



COVID-19 Business Re-Opening Plan

Buffalo Society of Natural Sciences

Approved by BSNS Leadership: 07.01.2020

Introduction:

In accordance with the NY State Forward Business Re-Opening Safety Guidelines, the following document outlines the reopening plan for the Buffalo Society of Natural Sciences in response to the COVID-19 pandemic.

These guidelines are based upon information produced by the Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC), Federal, State, Erie County and City government recommendations and industry organization (AAM, ASTC, IMLS, UNESCO). The COVID-19 pandemic is unprecedented, unpredictable, and ever changing. Every intention is being made to keep this plan current, with the understanding that new information is being produced all the time. This document will be reviewed periodically to make sure it is still in line with Federal, State, and Local guidelines. The goal is to ensure that the Buffalo Society of Natural Sciences offers a safe environment in which to work, learn and enjoy.

Business Addresses:

Buffalo Society of Natural Sciences
Buffalo Museum of Science
1020 Humboldt Parkway, Buffalo, New York 14211
Tel: 716 896 5200
Website: www.sciencebuff.org

Tifft Nature Preserve
1200 Fuhrmann Boulevard
Buffalo, New York 14203
Tel: 716 825 6397
Website: www.tifft.org

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These guidelines are provided to and reviewed with all staff and volunteers of the BSNS. The guidelines will be updated, recirculated, and reviewed as new recommendations become available. The entire plan will be posted on the Museum's website for ease of access – www.sciencebuff.org

I. PEOPLE

A. Physical Distancing

- Capacity – Tickets to the Museum will be pre-sold online only. This will facilitate capacity monitoring and eliminate the need for cash transactions and reduce touch points between staff and visitors. Staggered entry times though pre-sold tickets will also minimize group gathering. The Herb and Jane Darling Environmental Education Center at Tifft Nature Preserve will remain closed to the general public at this time. Any private gatherings will be limited to meet capacity and gathering guidelines established by NYS.
- Social distancing – a 6-foot distance between individuals must be maintained at all times. However, if your work requires that you stand in close proximity to other people then you must wear the appropriate protective equipment (i.e. face covering, gloves, eye protection). See our Health Screener or the Head of Buildings and Grounds (B&G) to acquire the proper equipment.
- Queue lines – floor graphics and posters will be utilized to assist people and small groups standing in line and traversing the facility to remain a minimum of 6 feet apart from others.
- Face-covering – while in the facilities and working in proximity to other people everyone must wear an approved face covering. If you do not have your own approved face covering the BSNS will supply one to you. See our Health Screen team for approval.
- Confined spaces – tightly confined space will be occupied by only one person at a time. Our goal is to keep all spaces under 25% of the maximum occupancy. Rooms have signage posted near main entrances indicating maximum occupancy. Whenever a space must have more than one person in it, proper face-coverings must be worn by all occupants.
- Signage and social distancing markers – throughout the facilities and in potential gathering points there is signage and graphics indicating appropriate social distancing and suggested traffic flow patterns. In addition, the BSNS social distancing guidelines are listed on our website, www.sciencebuff.org. A comprehensive list of all signage can be found [here](#). Topics include;
 - Face covering must be worn when social distancing cannot be maintained at 6 feet apart.
 - Stay home if they are feeling sick
 - How to properly dispose of used PPE
 - Social Distancing instructions, you must remain 6 feet (2 meters) apart from other people.
 - Symptoms attributed to COVID-19
 - Proper hand hygiene and disinfection guidelines
- Limit in-person gathering – staff will be encouraged to utilize some of the options listed below to limit in-person interactions:
 - Telephone – call a co-worker at their extension. An updated list of extensions is available through the Mitel phone system. Personal cell phones may also be an option to consider. Ask your co-worker if they are comfortable using their personal cell phone beforehand.
 - Email messages – all staff have access to a BSNS provided email address.
 - Online meetings (i.e. Google Hangouts, Zoom, Teams, GoToMeeting) – can be effective.

- In-Person meetings – can be utilized if other options are not effective for the type of work to be accomplished. Please practice social distancing and utilize PPE when meeting in-person. Use your Google calendar app to reserve a space large enough for proper social distancing.
- Staff will be encouraged to utilize some of the options listed below to limit gathering:
- High-touch and communal amenities – limit one-person access, clean/sanitize after use (i.e. vending machine, coffee machine, microwave, etc.).
- Restrooms – utilize occupied/vacant signage.
- Breaks – are scheduled to be staggered to minimize occupancy.
- Reduce in-personal contact – work from home is encouraged for employees whose onsite presence is not required. Requires supervisor's approval.
- Deliveries – are directed to the Security entrance doors only.
- Shift changes – are on a staggered schedule to minimize gathering.

II. PLACES

A. Personal Protective Equipment (PPE)

- PPE Requirements - staff are required to use appropriate PPE to keep us all as safe as possible. To help minimize and prevent exposure to COVID-19, the Buffalo Society of Natural Sciences (BSNS) promotes correctly using personal protective equipment (PPE). The BSNS is obligated to provide our employees with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure.
- Definition of PPE - Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. All types of PPE must be:
 - Selected based upon the hazard to the worker.
 - Properly fitted and periodically refitted, as applicable (e.g., respirators).
 - Consistently and properly worn when required.
 - Regularly inspected, maintained, and replaced, as necessary.
 - Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- Face coverings - New York State is requiring all employees and customers to wear face coverings if in frequent contact with others and anywhere social distancing of at least 6ft cannot be maintained. Acceptable face coverings include but are not limited to cloth, homemade sewn, quick cut, bandana, and surgical masks. Face shields can be worn but only in addition to a covering of the nose and mouth. Employees must wear face coverings when engaging with a customer.

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others. **The BSNS is requiring all staff, volunteers, interns, and contractors to wear a properly fitting face covering when social distancing is difficult to maintain or not possible.** Everyone in our facilities will wear a face covering when in a space where good air

circulation and social distancing is not achievable. The BSNS will have disposable non-surgical masks available for distribution to those without proper face covering PPE.

- Face coverings (continued) – an approved, properly fitting and clean cover for your nose and mouth must be with you and ready to wear at all times. While in the facilities and working in proximity to other people everyone must wear an approved face covering. If you do not have your own approved face covering the BSNS will supply one to you. BSNS maintains a two-month supply of PPE through our janitorial suppliers. See Health Screen team for approval. Approved face covering means:
 - Covers your entire nostrils and mouth
 - Fit snugly but comfortable against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Clean (new or washed recently)
 - The sharing of face coverings is prohibited.
 - CDC link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 - Branded, themed, or solid colors without inappropriate markings or words.
- Discarding Used PPE: Discard disposable PPE into a trash can. Per the CDC, there is no evidence to suggest that facility waster needs any additional disinfection.

B. Hygiene, Cleaning and Disinfection

- Cleaning guidelines – the BSNS adheres to the hygiene and cleaning requirements as advised by the CDC and DOH including “*Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID 19*”. A comprehensive cleaning and sanitizing program has been developed based upon CDC, EPA, and DOH guidelines. A copy of this document, BSNS Cleaning Tasks & Supplies can be accessed here [S:\General Museum Share Folder\Building and Grounds\Coronavirus '20\Cleaning Tasks & Supplies \(05.27.20\).xlsx](S:\General Museum Share Folder\Building and Grounds\Coronavirus '20\Cleaning Tasks & Supplies (05.27.20).xlsx) or can be acquired from the Head of Buildings and Grounds.
- Clean workstation – desk and other work surfaces should be uncluttered and free of unnecessary objects and tools. The fewer exposed items on a workstation the easier it will be to protect and sanitize. Keep necessary work-related items in drawers and cupboards until in use.
- Hand sanitizing – wash your hands using soap and water (20 seconds) in the closest restroom. Please properly dispose of towels. If a restroom is unavailable, use a hand sanitizer (60 % alcohol based or higher).
- Hand coverings (gloves) – If your duties take you into areas of the facilities that are not your usual workstation, desk, or restroom then please wear gloves to limit your exposure.
 - Removal and disposal of gloves (<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>) Contact your supervisor or the Head of Buildings and Grounds to acquire properly fitting gloves. Be sure to dispose of gloves properly and wash your hands with soap and water, immediately.

- Building sanitization - The BSNS's own trained custodial staff sanitizes using the Museum using a Clorox Total 360 electrostatic spray system with an EPA, List-N, CoV-2 approved disinfectant. Hi-touch and hard to reach surfaces (i.e. railings) are sanitized daily (and periodically based on traffic volume) by the custodial staff with Fresh Breeze, an EPA, List-N, CoV-2 approved disinfectant at both facilities. Additionally, less potent disinfectants are used by "floor staff" and other staff to clean and sanitize periodically throughout the day as items are used.
- Workstation sanitization - in alignment with CDC, EPA, EEOC, and State and local government guidelines the BSNS will clean and sanitize workspaces on a regular schedule. In addition, we will encourage each employee to clean and sanitize their own workstation each day. The BSNS will provide the necessary training and supplies to clean the following items in workstations:
 - Telephone (handset, mouthpiece, keys)
 - Computer (keyboard, mouse, pad, screen)
 - Radio
 - Desk top surfaces
 - Chair handles and back
 - Meeting table surfaces
 - Light switches
 - Drawer pulls
 - Doorknob(s)

The B&G team maintains a 2-month supply of these EPA approved materials to be used for disinfecting against CoV-2 (coronavirus/COVID-19):

- Masks, 3-ply non-surgical (disposable)
- hand sanitizer (60% or higher)
- wipes
- disposable gloves
- eye protection
- spray bottles
- cloth rags (new/clean)
- paper towels

Supplies are stored in centralized locations on each floor for easy access.

- Surface sanitization (i.e. tables, counter tops, chairs/benches) – at the Museum, daily a team of trained custodial staff sanitize using the Clorox Total 360 electrostatic spray system with an EPA, List-N, CoV-2 approved disinfectant. Hi-touch and hard to reach surfaces (i.e. railings) are sanitized daily (and periodically based on traffic volume) by the custodial staff with Fresh Breeze, an EPA, List-N, CoV-2 approved disinfectant. Additionally, less potent disinfectants are used by "floor staff" and other staff to clean and sanitize periodically throughout the day as items are used.
- Shared objects – the exhibits staff of the BSNS have retrofitted the hands-on experiences offered to guests. Below is a list of activities and safety precautions enacted:
 - Interactive Screens – upon entering the Museum each guest receives their own stylus, which allows screen operation without physically touching the screen's surface or buttons.
 - Buttons - each guest receives their own stylus which allows button selections without physically touching surfaces.
 - Foam objects (i.e. balls) – collected twice daily, sanitized by UVC light or replaced

- Wooden objects (i.e. blocks) – collected twice daily, sanitized by UVC light or replaced
 - Plastic objects (i.e. toys) - collected twice daily, sanitized by UVC light or replaced
 - Clothing items (i.e. costumes) - collected twice daily, sanitized by UVC light or replaced
 - Dials and roller balls – sanitized daily, hand sanitizer pump at activity station
- Personal hygiene - To be respectful of those around us it is critically important to take the appropriate time in advance before entering the facilities to ensure you are not carrying virus or other pathogens. (CDC link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>) (DOH link: <https://coronavirus.health.ny.gov/home>)
 - Wash your hands, face, body, and clothes with soap and hot water at home before entering the facilities.
 - Re-sanitize your hands before entering the facilities using a 60% or higher alcohol-based sanitizer. If you touched any surfaces between your home and work (i.e. stopped for gasoline, ATM, coffee, groceries, etc.), please re-sanitize your hands before entering the facilities.
 - Cleaning and sanitizing records are logged and maintained by the Head of Buildings and Grounds.
 - Hand sanitizing stations are located throughout the facility in key locations, enter/exit doorways, staircases, restrooms, and activity stations.
 - Hand washing stations are fully stocked and labeled with signage describing proper hand cleaning practices.
 - Avoid bringing in excessive personal belongings such as backpacks, cases, hats, gloves, scarfs, umbrellas, etc.
- Additional cleaning/sanitization protocols - potentially contaminated areas are discretely isolated, cleaned, and sanitized by the B&G team immediately upon notification from the Health Screener, staff member, or ECDOH that we might have an area(s) of concern.
- Other staff or volunteers working in proximity to potentially contaminated spaces will be temporarily relocated to a safe space or sent to work from home, if possible.

C. Phased Reopening

- Staff on site is a maximum of 25% capacity.
- Timed ticketing limits the capacity of guests to 25%.

D. Communication

- Signage explaining and illustrating aspects of these safety policies (social distancing, use of PPE, proper hygiene, cleaning and disinfecting protocols) are posted throughout the facilities as floor graphics and posters (see list in section I.A). Additionally, protocols are posted on the Museum's website at www.sciencebuff.org.
- This communication plan and associated policies are provided and reviewed with all employees and volunteers during the hiring process, orientation, staff messages, and staff meetings.
- Facility entry logs are facilitated and maintained by the Security team at the Security Office of the Museum and by the Director of Tifft at Tifft Nature Preserve.

- The Health Screening team collects and protects the confidential data regarding the results of the Health Screening required for building entry. The Health Screening team will also facilitate communication with State and local ECDOH.

III. PROCESSES

A. Screening and Testing

- Staff Screening – Daily, the Health Screening team follows the protocols listed below to prevent the spread the COVID-19 virus at our facilities:
- Employer/Employee Expectations: Not Feeling Well? If you are exhibiting any COVID-19 symptoms, please do not come into the facilities. Instead, contact your medical provider from your home to discuss your symptoms. Do not come into work unless approved by your medical provider.
- Building Entry Procedures: Anyone entering BSNS facilities must pass the following health screening assessment at the staff entry doors:
 - Mask, face covering check
 - Sanitize Hands (soap, water and paper towels available for those with concerns)
 - Touchless temperature reading. Body temperature is measured using a touchless thermometer upon arrival at the facility. Those measuring 100.4 degrees Fahrenheit or less will be permitted entrance to the facility. An elevated temperature (over 100.4°) or fever can be an indicator that someone is pre-symptomatic.
 - Symptom evaluation questions (on poster graphic). Anyone entering the facilities must affirm if they are experiencing any of the listed symptoms of COVID-19 (i.e. fever, chills, cough, shortness of breath, etc. as listed on the poster)
 - Review expectations (distancing, hand washing, face covering , personal hygiene, etc.)
- At the Museum, approved staff, volunteers, and contractors then proceed directly to the Security Office to complete the login-in process, key sign-out, and bag check.
- Staff and volunteers with a health concern will be sent home immediately to self-quarantine and contact their doctor and DOH. Anyone exhibiting symptoms of COVID-19 or unable to affirm if they are fit to enter the building will be refused admittance.
- Employees will require a doctor's note for illness-related absences (required after 3 days of absence), and clearance-to-work note when an employee returns to work.
- All information about employee illness is maintained as a confidential record.

B. Tracing and Tracking

- Notification of Exposure - anyone diagnosed with coronavirus/COVID-19 will have their doctor contact the Erie County Department of Health (ECDOH). The ECDOH will work with the BSNS Health Screener team to determine if there are exposures at the worksite. This will require contact tracing, which will then inform who needs to be notified about potential exposure, while maintaining HIPAA privacy. The regulations state that those who have been exposed are actually able to continue working as long as they are not exhibiting symptoms.

- Erie County Department of Health (ECDOH) – the Erie County Department of Health contact tracing program will continue to be an important part of reducing community transmission of COVID-19 in Erie County. When people are tested for COVID-19, the result is sent to a statewide lab reports database. Each day, ECDOH epidemiology staff reviews those reports. The ECDOH contact tracing team contacts individuals with a positive COVID-19 diagnostic test and begins case investigations.

“Contact tracing is a standard tool in public health to identify and isolate individuals with a communicable disease,” said Commissioner of Health Dr. Gale Burstein. “With COVID-19, we are working with these individuals to identify their close contacts, advise those contacts of the need to quarantine and offer them diagnostic testing.”

- Confidentiality - Medical information that is shared with ECDOH contact tracers is kept confidential. A contact tracer may share information about an employee diagnosed with COVID-19 with a business owner, supervisor, or human resources department in order to identify and contact potential close contacts. Since a COVID-19 diagnosis is protected health information, businesses are advised to maintain confidentiality and avoid disclosing the identity of the employee diagnosed with COVID-19 to other staff. The locations of businesses with a confirmed COVID-19 will not be announced by ECDOH unless there is a concern about an exposure to the public, and we are not able to identify close contacts through our investigation.
- Return to Work - the BSNS wants to be sure we take appropriate steps to address the safety and work issues. Given a confirmed diagnosis, we ask that the diagnosed employee remain away from the workplace per guidance from their health care provider and CDC guidelines. According to the latest information from the CDC, those who have COVID-19 should continue home isolation until:
 - At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least seven days have passed since symptoms first appeared

C. Communication Obligations

- Communication purpose - To ensure the Buffalo Society of Natural Sciences (BSNS) meets its communication obligations, internally and externally, after receiving confirmation that an employee has had a positive COVID-19 diagnosis. Above all, the BSNS will protect confidentiality and follow HIPAA requirements.
- Contact tracing - helps prevent the spread of a virus by using testing to confirm if someone has COVID-19, interviewing that person to identify people they may have been in contact with during their illness and during the few days before symptoms began, reaching out to their contacts to alert them to their risk of infection and then referring contacts to medical providers and asking non-ill people to stay home for 14 days to be sure they don't spread COVID-19 to others.

The Department of Health (DOH) and New York’s Contact Tracing Program will work directly with the physician and the infected employee to trace contacts and do the appropriate notification to those confirmed contacts. The level at which the BSNS will participate in the public contact tracing program will be determined by the DOH.

Internally, the BSNS will interview the infected employee and review their recent schedule to identify employees that might have come into close contact with the infected employee to ensure they receive the appropriate internal communication.

- External communication - The BSNS will not report a positive case to the public at large or public health entities. The physician of the employee who tests positive will report the case to the DOH.
- Internal communication - The BSNS will manage internal communications carefully, as necessary to comply with HIPAA and confidentiality requirements. The President & CEO will send a general memo with approved language to internal stakeholders. The President & CEO will send an additional memo to communicate to those colleagues who were known to be in close proximity to the diagnosed employee. BSNS communications will not give any information that would identify the infected employee, either verbally or in writing.

D. Diagnosed Individual Procedure

- Procedure purpose - To ensure appropriate measures are promptly taken when the Buffalo Society of Natural Sciences (BSNS) receives confirmation that an employee has had a positive COVID-19 diagnosis. In addition, consideration should be given to whether coworkers, customers, and others who may have had close contact with the individual ought to be notified that they may have been exposed to ensure appropriate steps are taken.
- What happens when you have a positive COVID-19 test? - If you are an Erie County resident diagnosed with COVID-19, a contact tracer from ECDOH will call you to confirm the diagnosis, discuss with whom you have been in contact, and ask you to isolate at home. The contact tracer will explain what isolation involves, and ask questions about the household and your ability to isolate from other people.
- Isolation - means staying at home in a specific room, away from other people, and using a separate bathroom if possible. Individuals who need help to isolate, whether it is support for groceries, medications and other basic needs, can get that support from ECDOH. Isolation is similar to quarantine, except that isolation is for individuals who have a confirmed COVID-19 diagnosis and quarantine is for individuals who are potentially exposed to someone with this disease during a period when they are infectious.
- What is a close contact? - A “close contact” is someone who was within six feet of a person with COVID-19 for at least 10 minutes, starting from 48 hours before they started to feel symptoms, and for asymptomatic cases, from two days prior to specimen collection. If you have been in close contact with someone with COVID-19, an employee from ECDOH might call to inform you that you have potentially been exposed. They will ask you to stay at home and quarantine.
- Quarantine - means staying home, monitoring for symptoms, and maintaining social distancing (at least 6 feet from others at all times). That means remaining in a specific room separate from other non-exposed people and pets in the home, and using a separate bathroom, if possible.

Individuals under quarantine who are deemed “essential” for their workplace may continue to work, with restrictions. Those restrictions include:

- Employee must remain free of COVID-19 symptoms (asymptomatic).

- It would not be feasible for employee to work from home or if not working would adversely affect the facility operations.
- Employee undergoes temperature and symptom monitoring twice a day, including immediately before arrival to work and when at home.
- Employee wears a face covering while working until 14 days after last exposure.

These “essential” workers are required to maintain quarantine when they are not at work for a full 14 days after their last known exposure. If COVID-19 symptoms develop, they must stop work immediately and isolate at home. Regardless of symptoms, all contacts should consider getting a COVID-19 diagnostic test five days or more after their last known exposure.

Individuals under quarantine who are not considered essential by their place of employment or who are currently not working or working at home must remain at home for 14 days after their last known exposure. They will be asked to monitor for COVID-19 symptoms, and consider getting a COVID-19 diagnostic test five days or more after their last known exposure.

- CDC Guidance - according to the Centers for Disease Control and Preventions (CDC), if an employee is confirmed to have COVID-19 infection, the BSNS will inform employees via an internal memo of a possible exposure to COVID-19 in the workplace, but will maintain confidentiality as required by the Americans with Disabilities Act (ADA). See EEOC Pandemic Guidance, below. Co-workers should then self-monitor for symptoms (e.g., fever, cough, or shortness of breath).
- EEOC - the Americans with Disabilities Act (ADA) normally does not allow for any sort of medical examination but has different guidelines during the COVID-19 pandemic. For COVID-19-related purposes, the BSNS is permitted to:
 - Ask employees if they are experiencing symptoms of the virus (fever, chills, cough, shortness of breath).
 - Measure body temperature upon arrival at the worksite (remembering that some people with COVID-19 do not have a fever) using a touchless thermometer.
 - Send an employee home if they are exhibiting symptoms of COVID-19.
 - Request a doctor’s note for illness-related absences (required after 3 days of absence), and clearance-to-work note when an employee returns to work.
- Confidentiality - all information about employee illness must and will be maintained as a confidential medical record.
- Notification of Exposure - regarding anyone who is diagnosed, the employee’s physician will contact the Department of Health (DOH), who would then work with the BSNS to determine if there are exposures at work. The DOH and New York’s Contact Tracing Program will work directly with the physician and the infected employee to trace contacts and complete the appropriate notification to those confirmed contacts. The level at which the BSNS will participate in the public contact tracing program will be determined by the DOH.

Internally, the BSNS will interview the infected employee and review their recent work schedule to identify society employees that might have come into close contact with the infected employee to ensure they receive the appropriate internal communication. DOH regulations state that those who have been exposed are actually able to continue working as long as they are not exhibiting symptoms. If

the infected individual had not been in contact with anyone at work in the previous 14 days because of working remotely, then no notification would be necessary.

- Return to Work - the BSNS wants to be sure we take appropriate steps to address the safety and work issues. Given a confirmed diagnosis, we ask that the diagnosed employee remain away from the workplace per guidance from their health care provider and CDC guidelines. The diagnosed employee must also provide a note from their health care provider. According to the latest from the CDC, those who have COVID-19 should continue home isolation until:
 - At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least seven days have passed since symptoms first appeared; and
 - They obtain a note from their Health Care Provider clearing them for return to onsite work.

E. Exposure Response Plan

- Purpose - to ensure that the appropriate action steps are preformed to minimize the spread of COVID19. The Health Screener will lead the exposure response plan as follows;

Immediately

1. If the employee is currently in the facility, quickly determine a strategy for the employee to leave.
2. Consider how to handle this situation to avoid exposure to others, while protecting the dignity and privacy of the individual.

One-Two Hours

1. Health Screener meets with employee's manager/supervisor, key executives, HR.
2. Assess whether to send all employees home for the day/close the building (or area of the building) where the employee worked.
3. Health Screen team obtains additional information from infected employee and conduct telephone interview (assuming employee is medically able to participate).
4. Health Screen team develops list of likely individuals to have had close contact with infected employee.
5. Follow BSNS Communication Obligations/Exposure Response Plan
6. Initiate necessary communication to employees.
7. Determine compensation (including benefits) for employees sent home.
8. B&G arranges for thorough cleaning/disinfecting per CDC guidelines.
9. Assign individuals to implement response plan and action items.

Two-Five Hours

1. Assess work impact or closure of facility.
2. Determine whether remote work is possible and set up systems/equipment
3. Execute communication plan for coworkers and others who had close contact with infected individual
4. Communicate with workforce about closure and anticipated return to work timing
5. Per CDC guidelines, businesses are strongly encouraged to coordinate with state and local health officials so timely and accurate information can guide appropriate responses
6. Prepare media statement, if applicable

7. Prepare statement for customers, vendors, and business associates, if applicable
8. Confirm arrangements for cleaning/disinfection of facility

Within 24-48 Hours

1. B&G team conducts cleaning/sanitizing of facility. Note that for facilities that do not house individuals overnight, CDC recommends:
 - a. Closing off areas used by an infected person and waiting as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - b. Opening outside doors and windows to increase air circulation in the area.
 - c. If possible, wait up to 24 hours before beginning cleaning and disinfection
2. Develop plan for compensation of impacted employees, taking into account any governmental leave mandates.
3. Develop plan to address impact on production of goods, provisions of services to customers.
 - As for resources, the CDC is good for business advice regarding cleaning and distancing, etc: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

F. Symptoms

People with Coronavirus/COVID-19 have had a wide range of symptoms ranging from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have Coronavirus/COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you. If you have any of these emergency warning signs for Coronavirus/COVID-19 get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Inability to wake or stay awake
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any symptoms that are concerning to you.

IV. Contact Information

1. Emergency: Call 911
2. Facilities: Head of Buildings and Grounds, Andy Powrie. Cell: (734) 972-5390, apowrie@sciencebuff.org
3. Knox Box Location: Museum building, west entrance doorway, left-side
4. Police (MUSEUM): BPD C-District. Chief, Alfonso Wright, (716) 851-4412, awright@bpdny.org, 693 E. Ferry Street.
5. Police (TIFFT): BPD South District. Chief, Robert S. Joyce, Jr., (716) 851-4415, rsjoyce@bpdny.org. 1847 South Park Avenue.
6. Fire (MUSEUM): BFD Engine 33. Chief, William Renaldo, (716) 851-5333, 1720 Fillmore Avenue.
7. Fire (TIFFT): BFD Engine
8. Erie County Department of Health (ECDOH): (716) 858-7690, (or dial 211 - free and confidential health and human services in WNY), 95 Franklin Street.
9. HAZMAT: BFD Special Operations. Chief, Michael J. Tuberdyke, (716) 851-5333 ext. 315, mjtuberdyke@bbfdny.org
10. City Architect: Cathy Amdur. (716) 851-5851 or (716) 474-8295, camdur@ch.ci.buffalo.ny.us
11. City Architect: Francisco Guzman, plan25@ch.ci.buffalo.ny.us
12. School 59 Engineer: Paul Hassett. Cell: (716) 863-6505, School: (716) 816-3360
13. Allied Universal (Security): Joseph Caporicci, (716) 852-1528, (716) 855-1766 ext. 212 joseph.caporicci@aus.com
14. Olmsted Parks Conservancy (MLK Park): Executive Assistant, Patty Mertens, 716-838-1249, ext. 10., patty@bfloparks.org
15. City of Buffalo Department of Public Works, Parks & Streets (TIFFT): Deputy Commissioner, Andrew Rabb, (716) 851-9672, arabb@ch.ci.buffalo.ny.us
16. Mental Health Advocates of WNY: (716) 886-1242, www.eriemha.org
17. Crisis Services: (716) 834-3131, (71) 831-7007, <http://crisisservices.org/mental-health/>
18. CDC: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
19. FEMA: <https://www.fema.gov/>
20. New York State: <https://coronavirus.health.ny.gov/home>
21. Erie County :<https://www2.erie.gov/health/coronavirus> <https://www2.erie.gov/health/coronavirus>
22. City of Buffalo: <http://www.buffalony.gov/1298/6087/Coronavirus-Disease-Updates>

Industry Resources

23. ASTC - <https://www.astc.org/coronavirus/>
24. AAM - <https://www.aam-us.org/2020/03/05/information-for-the-museum-field-on-the-covid-19-coronavirus/>
25. IMLS - <https://www.imls.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries>
26. UNESCO - <https://en.unesco.org/>

10 things you can do to manage your COVID-19 symptoms at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



CS 315822-A 04/11/2020

cdc.gov/coronavirus

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length) from other people.



6 ft



cdc.gov/coronavirus

CS31917B May 12, 2020 4:01 PM

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



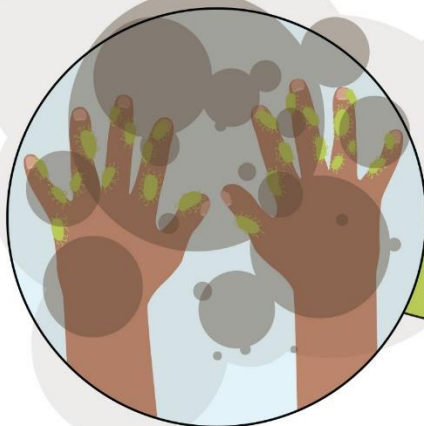
CS 316439A 05/18/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Wash Your Hands!



Dirty!



Wet



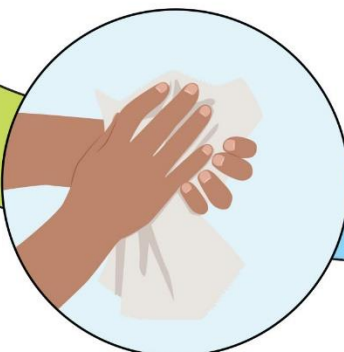
Get Soap



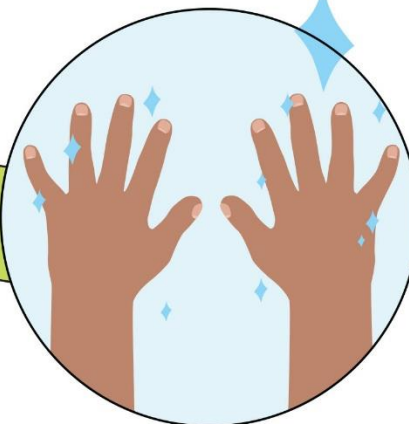
Scrub



Rinse



Dry



Clean!



Centers for Disease
Control and Prevention
National Center for Emerging
and Zoonotic Infectious Diseases

www.cdc.gov/handwashing

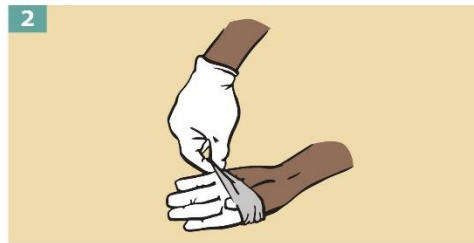
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How to Remove Gloves

To protect yourself, use the following steps to take off gloves



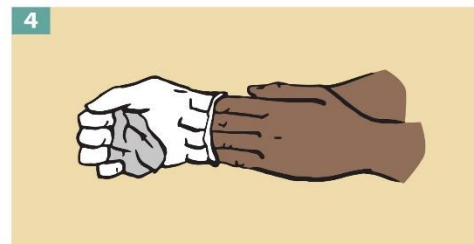
Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.

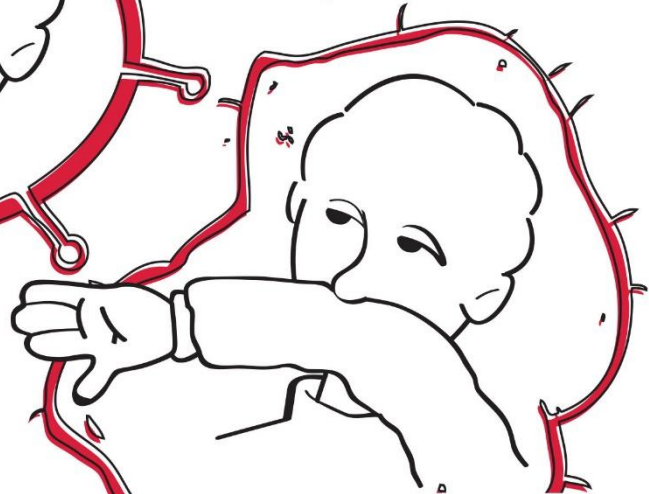
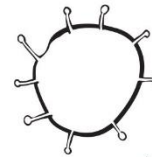
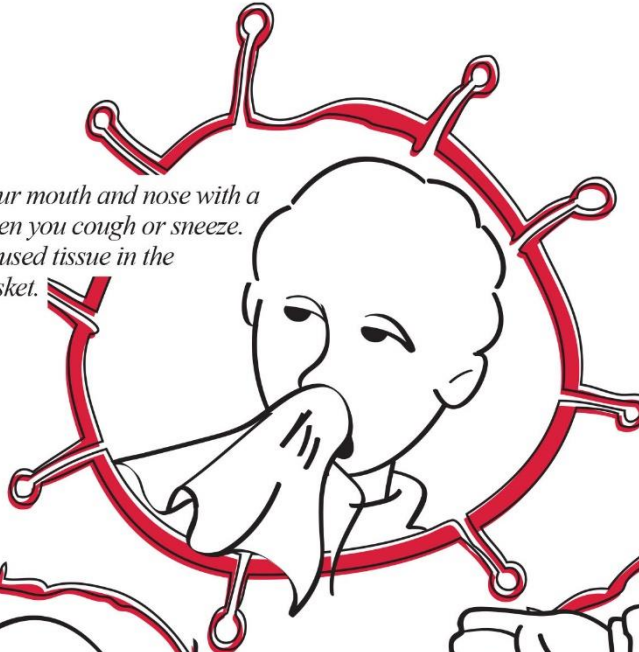


Clean your hands immediately after removing gloves.

Cover Cough

— Stop the spread of germs that can make you and others sick! —

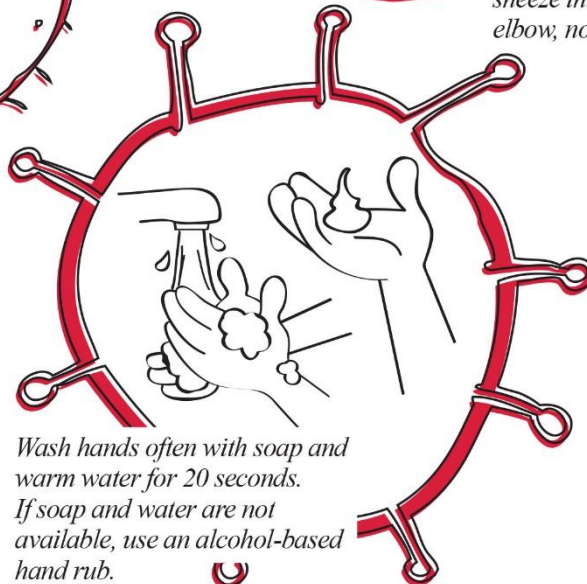
Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.



You may be asked to put on a facemask to protect others.



Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.



CS208322