

# Airborne Infectious Disease Exposure Prevention Plan

Main Office Campus  
Niagara Falls, New York



**Sevenson  
Environmental  
Services, Inc.**

**Niagara Falls, USA | Established 1917**

August 2021

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This plan only goes into effect when  
NYSDOH directs businesses in Niagara  
County to implement this plan. You will be  
notified by a contact on page 2 when you  
must follow this plan.

## I. Purpose

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.

## II. Applicability

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, 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.

## III. Responsibilities

This plan applies to all employees of Sevenson Environmental Services, Inc. at the following locations:

- Main Office Campus (2700 block Lockport Road)
  - Main Office
  - Yard
  - Garage
  - Storage Buildings
  - Fabrication Shop
  - Research and Development
  - Secondary laydown yard (4801 Lockport Road)

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. Employees should report any questions or concerns with the implementation this plan to their designated contact or any contact listed on page 2. These supervisory employees will act as the designated contacts unless otherwise noted in this plan:



Infectious Disease Plan Contacts			
Name	Title	Location	Phone
Alan R. Elia, Jr.	Chief Executive Officer	Main Office Campus	716-284-0431x290 716-628-2816 cell
Ed Oddo	Chief Information Officer	Main Office Campus	716-284-0431x291 716-308-8450 cell
Paul Jung	Director of Health and Safety	Main Office Campus	716-284-0431x207 716-609-1767 cell
Jim Hyzy	Director of R&D	Research and Development	716-284-0431x150 716-308-8416 cell
Jim Pease	Manager	Garage and Yards	716-284-0431x295 716-609-1433 cell
Fred Musgrove	Manager	Fabrication Shop	716-284-0431x144 716-343-5210 cell

#### IV. Exposure Controls During an Outbreak

##### A. Minimum Controls During an Outbreak

##### 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. 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 shall self-screen for symptoms of the infectious disease prior to reporting for work or coming onto the campus. Employees shall continue 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, if available.

#### 4. Face Coverings

To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible in public areas, meeting rooms, lunch room (unless seated and consuming food or beverage and while socially distanced from others), or while someone is visiting in your office or cubical area. 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.

In situations where prolonged close contact with other individuals is likely, use the following control methods:

- 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,
- remote meetings,
- creating new work shifts and/or staggering work hours,
- adjusting break times and lunch periods,
- delivering services remotely or through curbside pickup,
- assign individual to teams and only allow team members to work together if close proximity work is required.

#### 6. Hand Hygiene

To prevent the spread of infection, employees should wash their 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 face cover
- Entering or leaving a public place
- Touching and item or surface that may be frequently touched by other people, such as:
  - Door handles
  - Tables
  - Printers
  - Writing utensils
  - Microwave
  - Faucets

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

#### 7. Cleaning and Disinfecting

See Section V of this plan.

#### 8. 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.

#### 9. 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.

### B. Advanced Controls During and Outbreak

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

#### 1. Elimination

Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees. Examples include:

- Tasks that put numerous people within six feet for more than 15 minutes over a work shift.
- Car pooling
- Indoor group lunches

#### 2. Engineering Controls

Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:



a. General Ventilation

- Increasing the percentage of fresh air introduced into air handling systems
- Avoiding air recirculation
- Utilize air filters with rating of Minimum Efficiency Reporting Value (MERV) 13 or higher, if compatible with the HVAC system(s). If MERV–13 or higher filters are not compatible with the HVAC system(s), use filters with the highest compatible filtering efficiency for the HVAC system(s)
- If fans are used in the facility, arrange them so that air does not blow directly from one worker to another. Remove personal fans as necessary but keep heat hazards in mind and address in other methods if appropriate
- Air purifiers

b. Natural Ventilation

- Opening outside windows and doors to create natural ventilation
- Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors
  - This method is appropriate only if air will not blow from one person to another.

c. Automatic Disinfection Systems

- Ultraviolet light disinfection systems

d. Install Barriers

- Plexiglass
- Poly walls
- Sneeze guards
- Partitions

e. Modify Workstations

- Reconfigure to increase space between individuals
- Reconfigure to keep people facing away from each other

f. Install Hand Washing and Sanitizing Stations

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed below:

- Increased hand sanitizing stations throughout the facilities
- Use natural ventilation to the best extent possible without creating other hazards such as thermal, flying debris, dust, etc.
- Minimizing the number of occupants to rooms such as cafeterias, break room, rest rooms, elevator, meeting and conference rooms, etc.
- Promoting supervisors to plan work tasks to limit close proximity to one another and in areas where close proximity work is unavoidable workers should be designated as teams to minimize the number of potential close contacts.

### 3. Administrative Controls

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

- Employee training
- Limit occupancy in cafeteria, conference/meeting rooms, rest rooms, elevator, and office space
- Prohibit communal food or buffet style self-serve dishes
- Post signs reminding of respiratory etiquette, face covers and handwashing
- Limit the use of shared workstations
- Cross train employees to ensure critical operations can continue during worker absence

### 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. The following PPE that is anticipated to be used includes but is not limited to:

- Face covers
- Hand protection
- Face shield
- Protective coverall or lab coat
- Respirator
- Goggles

#### C. Exposure Control Readiness, Maintenance and Storage

The controls we have selected will be obtained, properly stored, and maintained 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.

## V. 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/levers, dials, levers, water faucet handles, computers, phones, or handrails must 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 (see [dec.ny.gov](http://dec.ny.gov) and [epa.gov/pesticide-registration/selected-epa-registered-disinfectants](http://epa.gov/pesticide-registration/selected-epa-registered-disinfectants)). Severson will select disinfectants



based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules 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.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See [cdc.gov](http://cdc.gov) for more guidance.

C. Employee Becomes Symptomatic at Work

If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

D. Trash Cans

As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

VI. Infection Response During a Designated Outbreak

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

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

VII. Training and Information During a Designated Outbreak

A. Location of this plan.

Paul Jung or Ed Oddo will inform all Main Office Campus employees via email of the existence and location of this plan, revisions/modifications to the plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. In the event the employee does not check their email on a routine bases, each supervisor shall announce to their workers the contents of the email.

Note: Notification or training on the plan need not be provided to the following individuals: any individuals working for 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, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter.

**B. Plan Activation**

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
- Review of the standard, including employee rights provided under Labor Law, Section 218-B

**C. Training Mandates**

- 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)
- Appropriate in content and vocabulary to your educational level, literacy, and preferred language, and
- Verbally provided in person or through telephonic, electronic, or other means

**VIII. Plan Evaluations During 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 Change	Approved By

IX. Retaliation Protections and Reporting of 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.