



New York Forward

Business Affirmation

We have received your reopening affirmation on 08/05/2020 at 08:40 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

St. James Episcopal Church

Religious organization or funeral service operator

Christopher Fox

(315) 853-5359

office@stjamesclinton.org

9 Williams Street

Clinton, New York 13323

Oneida County

NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

St. James' Episcopal Church

Industry:

religious

Address:

9 Williams Street

Contact Information:

315 853 5359 wardens@stjamesclinton.org

Owner/Manager of Business:

Chris Fox (Sr. Warden) Wendy Weber (Jr. Warden)

Human Resources Representative and Contact Information, if applicable:

N/A

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

The required 6 ft distancing may be difficult when passing each other in hallways.

We will instruct everyone to wear masks that cover the nose and mouth at all times while in the building.

How you will manage engagement with customers and visitors on these requirements (as applicable)?

N/A

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

Essential volunteers that use the same work area will be asked to schedule their time to minimize physical overlap. Visitors to the church office will stand on the hall side of the child-proof door gate unless specifically invited in by the office administrator.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

Disposable face masks will be made available. One box of 50, with a back up box of 50, will be kept on-site at all times. Masks will be obtained through our normal office supplier.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Employees and volunteers will be instructed on appropriate mask care and usage.

Waste containers will be placed at all high use exits to encourage proper disposal of once-use masks.

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

All commonly used books have been placed in storage.

Users of shared work space / computers will be instructed to disinfect the work area and any common use items after each use. An EPA List N disinfecting spray for surfaces and hand sanitizing liquid will be provided.

Reminder signs will be posted.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

The Sexton (custodian) maintains the cleaning logs.

The most current log sheet will be kept by the church mailboxes. Completed log sheets will be kept in the custodial closet for three weeks.

Separate logs will be kept at each of the toileting facilities.

For the day school, a separate log will be maintained by the Day School staff. This log will be stored in the Day School.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Touchless soap dispensers are located at each sink (kitchen, toilet) along with paper towels.

Touchless hand sanitizing dispensers (containing 60% or higher concentration of ethanol or isopropanol) are installed at prominent locations throughout the building.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

Sexton will insure all areas are cleaned and disinfected before and after each group use.

Disinfection will be performed using a commercial product on the EPA List N. The Sexton will be instructed on proper use and storage.

Spray bottles of disinfectant will be located near all high-touch areas to insure proper COVID-19 protection when the Sexton is off-duty.

All volunteers will be instructed on disinfection procedures. Reminder signs will be posted listing "high touch" areas

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

All St. James' employees and volunteers will be required to sign and date a log sheet each time they enter the site. The log sheets will be kept at the main work location of each group; the wardens will provide oversight.

Individuals will note on the log sheet if they have been in close contact (closer than 6 ft for more than 15 minutes) with other individuals.

The Head teacher of the day school and the leader of other groups using the premises will be in charge of maintaining the logs for their groups.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

During our Interim period, the Senior Warden, Chris Fox, will be responsible for notifying the state and local health departments. Upon hire of a clergy, that person will become the responsible person.

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

Employees and essential visitors (St. James volunteers) will be asked to take their temperature before coming on site. Each person will be required to complete a log-in form, each and every time they are on-site, on the day of the visit. Besides the above three questions, the form will collect the person's name and contact information and ask if the person currently has a fever (temperature above 100.3 F) without having taken any fever-reducing medications. Daily review will be performed by one of the wardens.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

N/A

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

All areas visited by the positive case will be closed off for at least 24 hours. If possible, windows will be opened to increase air circulation in the area. Any groups scheduled to use the space within three days will be contacted that the space is not available. The Sexton will disinfect all surfaces with a EPA List N disinfectant. The sexton will be supplied with disposable gloves, and masks, and adequate disposable toweling. These supplies will be obtained through our normal distributors.

(If possible, the contaminated areas will be closed for 7 days.)

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

The wardens and office administrative assistant will review the log of persons who have been on-site and notify all persons that may have been in close contact of a positive COVID-19 event. The office administrator will also post an e-mail to parishioners of a positive COVID-19 event; the e-mail will include steps being taken to insure the premises are being appropriately disinfected, and indication of when the premises will be safe to re-enter.

The e-mail will also be sent to the leaders / organizers of other groups that use the premises.

Signs will be placed at the entrance of the areas of concern, indicated date of event, steps being taken, and expected "safe re-entry" date.

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

In addition to NYS COVID-19 guidelines, this institution follows the guidelines of the Episcopal Diocese of Central New York. This includes :

FACE MASKS THAT COVER THE MOUTH AND NOSE MUST BE WORN WHEN ON THE PREMISES AT ALL TIMES.

A building occupancy limit as determined by NYS or the Diocese, whichever is lower.

All individuals are encouraged to hand-wash with soap and water for 20 seconds or more, upon entering the building, and regularly if in the building for long periods of time.

If unable to hand-wash, hand sanitation is required upon entering and leaving the building.

Where appropriate, doors will be kept open to reduce contact with "high touch" door handles. Rooms that are not scheduled for use will be locked to prevent entry to reduce possible cross contamination.

Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

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