

NY Forward Workplace Re-Opening Safety Plan



This **Workplace Re-Opening Safety Plan** (“Plan”) is made pursuant to NYS law and the Governor’s Executive Orders. The Plan shall be maintained on the premises of the BAEC, digitally and in the Office of the Executive Director and Comptroller; it shall be posted in the workplace in a conspicuous place and posted on the BAEC website.

This Plan is for the Bar Association of Erie County, the Erie Institute of Law and the Erie County Bar Foundation, 438 Main Street, Buffalo, NY 14202 (collectively the “BAEC”).

Contact Information:

Anne M. Noble, Executive Director, anoble@eriebar.org, 716.852.8687, x119 or 860.819.4557, or
Heidi Mahon, Comptroller, hmahon@eriebar.org, 716.852.8687, x114.

PERSONNEL

A. Physical Distancing

To ensure compliance with physical distancing requirements, the BAEC shall take the following steps:

- Ensure 6 ft. distance between persons unless safety or core function of the work activity requires a shorter distance. Any time employees, members, vendors, or visitors (Collectively and hereinafter “Personnel”) are less than 6 ft. apart from one another, Personnel must wear acceptable face coverings.
- Occupy tightly confined spaces with one individual at a time unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be 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, such as reception and offices.
- Limit in-person gatherings as much as possible and will use remote conferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants. In person gatherings of more than five people may be scheduled only with pre -approval of the Executive Director.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- The kitchen is limited to staff only. No more than two people at a time may use the kitchen. Lunches should only be stored in the refrigerator if necessary. Lunch boxes that permit storage of your food in your office are preferred. Lunches shall be staggered to comply with the two-person kitchen limit.
- Staff only are permitted in staff offices. Vendors or members must seek permission in advance to enter office spaced beyond reception and may only enter to perform an essential function.
- Employees and members shall stay home or away from the BAEC offices when ill.
- Employees that participate in a mass gathering or leave the state for vacation or engage in other activity that enhances the risk of COVID 19 exposure shall work remotely for 14 days.

PLACES

A. Protective Equipment

To ensure employees comply with protective equipment requirements, the BAEC will do the following:

- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Five face masks per employee shall be distributed. Employees are responsible for cleaning and safekeeping. Employees in need of a mask should contact Susan Kohlbacher, Assistant Executive Director. Under no circumstance should a mask be shared with another individual.
- Prohibit Personnel from entering the BAEC without a mask. Members may order masks at a 10% discount from Great Lakes Work Wear (<https://greatlakesworkwear.com/>)
- 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.
- Only one person at a time may use the copier or mail machine. All shared machines or equipment must be wiped at beginning and conclusion of use by the user.
- Single use coffee and tea stations may be placed in employee offices. These should be used whenever possible in lieu of the common coffee station in the Board Room.
- Maintain a store of masks to provide to a member or employee if needed and post signs stating mask requirement.

B. Hygiene and Cleaning

To comply with hygiene and cleaning requirements, the BAEC 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.
- Clean the conference rooms following each use and maintain a log of such cleanings, which shall be kept at the reception area.
- Clean rooms following any CLE and keep a log of such cleanings.
- Ensure that the kitchen, offices, conference rooms, and restrooms shall be cleaned nightly by the landlord.
- Provide and maintain hand hygiene stations at reception and in conference rooms, as well as handwashing with soap, water, and paper towels in the kitchen and Board room.
- In cooperation with the landlord, conduct regular cleaning and disinfection at least daily, or more frequently as needed, in offices and common areas (See attached communication from the landlord).
- 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.

- Only one person at a time may use the copier or mail machine. All shared machines or equipment must be wiped at beginning and conclusion of use by the user.
- Documents, files and other materials on desks and work stations shall be minimized to ease cleaning. Phones should be wiped by all employees before leaving the office and upon arrival.

C. Communication

To ensure the Association and its employees comply with communication requirements, the BAEC 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.
- The BAEC shall use its Weekly (email), the Bulletin, social media, postings in reception and on its Website to keep Personnel up to date on the terms of its Safety Plan. The BAEC’s overall member communications plan is reviewed weekly by staff and that review will include the need for any Safety Plan Updates.
- Maintain a continuous log of every person, including members, who may have close contact with other individuals at our offices, including CLE; excluding deliveries that are performed with appropriate PPE or through contactless means.
- Non-members visiting the building will be encouraged to provide contact information to be logged but are not mandated to do so.
- The Log of visitors shall be maintained on an iPad in reception and shall be reviewed daily for completeness by the Executive Assistant or his/her designee.
- The Log of CLE attendees shall be maintained on an iPad at each live CLE and be reviewed for completeness by the CLE Assistant.
- The data on the log shall be maintained permanently or until such time as it may be lawfully deleted.
- If a worker tests positive for COVID-19, the BAEC, through its Executive Director, 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.

PROCESS

A. Screening

To ensure the Association and its employees comply with protective equipment requirements the BAEC 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.

- All those who enter the BAEC premises shall be screened on the second floor in accordance with the procedures set up by building management.
- Upon entering the premises, employees and members shall log in and affirm that their answer is negative to the above three questions
- Assessment responses will be reviewed every day by the Executive Director or her designee and the review will be documented.

B. Contact tracing and disinfection of contaminated areas.

To ensure the business and its employees comply with contact tracing and disinfection requirements, the BAEC will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
- The Landlord will be asked to come in and clean if an employee tests positive. The premises will be closed until cleaned.
- The Executive Director or her designee(s) shall inform employees and others of the exposure utilizing the data from the logs and in accordance with applicable law.

Questions about this plan should be directed to the Executive Director, Anne M. Noble at anoble@eriebar.org.

MEMO FROM BUILDING MANAGER

PRIAM PROPERTY MANAGEMENT, LLC

237 MAIN STREET, SUITE 300
BUFFALO, NEW YORK 14203

TO: MEMORANDUM TO ALL TENANTS

RE: COVID-19 RE-OPENING STRATEGIES FOR ALL PRIAM MANAGED COMMERCIAL BUILDINGS AND MIXED-USE BUILDINGS

DATE: MAY 14, 2020

As many of you are already aware, New York State will allow us to re-open for business when the Western New York region meets very particular health-related criteria. In addition, the re-opening will occur in phases depending on business type. Most of Priam's commercial tenants fall into Phase 2, the exceptions being the Admiral Room and any restaurant tenant, which are Phase 3-type businesses. In Western New York, the re-opening date for each phase has yet to be determined. However, Priam's property management team has been working to ensure your building meets certain guidelines. The following items, while in no particular order of significance, are issues which we are addressing and implementing when we receive an approval to re-open.

Building access:

There will be one access (and exit) point in each building for the foreseeable future. Therefore, the Dun, JR Barrington, Main-Court, Marin (including Roblin), Rand, and Downtown Parking Garage buildings will be limited to one access point. We plan to de-activate tenant fobs for front, side or rear access doors, which will require everyone to enter only through the "Primary Entrance" door. In good weather, we will also ensure that the Primary Entrance door be left open to reduce the number of touch points. Please note – there will be exceptions made for ADA purposes and in case of emergency all exits will be utilized.

Building signage:

Building access will be monitored via security guards and surveillance cameras. In addition, there will be signage at the entrance to each building designating building protocols. This signage will inform those who enter the building what is required to enter the building.

Masks:

All individuals entering the buildings will be required to wear a mask. This includes Tenants, Visitors, Priam employees and contracted Security Guards. It will also be a requirement that masks are worn while individuals are in any common areas, such as lobbies, elevators, stairwells, etc.

Taking a Person's Temperature (Thermometers):

At each Primary Entrance, except the JR Barrington Building, we are installing I-Pad type thermometers in the lobby. Typically, once a Tenant, Visitor or Employee enters the building, they will be directed toward the Security Desk and required to have their temperature taken. If an individual's temperature exceeds the government's recommended limit of 100 degrees, they will be asked to leave the building immediately. Non-compliance issues will be handled by calling the Police Department.

Hand sanitizers:

Hand sanitizer stations will be placed (on stands or on the wall) in the lobby of every building – primarily near the Elevators. In the Downtown Parking Garage, they will be located at the Primary Entrance door. Building maintenance and security guards will ensure the hand sanitizers are refilled on a regular basis.

Elevator use:

There will be signage at the Elevators recommending that no more than 2 people should enter an Elevator at the same time (limit of 3 in Freight Elevators) to allow for social distancing. This policy will not be policed, merely recommended.

Building ventilation:

Priam Property Management will be cleaning or replacing all filters on HVAC units.

Building cleaning:

Throughout the day, building common areas will be cleaned once re-opening occurs (in particular, frequently used touch points, such as revolving entry doors, door handles, elevator buttons, etc.). The common areas will be sprayed with disinfectant by Priam Property Management employees and security guards.

Building disinfection:

Our cleaning companies, BNY Cleaning Services and Quest Services, have purchased disinfectant spray guns, which emit a disinfecting chemical spray. Prior to re-opening each building, this equipment will be used to disinfect all common areas. Following re-opening, we will continue spraying common areas on a weekly basis. Should individual Tenants wish their spaces to be disinfected, they can contract separately with Quest (716-862-0465) or BNY (716-310-3335) at their own cost, which will likely be charged on an hourly basis or based on square footage.

Main-Court Board and Conference rooms:

Maximum capacity limits are recommended in the immediate future to allow for social distancing, however, it is the Users responsibility to determine the limit. Priam Property Management will clean the rooms daily. If more than one meeting is scheduled through Priam Property Management on a given day, the first Tenant using the room will be required to clean the room with appropriate disinfecting material after their meeting.

Future Considerations:

As we move forward, other items under consideration include installing motion detectors to replace light switches, hand activated faucets and automatic flushometers for rest rooms. However, as you can imagine the cost for installing these items is significant and will likely be in excess of \$1,000,000. Therefore, these will be installed in the future as renovations are performed.

All Tenants are being provided this email describing the measures which are being implemented in our buildings. Further information will be disseminated as more protocols are made available from government agencies (CDC and OSHA). However, in each Tenant's leased premises, any specific protocols related to wearing masks, additional cleaning, etc. will be the responsibility of the Tenant.

If you have any questions or recommendations, which you believe we should consider, please pass them along via info@priamllc.com. Stay safe, stay healthy and we hope to see everyone soon.

Priam Property Management