



ALBANY PARKING AUTHORITY COVID-19 RE-OPENING SAFETY PLAN

I. PEOPLE

A. Physical Distancing.

1. To ensure employees comply with physical distancing requirements, the APA will agree to:

- 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 signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screenings)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- Limit visitors to APA offices to those with appointments only. Front office door will be locked during business hours.
- The APA will slowly recall employees in phases to stagger the number of employees returning to work at one time.

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

- Meetings with staff and/or visitors at APA office:
 - Encourage use of tele-conferencing calls and if not possible, then require all attendees to wear acceptable face coverings
- Use of APA vehicles:

- Limit passengers to no more than 2 per vehicle. Vehicle must be sanitized after use. If occupied by more than one person, then passengers must wear acceptable face coverings and ventilate air circulating.
- Roll call/shift changes: no more than 6 enforcement staff (including management) in the trailer at one time. Enforcement staff shifts will be staggered for one group to arrive at 8am and the next group to arrive at 8:30am.
- Lunch breaks: Employees are encouraged to eat lunch in their individual offices (if applicable) or in a well-ventilated area. No more than 4 employees in the enforcement break room at one time and no more than 2 employees in the APA kitchen at one time. 6 ft. distance must be maintained.

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

- Customers and visitors will be encouraged to make appointments by calling ahead for the APA to prepare for the visit.
- No more than 7 people will be allowed to congregate in the conference room. Attendees must wear acceptable face coverings.
- Customer service office will have plexiglass installed to protect customers and employees. Customers will be encouraged to call with questions or visit website. Minimize handling cash, credit cards etc.

II. PLACES

A. Protective Equipment.

1. To ensure employees comply with protective equipment requirements, the APA will agree to:

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

2. What quantity of face coverings – and any other PPE – will the APA need to procure to ensure a sufficient supply on hand for employees and visitors? How will the APA procure these supplies?

- The APA has ordered 250 masks for staff and visitors. Employees may bring their own acceptable face coverings if they so wish.

3. 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 the APA implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- APA will provide disinfectant spray to sanitize face coverings after each use. Employees are encouraged to reuse face coverings until soiled or they no longer feel comfortable wearing it. Staff will take masks home with them rather than storing overnight at APA.
- Soiled or damaged PPE can be trashed. There is no evidence to suggest that facility waste needs any additional disinfection.

4. Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves, sanitize, or wash hands before and after contact. List common objects that are likely to be shared between employees. What measures will the APA implement to ensure the safety of your employees when using these objects?

- The APA will ensure the safety of its employees by conducting regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.
- Commonly touched objects include coffee makers, Time clocks, shared office equipment including printers, door/fridge handles, microwave, watercoolers, tools, machinery, etc.
- Employees are encouraged to wash their hands after use of the above items.
- Employees will be encouraged to bring their own mugs, utensils, food, drinks, etc and avoid sharing with other employees. Where possible, employees should clock in and out for their shift using ADP website.

B. Hygiene and Cleaning.

1. To ensure employees comply with hygiene and cleaning requirements, the APA will agree to:

- 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.
- 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.

- Clean and Sanitize using products identified as effective against COVID-19 (refer to New York State Registered Disinfectants Based on EPA List)
- provide training to all cleaning staff on site on sanitation and disinfection requirements.

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

- The maintenance staff (Laborer 1, Laborer 2) will be responsible for keeping a cleaning log on the FIIX app

3. How will the APA promote good hand hygiene?

- Hand sanitizer stations will be set up at the entrance of every facility office
- Restrooms can be used as a hand hygiene station equipped with soap and towel paper dispensers to limit touching towel paper roll.
- Handshaking is discouraged

C. Communication.

1. To ensure the business and its employees comply with communication requirements, the APA will agree to:

- 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.
- Provide employees with training on: Policies to reduce the spread of COVID-19; General hygiene; Symptoms, what to do if sick; Cleaning and disinfection; Cloth face covers; Social distancing; Use of PPE; Safe work practices.
- 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
- If a worker tests positive for COVID-19, the APA will 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.
- Notify employees of co-worker's positive test result for COVID-19 while maintaining confidentiality required by state and federal law and regulations and of APA's response protocol to deep clean any area of the workplace in which the employee spent time.

2. 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?

The front office staff will be in charge of maintaining a log of all visitors who may have close contact with other individuals at the work site or area. The log can be kept on SharePoint for staff to access and update each day.

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

- Sevil Barber, the general Counsel of the Albany Parking Authority will notify state and local health departments of an employee's positive test for COVID-19

III. PROCESS

A. Screening.

1. To ensure the business and its employees comply with protective equipment requirements, the APA will agree to:

- Implement mandatory health screening assessment 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.

- Temperature checks:
 - With proper training, personal protective equipment, a no-touch thermometer and an understanding of confidentiality considerations, a nonmedical professional can take temperatures and help keep the workplace safe.
 - Temperature checks will occur before employee enters APA building for their shift. Directors will be responsible for performing the temperature checks and will note any employees who register a temperature over 100.4 degrees. Such employee will be sent home until the employee has gone 72 hours without a fever. Medical note will be required to return to work.
 - All temperature checks will be done in a manner that ensure employee privacy is maintained to the best of the APA's ability. Employee health screening assessment records will be kept confidential and stored securely.
 - Directors and employees must wear acceptable face coverings during the health screening assessment.

- The thermometer will be a contactless scanner to avoid touching employee. Thermometers should be disinfected after use, especially if shared among Directors.

B. Contact tracing and disinfection of contaminated areas.

1. To ensure the business and its employees comply with contact tracing and disinfection requirements, the APA will agree to:

- 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, maintenance staff will wipe down contaminated areas, if applicable, using products identified as effective against COVID-19 (refer to New York State Registered Disinfectants Based on EPA List)
- In the case of an employee testing positive for COVID-19, the APA will trace close contacts in the workplace.
 - Directors/supervisors will compile information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms.
 - APA will inform close contacts that they may have been exposed to COVID-19

Staying up to date on Federal, State, and Local guidance:

To ensure that the APA stays up to date on Federal, State, and Local guidance issued, the APA will:

- Consult applicable Executive Orders whenever notified of the availability of new guidance. Reassess plan based on new guidance.