



TOWN OF DURHAM

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TOWN OF DURHAM SAFETY PLAN

INTENT: The intent of this plan is to ensure the Town of Durham personnel and public are protected from and limit the spread and exposure of the COVID-19 virus. The guidelines set forth in this safety plan will be adhered to until further notice.

1. PEOPLE-

- Personnel will maintain 6 feet distance, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 feet apart from one another, personnel must wear acceptable face coverings.
- There will be only one entry point for the public to enter the building (the main entrance to the Clerk/ Building Department/ Assessor's office).
- Signage will be placed outside this door stating "Per social distancing guidelines, facemasks must be worn to enter. Please only one person/family unit inside the foyer at a time. Please wait for anyone inside the foyer area to leave before entering. Thank you."
- Social distancing markers (lines every 6 feet) will be placed on the floor at the time clock in the Highway Department.
- The Town Clerk and Building Department, who share a common work area, will stagger shifts to the best of their availability to limit time spent in close quarters. These times will be posted at the entrance and on the website.
- During lunch breaks the Highway Department will maintain the 6 foot social distancing guidelines.
- The common area lunch table will not be used. All clerical personnel will have lunch at their desk, or if available the tables in the main room, or off site, preferably off site or in their vehicles.
- Board Meetings will continue to be held remotely and via conference call.

2. EQUIPMENT FOR ENGAGING THE PUBLIC-

- Plexiglass will be installed over the counter top of the foyer. Plexiglass will be installed over the lower door of the Assessor's Office. The lower portion of the door of both the Assessor's Office and the Clerk's Office will stay closed to create a physical barrier. The chairs in the foyer will be removed and a metal chair will replace them to allow easier cleaning.
- A table will be placed in the foyer with hand sanitizer for the public.
- Personnel will be provided with acceptable face coverings, gloves and hand sanitizer at no cost. Personnel will be required to wear a facemask when interacting with the public.
- All facemasks must be cleaned and or replaced weekly, or when mask is visibly damaged or soiled.

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3. SHARED EQUIPMENT/ HYGEINE AND CLEANING-

- The Town of Durham will adhere to all sanitation requirements from the Center for Disease Control and Prevention and the Department of Health. This includes maintaining cleaning logs that document date, time and scope of cleaning.
- Shared equipment (copy machine, water cooler, microwave etc.) will be sanitized after each use. Gloves and wipes/sanitizer spray will be placed by this equipment along with signage stating “Please clean after each use. Thank you”
- Personnel will be given a notebook to maintain both a cleaning log and a record of any contact with any person through the course of the day. Date and time of the cleaning must be recorded.
- Personnel will also note any member of the public that they interact with throughout the day. The state guidelines state to document anyone who is not wearing proper PPE, however, to do our utmost to prevent the spread and aid in tracking positive cases, personnel will record any interaction with the public. If the person refuses to give their name, a brief description will suffice.
- Personnel will be required to clean and maintain their own work station/area. Work areas will be cleaned and sanitized at the end of the shift.
- The countertop in the foyer will be sanitized after each member of the public leaves.
- Hand sanitizer will be available to all personnel at their desks. Hand soap and water for washing hands will be located in the bathroom. Sanitizing equipment will be located by the bathroom.
- All personnel will sanitize the bathroom after each use. (Door handles, sink handle etc.)
- Door handles to the Town Building will be wiped down in the morning and in the evening. If time permits, door handles will be cleaned periodically throughout the day.
- The building will be cleaned/ sanitized once weekly by cleaning personnel.

4. COMMUNICATION-

- Signage will be placed throughout the building guiding both the public and personnel on proper hygiene, sanitizing and social distancing guidelines.
- This Safety Plan will be posted on our website. A copy will be given to all personnel.
- If personnel tests positive for COVID-19, the Town Supervisor must immediately contact and notify State and Local Health Departments. The personnel’s log book will be checked and anyone who had contact with that personnel will be notified of possible exposure while maintaining all HIPAA requirements of confidentiality.
- In the event that personnel tests positive for COVID-19, the Town Building will be closed for sanitizing by a professional cleaning service. The Greene County Department of Public Health will be utilized as a resource for proper cleaning procedures in this event to determine the length of time.

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5. SCREENING-

- At the beginning of personnel's shift, they will be required to fill out the "Daily Employee Health Screening Questionnaire" and submit it to the town supervisor for review. This form will be given to the employee's immediate supervisor or placed into the town supervisor's mailbox. Supervisors will ensure every employee has filled this form out daily, and will submit all forms to the town supervisor. The town supervisor will maintain these forms.