

BUILDING BLOCKS DEVELOPMENTAL PRESCHOOL

NY HERO ACT

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.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

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. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.”

I. RESPONSIBILITIES

This plan applies to all employees of Building Blocks Developmental Preschool located at:

Building Blocks Developmental Preschool
29 Pinewood Drive
Commack, New York 11725

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. 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
Donna Charbonneau	Executive Director	BBDPS	631 499-1237

Dorothy Aversano	Assistant Director	BBDPS	631 499-1237
Christi Crispino	Educational Coordinator	BBDPS	631 499-1237

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 school nurses & their own supervisor (designated contact) and follow New York State Department of Health (NYSDOH), Centers for Disease Control and Prevention (CDC), New York State Department of Education and OCFS guidance relating to Preschool Special Education Programs and Center-based daycare facility operations regarding obtaining medical care and isolation requirements.
- 3. Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their work day. Employees are to self-monitor throughout their work day and report any new or emerging signs or symptoms of the infectious disease to the nurse and/or designated contact. An employee showing signs or symptoms of the infectious disease will immediately leave the workplace or remain in isolation while awaiting a means to exit the school (transportation). The employee must contact a healthcare professional for assessment and guidance. The health screening elements will follow guidance from NYSDOH, CDC, NYSED and OCFS guidance, if available.
- 4. Face Coverings:** To protect our staff and the children in our care employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing will 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 that 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. **Given the young ages of the children in our school and the anticipation that, during a time when an airborne infectious disease is designated as highly contagious, any recommended social distancing would be difficult, Building Blocks**

Developmental Preschool will require all staff, vaccinated (should a vaccine exist) or not, to wear face masks when inside the school building.

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. **Face coverings are required at Building Blocks in all class rooms and common areas.**

In situations where prolonged close contact with other individuals is likely or necessary to ensure the safety of the children or the operations of the school, the appropriate following control methods will be implemented:

- restricting or limiting customer or visitor entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation (i.e., storage closets, file rooms);
- reconfiguring workspaces (i.e., break/lunch room, prep/computer area);
- physical barriers;
- signage;
- floor markings;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel (i.e., home-based/community-based evaluations, provision of services);
- adjusting lunch periods;
- delivering services remotely;

Cohorts: When possible and if appropriate, staff and children will remain in specified cohorts to reduce exposure to the identified infectious agent.

6. **Cleaning and Disinfection:** See Section V of this plan.
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.

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;
- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, shared equipment such as copy machines or printers

Children will wash their hands with soap and water before and after each activity and when entering the classroom.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

Hand sanitizers will be placed on walls throughout the building for easy use by employees.

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 the school nurse or your supervisor if you have a medical risk factor that may require special accommodations.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the above minimum controls alone will not provide sufficient protection for our employees, additional controls from the following hierarchy may be necessary. Building Blocks will determine if the following are necessary in conjunction with state and local guidance:

1. Elimination of activities: Building Blocks will consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees (i.e., in person staff/team/departmental meetings, group music or yoga classes, use of outdoor classroom or playgrounds, use of staff/break rooms, etc.)
2. Administrative Controls are policies and work rules used to prevent exposure. Subject to changes based on circumstances surrounding the infectious disease, Building Blocks will implement the following as needed to ensure the protection of its employees:
 - Identify and prioritize job functions that are essential for continuous operations;
 - Cross-train employees to ensure critical operations can continue during worker absence;
 - Limit the use of shared workstations;
 - Post signs reminding employees of respiratory etiquette, masks, handwashing;
 - Rearrange traffic flow to allow for one-way walking paths;
 - Provide clearly designated entrances and exits &, if necessary, designate specific entrances and exits to limit congestion;
 - Establishing cohorts;
 - Increase employee training
3. Engineering Controls:
 - i. Mechanical Ventilation: Building Blocks will consult with our leasing agent (Commack Union Free School District) to consider controls to contain and/or remove the infectious agent or prevent the agent from being spread. a. Local Exhaust Ventilation
 - b. General Ventilation, for example:
 - Ventilation systems
 - Increasing the percentage of fresh air introduced; Avoiding air recirculation;
 - Using higher-efficiency air filters in the air handling system;
 - Install automatic disinfection systems where acceptable & appropriate;
 - ii. Opening outside windows and doors to create natural ventilation;
 - iii. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
4. Personal Protective Equipment (PPE) 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. The PPE provided to an employee will be based on a hazard assessment for the workplace.

C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:

Building Blocks will maintain PPE, physical barriers, portable ventilation, signage, and any other necessary equipment so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

III. “HOUSEKEEPING” DURING A DESIGNATED OUTBREAK

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons, dials, levers, water faucet handles, computers, phones, or handrails will be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection. The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents. Building Blocks Developmental Preschool will consult with its leasing agent, Commack Union Free School District, (who provides cleaning & disinfecting services to the school) to ensure that cleaners & disinfectants are effective and are approved by our regulating agencies (and CDC, NYS DOE, OSHA, NYS DOH and OCFS).

B. Adjustments to “Classroom Housekeeping” Procedures

Normal “classroom housekeeping” will continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required. Classrooms, common areas and bathrooms will continue to be cleaned by the custodial staff supplied through Commack Union Free School District per our current lease agreement. Commack School District’s custodial staff will adhere to Commack School District’s policies & procedures. The Executive Director of Building Blocks Developmental Preschool will communicate with their supervisor regarding any additional protocols necessary to ensure their health & safety and the health & safety of the Building Blocks’ staff.

C. If an employee develops symptoms of the infectious disease at work, they will be required to leave the school immediately and their work area/classroom will be cleaned and disinfected.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work the following actions will be taken:

The sick individual must wear a face covering and leave the school and follow NYSDOH/CDC guidance. Building Blocks will inform impacted individuals following local and state authority guidance.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. Building Blocks 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.

B. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

The infectious agent and the disease(s) it can cause;

The signs and symptoms of the disease;

How the disease can be spread;

An explanation of this Exposure Prevention Plan;

The activities and locations at our worksite that may involve exposure to the infectious agent;

The use and limitations of exposure controls

A review of the standard, including employee rights provided under Labor Law, Section 218-B. C.

This training will be 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).

This training will be appropriate in content and vocabulary to your educational level, literacy, and preferred language. This training will be 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. Plan revisions will be documented below.

On or around November 1, 2021 our current workplace safety committee will be updated to incorporate members to implement and update this plan should need be. We await guidance from NYS Department of Labor on the regulations required for this committee.

Plan Revision History			
Date	Participants	Changes	Approved By
9/24/2021	Dorothy Aversano, Mary Rousseau, Christi Crispino	Clarification of wearing masks when vaccinated	Donna Charbonneau

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.