**Policy**

General on-the-job guidance to prevent exposure and limit the transmission of the COVID-19 Virus include the following procedures:

- No handshaking
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
- Each department should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover staff cleaning department public areas after each transaction with the public. In addition, staff are required to clean their own desk or personal surfaces, including equipment, keyboards, telephones, touchpads, vehicles, etc. Each Department Procedure shall be posted at all entry points to the office and/or throughout the work site (i.e. Highway and Parks)
- A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- For Highway and Parks all individual work crew meetings/tailgate talks should be held outside and follow social distancing
- For Highway and Parks please keep all crews a minimum of 6' apart at all times to eliminate the potential of cross contamination
- For Highway and Parks at each job briefing/tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are
- Each Town Facility should have laminated COVID-19 safety guidelines and handwashing instructions
- All restroom facilities/porta-potties will be cleaned and handwashing stations will have soap, hand sanitizer and paper towels

- All common areas and meeting areas will be regularly cleaned and disinfected at least once a day and possibly twice a day
- Be sure to use your own water bottle, and do not share
- To avoid external contamination, we recommend everyone bring food from home and employees do not share food
- Please maintain Social Distancing separation during breaks and lunch
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings
- If you or a family member is feeling ill, stay home!

If you have any questions about Social Distancing in the workplace, contact your immediate supervisor. All employees are expected to fully comply with all the provisions of this policy.

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**TOWN OF LYSANDER**  
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**ADMINISTRATIVE POLICY**

**SUBJECT: COVID-19 Policy to Restrict Non-Essential Travel for Employees**

**SUPERSEDES: None PAGE: 1 of 1**

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**  
Town of Lysander Supervisor

**Purpose**

In accordance with the Governor requirements to re-open and help lower the risk of spreading the COVID-19 virus. The Town of Lysander must enact a policy to restrict non-essential travel for employees.

**Policy**

All work trips, conferences and events – will be cancelled/postponed until further notice, unless approved by the Town Supervisor.

In-person meetings should be done virtually where possible, especially with non-company parties (e.g. applicants, candidate interviews and vendors).

If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.

If you are planning to travel voluntarily to a high-risk county, state or country with increased COVID-19 cases, we will ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

If you have any questions about the non-essential travel policy, contact your immediate supervisor. All employees are expected to fully comply with all the provisions of this policy.