

AUGUST 5, 2021

**ARCHDIOCESE OF NEW YORK**  
**AIRBORNE INFECTIOUS DISEASE EXPOSURE PREVENTION PLAN**

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan 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. 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.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers.

## **I. RESPONSIBILITIES**

This plan applies to all employees of Central Services and Department of Education at the New York Catholic Center, all archdiocesan regional offices, and the Sheen Center for Thought and Culture. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	Location	Phone
Ella O’Sullivan	Director of Human Resources	Catholic Center	646-794-3034
Frank Napolitano	Director of Risk Management & Insurance Services	Catholic Center	646-794-3024
Chris Sepe	Manager of Human Resources	Catholic Center	646-794-3028

## **II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK**

### **A. MINIMUM CONTROLS DURING AN OUTBREAK**

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

1. **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;
  - Individuals limit what they touch;
  - Stop social etiquette behaviors such as hugging and hand shaking, and
  - Wash hands properly and often.

2. **“Stay at Home Policy”:** If an 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 should 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 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, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. 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.
  - restricting or limiting customer or visitor entry;
  - limiting occupancy;
  - allowing only one person at a time inside small enclosed spaces with poor ventilation;
  - reconfiguring workspaces;
  - physical barriers;
  - signage;
  - floor markings;
  - telecommuting;
  - remote meetings;
  - preventing gatherings;
  - restricting travel;
  - creating new work shifts and/or staggering work hours;
  - adjusting break times and lunch periods;
  - delivering services remotely or through curbside pickup;
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;
- Entering and leaving a public place; and
- 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.

### III. ADVANCED CONTROLS DURING AN OUTBREAK

#### 1. **Elimination:**

In the event of an outbreak, there may be a temporary cessation, intensification or alteration of protective measures where implemented controls could not provide sufficient protection for employees. Such changes will be determined by the Director of Human Resources and Director of Risk Management & Insurance Services.

#### 2. **Engineering Controls:**

##### **Ventilation:**

- i. HVAC Systems have been equipped with enhance filtration systems to improve air quality and flow and meet the top American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) standards for commercial buildings. Fans should be used for circulating air and not be directed at or send air directly toward any personnel.
- ii. Cleanable barriers such as partitions and/or clear plastic sneeze/cough guards shall be installed where workplace conditions would benefit from these protections or where job responsibilities (i.e. frequent interaction with people) would warrant such implementation.

### 3. Administrative Controls:

- i. **Commuting and Daily Start/End Times:** Work schedules shall be staggered. This will help eliminate congestion in the lobby area and in the elevators. There will be five daily shifts:

7AM - 3PM  
8AM - 4PM  
9AM – 5 PM  
10AM - 6PM  
11AM – 7PM

- ii. **Weekend Access:** The building will be open for work on Saturday and Sundays from 9 am to 3 pm only.

iii. **The New York Catholic Center:**

- **Entering the Building:** Access to the building will be restricted to the Main Entrance on First Avenue. Remaining in compliance with social distancing, it may be necessary to line up outside of the building. The sidewalk will be clearly marked delineating a six-foot separation. Each person must line up single file. All employees will be provided with masks and hand sanitizers. Masks must be donned prior to entering the building.
- **Within the building:** Building operations will be on site at all times and will be continuously cleaning and disinfecting all common areas throughout the day.
- **Elevator Banks:** Elevator Cars 1 – 5 will stop at all floors. Elevator use will be limited to four people per car, all wearing masks.
- **Work Areas:** Active work areas are required to be separated by at least six feet. This may mean some people may not be able to sit at their usual work area. Additionally, hand sanitizers and disinfectant wipes will also be available in each department. Please be diligent in keeping your hands clean, and your work area and equipment sanitized. Masks must be worn throughout the workday. Wearing of gloves is permitted.
- **Movement Within The building:** Once within the building, please restrict your movements. Visiting other offices is prohibited.
- **Signage:** There will be enhanced signage in various areas of the building. Please comply with all signage directions.
- **Lavatories:** Use of lavatories should be restricted to no more than two persons at any one time. Some facilities will be designated out of service to promote social distancing in the lavatories. All toilets are now equipped with lids.

- **Water Fountains:** Water fountains will be shut off until further notice. In compliance with health department requirements, the building water source has been and is routinely tested for any impurities.
- **Meetings and Guests:** All face to face meetings are prohibited. When meetings are required, please use conference calls, Zoom, FaceTime etc. This applies to meetings within and outside the building. Guests visiting from outside are not permitted. In the event of an emergency, please contact Frank Napolitano [Frank.Napolitano@archny](mailto:Frank.Napolitano@archny) (ext.: 3024) or Ella O’Sullivan [Ella.Osullivan@archny.org](mailto:Ella.Osullivan@archny.org) (ext.: 3034).
- **Personal Protective Equipment (PPE):** Personal Protective Equipment (PPE), which are devices like eye protection, face shields, respirators, 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.

#### IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

1. **Medical Checks:** Until further notice, all personnel that enter the New York Catholic Center shall undergo temperature screening in the lobby by a health care practitioner. Anyone presenting a temperature above 100.4 degrees Fahrenheit shall be directed to leave the building. Departure from the building shall be handled confidentially and discretely.
2. **Notification by Symptomatic Employee:**
  - i. At Home: Employees are required to notify Human Resources if the employee begins to experience COVID-19 symptoms while at home or has been exposed to a person who as or may have COVID-19. Notification should be made to the employee’s supervisor and the director of Human Resources as soon as possible by email, text, or telephone. Employees should remain away from work until the employee receives medical clearance to return to work.
  - ii. At Work: If the employee begins to experience COVID-19 symptoms while at work, the employee is required to notify his or her direct supervisor and the Director of Human Resources and separate themselves from other employees.
3. **Notification by Supervisor:** The symptomatic employee’s supervisor should direct the symptomatic employee to separate his or herself from others and the supervisor should contact the Director of Human Resources to confirm that HR has been notified of the potential outbreak. The infected person will be provided safe transport from the building to the person’s home or medical provider.
4. **Response to At-work Outbreak:** Human Resources will inform employees who may have been exposed – but in adherence with privacy concerns, will do without identifying the employee. Potentially exposed employees will be directed to stay at home for 14

days (or until a negative test result is obtained, whichever is shorter), telework if possible, and self-monitor for COVID-19 symptoms.

5. **Testing Positive Procedure:** If an employee alerts Human Resources of a positive test result, personal privacy will be maintained. The infected person will be asked to identify those who, within the past 48 hours, were working within 6 feet of the person for a period of at least 10 minutes.
6. **Isolation and Return to Work:** The infected person should seek medical care, self-isolate for 14 days, and return to work only after receiving medical clearance to do so.
7. **Medical Clearance:** Any personnel who have tested positive for COVID-19 will be required to provide proof of clearance before returning to work.
8. **Cleaning of the Affected Workplace:** The potentially affected area shall be evacuated and shall remain vacant for 24 hours to minimize potential for anyone to be exposed to respiratory droplets. During this waiting period, windows may be open to increase air circulation in the affected area, if feasible. After 24 hours, the affected area will be cleaned and sanitized. The space may be occupied 12 hours after the cleaning has been completed.

## **V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK**

1. The Director of Human Resources 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 employee rights under the HERO Act.
2. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:
  - i. The infectious agent and the disease(s) it can cause;
  - ii. The signs and symptoms of the disease;
  - iii. How the disease can be spread;
  - iv. An explanation of this Exposure Prevention Plan;
  - v. The activities and locations at our worksite that may involve exposure to the infectious agent; and
  - iv. The use and limitations of exposure controls
3. The training will be as follows:
  - i. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
  - ii. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
  - iii. Verbally provided in person or through telephonic, electronic, or other means.

## **VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK**

The employer 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. Document the plan revisions below:

### *PLAN REVISION HISTORY*

Date	Participants	Major Changes	Approved By

## **VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS**

No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall 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 to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.