Catskill Watershed Corporation

669 County Hwy 38 · Suite 1 · Arkville, NY 12406

Tel: (845) 586 -1400
Fax: (845) 586 -1401
Website: www.cwconline.org

EMAIL COVER SHEET

To: **POLICY COMMITTEE**

ATTN:

Christopher Mathews	Alicia Terry
Tina Molé	Karen Stainbrook
Richard Parete	Shilo Williams
Innes Kasanof	John Kosier

CC: CWC Staff, John Schwartz, Michael Meyer, Matthew Giannetta, Thomas Stalter, Gerson Tavarez and Aaron Bennett

SUBJECT: POLICY COMMITTEE MEETING NOTICE
DATE: Tuesday, November 3, 2026
TIME: START: Immediately Following Septic Committee
LOCATION: Catskill Watershed Corporation Building

Additional Instructions:

Please be advised that the Policy Committee meeting has been scheduled. Below please find the agenda and minutes from the previous meeting. If you have any questions or concerns, please contact Timothy Cox.

NOTICE OF PRIVILEGE AND CONFIDENTIALITY

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CWC POLICY COMMITTEE

NOVEMBER 3, 2026

AGENDA

I. Call to Order

II. Approval of August 2026 Minutes

III. Health & Safety Guidelines

IV. Annual Meeting & CWC Board Election

V. Other

VI. Schedule Next Meeting

VII. Adjourn

CWC POLICY COMMITTEE

AUGUST 4, 2026

DRAFT MINUTES

Members Present: Shilo Williams, Richard Parete, Tina Molé, Alicia Terry, Innes Kasanof, Christopher Mathews, John Kosier.

Excused: Thomas Snow

I. Called to Order at 10:15 am

II. Election of Chair
Upon motion of Alicia Terry and second by Christopher Matthews, Innes Kasanof was nominated to be chair of the committee and unanimously elected.

III. Approval of July 7, 2026 Minutes
Upon motion of John Kosier, the Committee unanimously approved July 2026 minutes

IV. CWC Contract Evaluations of NYC DEP
Jason Merwin reviewed the 2026 CWC contract evaluations of NYC DEP. Jason noted the purpose of the evaluations was to identify where improvements were needed.

Jason highlighted five of the evaluations.

For the Cluster Septic System Program, since 2023 NYCDEP identified the funds as capital and as a result, no feasibility studies could be funded unless the Town agreed prior to the feasibility study to design and construct the project. He noted it is a current obligation of the FAD and in other capitally funded programs, interest was allowed to be used for non-capital eligible expenses. As a result, CWC in the past year assisted the Town of Middletown in getting a State grant for 100% of the costs for feasibility studies in two of the identified communities. Innes Kasanof asked if projects were held up, Jason responded that they were.

Jason noted that the MOA 145 Program does not have enough funding to approve projects. A change order is in process but until funds are received, project approvals are on hold. Shilo Williams asked if CWC Board couldn't just approve a grant now pending receipt of funds. Jason responded that CWC fiscal rules are the same for all programs, sufficient funds must be in CWC accounts before a grant can be approved.

For Shokan, Jason noted that when the bids came in, it was cheaper for the project to provide bridge funding from Catskill Fund for the Future rather than wait for funding from a change order and rebid. He explained that a rebid would very likely have higher bids. Jason also noted that as a result of CWC bridge funding and the interest earned in the Shokan account, contractors could not be approved under the DEP PASSPort system because the bids exceeded the current amount of the DEP funding. As a result, an amendment to the contract allowed the construction contractors to switch to a 1-page form. Jason concluded that this background process should be sufficient for all contractors going forward.

For Future Stormwater Program, Jason stated that an amendment for additional funding is a priority. A recent Teams call was held with NYSDOH will DOH and only three issues are left to be resolved. Jason stressed that only $1.7million remains in the fund. CWC staff are working with applicants on $1.4 million in applications, and an additional $1.6 million in projects may be applying in the near future. Jason added that he appreciates Shilo's commitments to resolving this.

Shilo responded that the contracting process is challenging. She said there were mischaracterizations but also room for improvement. She continued that the CWC should also recognize that its reports are read by staff who work on these programs. She said she desired to streamline the contract negotiating process and concluded that in the past year DEP had made $31 million in contract payments to CWC. Jason Merwin stated that the Catskill Fund for the Future's purpose is not to front funds for contracts with DEP. He concluded that funds are needed from DEP up front in contracts.

Innes Kasanof stated that she appreciates Shilo's comments as well as CWC's ability to quickly respond to circumstances. She noted that accountability may include some DEP who do not appreciate it.

Jason Merwin responded that CWC's strength comes from its independence. He noted that the $31 million received from DEP was pursuant to contract requirements. He stressed that there is a difference when DEP responds that something cannot be done versus DEP will not do it. He concluded that he is asking DEP to try and say yes rather than a knee jerk no.

Rich Parete recognized the 'bureaucratic nightmare' when dealing with PASSPort. He noted his Town of Marbletown has a contract with DEP for the aqueduct leak and there

are now new requirements for engineering payroll. He continued that Town grants with the State take ¼ of the time, but recognizes the cause is not the upstate DEP staff.

Jeff Senterman stated that although CWC may be one of the many entities DEP has contracts with. Watershed contracts are unique because regulatory documents are directing these programs. He concluded that the contracts are special and roadblocks should be reduced.

V. Next meeting to be scheduled as needed.

VI. Adjourned at 10:58 AM

Health & Safety Guidelines

Including: Emergency Action Plan

Catskill Watershed Corporation

December 2026 update

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PLAN SUMMARY SHEET

This is a controlled document. Building and Grounds Manager shall ensure distribution and public placement of plan in central location for employees.

#	Responsible Party	Responsibility
1	Jason Merwin – Executive Director	*First Point of Contact - Plan coordination, updating and plan approval*
2	Charlie Bush – Building and Grounds Manager	*Second Point of Contact, plan coordination, updating and plan oversight*
3	Matthew Hubbard – General Maintenance Supervisor	*Third Point of Contact – plan coordination, updating and plan oversight*
4	Human Resources Director	*Fourth Point of Contact – plan coordination, updating and plan oversight*

Note: Any other copy of this document must be marked as: **"UNCONTROLLED – May Not be Current"**

Responsible ***Individual*** **Authorization/Certification**

I have reviewed the following plan and have found it current and accurate or I have made the appropriate changes, distributed them and arranged with the Executive Director to conduct training of all staff who routinely work at the site:

Rev. No.	Name	Signature	Date	Summary of Change
1	Charlie Bush		7/1/20	Plan Creation
2	Jason Merwin		10/1/21	Routine Update: Inclusion of NY Hero Act for Airborne Infectious Disease Prevention
3	Charlie Bush		12/1/2026	General updates

1. INTRODUCTION

Catskill Watershed Corporation ("CWC") is committed to ensuring the health, safety and welfare of all employees working for the organization and other persons who may be affected by our operations. CWC recognizes that successful health and safety management contributes to successful organizational performance and is ultimately mutually beneficial with employee interests.

To ensure compliance with legislation and best working practices, CWC reserves the right to amend this document as necessary. Copies of any such amendments will be circulated to all employees.

2. CWC'S RESPONSIBILITIES

CWC has a duty of care for all employees, interns, visitors and contractors who may be in our workplace or use work equipment provided by us. Consideration is also given to our tenants and the general public.

Collectively, CWC's management will ensure they:

- Assess all risks to employees' health and safety and provide a safe place of work with adequate facilities.
- Provide safe equipment that is suitably maintained, with adequate training and information to all employees.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees (where it is deemed necessary) and appoint competent persons to help comply with health and safety law.

3. EMPLOYEE RESPONSIBILITIES

Employees must co-operate with the organization in order that it can comply with the legal requirements placed upon it and in the implementation of the Health and Safety policy.

Every employee has a duty to take reasonable care of themself and any other person who may be affected by their acts or omissions at work. Under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment.

All employees must make themselves familiar with the contents of these guidelines and the Emergency Action Plan, and if there is any aspect of the documentation that is unclear please discuss this with management, so that the issue can be clarified.

Contractors/temporary personnel also have responsibilities and should be made aware (via their CWC point of contact) of the organization's health and safety policy and guidance. They should be willing to co-operate with CWC employees to ensure a high standard of health and safety on all contracts with which they are involved.

4. CWC HEALTH & SAFETY POLICY

We will carry out our business such that people are not harmed and social commitments are met.

To achieve this we will:

• Comply with relevant prevailing laws and regulations and with relevant industry standards.
• Take account of the safety, health and security risks inherent in our business and manage these responsibly and systematically to minimize risk to our employees and the public.
• Carry out regular audits to provide feedback and assurance that our operations are being carried out in accordance with our H&S Policy.
• Assign responsibility to all individuals working for us to challenge or stop any activity that conflicts with this policy.

5. FACILITY CONTACT INFORMATION

Safety is a higher priority than equipment or property. All personnel at this facility are required to evacuate (**Section 14**) when they feel threatened or endangered by a biological/chemical release, fire or other emergency or are ordered to evacuate.

Any employee who needs more information about the plan or an explanation of their duties under the plan can contact the Executive Director, Building and Grounds Manager, General Maintenance Supervisor, Corporate Counsel and/or Human Resources Director.

Upon initiation of an emergency evacuation, employees trained to abate routine operational leaks and incidental releases (e.g., non-emergencies) may engage in "limited" response activities or emergency shutdown of their equipment, but only if:

1. Executive Director, Building and Grounds Manager (Safety Officer), and/or General Maintenance Supervisor (Deputy Safety Officer) agree that the safety of employee is not hindered;
2. Employee is immediately present when the event occurs;
3. Employee can safely take and is willing to take an immediate, short-duration action; and
4. Employee immediately evacuates the area after taking such action.

Any ***Employee*** who becomes aware of an emergency situation detailed in Section 14 should immediately call 911.

Table 1: Facility Emergency Contacts

Facility Emer. Coordinators (Primary and Alts.)	Cellphone	Office Phone
1. Jason Merwin	(607) 435-7786	(845) 586-1400 Ext. 101
2. Charlie Bush	(845) 701-5289	(845) 586-1400 Ext. 118
3. Matthew Hubbard	(607) 437-6919	(845) 586-1400 Ext. 117

6. OUTSIDE EMERGENCY PHONE NUMBERS

Table 2: Outside Emergency Contacts

Contact	Number
Local Fire	911
Local Police	911
Local Hospital	911
NYS DEC Spill Response	(800) 457-7362

7. FIRST AID AND CPR

The Executive Director, Building and Grounds Manager, and/or General Maintenance Supervisor or designee shall maintain a current list of personnel qualified to perform First Aid/CPR (See **Appendix 2),** and their level of certification.

First Aid supplies are located:

- CWC side: Cintas First Aid Box is behind the interior entrance door of Employee Break Room, first floor.
- CWC side: First Aid box in second floor workroom
- DEP side: first-floor break room and second floor lab room/break room
- Garage: same wall as main entry door in the back corner by the large air compressor

AEDs are located:

- CWC side: first floor in a wall mounted locker labeled AED near the main entrance and on the hallway leading to the Auditorium/Water Discovery Center (near the Downstairs custodial supply closet off the main corridor to the Auditorium).
- DEP side: first floor in a wall mounted locker labeled AED near the main entrance
- Garage – same wall as main entry door in the back corner by the large air compressor

Eye Wash Stations are located:

- On the walls in between entrance doors to main set of bathrooms, first floor and second floors.
- Garage – left side of concrete work bench

8. FACILITY DESCRIPTION

The facility is a Class A professional office building. The Facility is recently constructed and was issued a Certificate of Occupancy on March 4, 2020. The facility is approximately 35,192 square feet and is occupied by employees from the Catskill Watershed Corporation, New York City Department of Environmental Protection and The Water Discovery Center. As well as 70 plus office spaces there is also an auditorium, two break rooms, two detached garages approximately 2000 square feet in size and a detached generator adjacent to the CWC parking area. The facility is situated on slightly more than 8 acres of property at 669 County Highway 38, Arkville, NY 12406.

a. Facility Location

The Facility is located at 669 County Highway 38, Arkville, NY 12406.

b. Operating and Staffing

The Catskill Watershed Corporation has 25-30 employees who report through to the Executive Director. Office hours for the public are 8:00 a.m. to 4:00 p.m. Maintenance staff open the building at 7:00 a.m. and close the building at 5:00 p.m. The Executive Director is responsible for updating and implementation of this action plan upon review and coordination with the Building and Grounds Manager, Corporate Counsel and the Human Resources Director.

The NYCDEP leases approximately 20,00 square feet across two floors, two garages, and outside parking on the south side of the building. The leased space includes a first-floor break room, shower and lockers, as well as cubicles, offices, and meeting rooms. The second floor includes offices, cubicles, and meeting rooms. Approximately 40 employees at any given time have a workspace at the building. Many work remotely one or more days per week, work in the field, and several employees also have workspace at other NYCDEP offices and may split their time between them.

The Water Discovery Center occupies approximately 800 square feet, inclusive on one large gallery room and an attached office space. It will be intermittently staffed during events and when display space room is open. No more than three volunteers would likely be present on a regular basis.

c. Chemical/Flammables Inventory and Storage Locations

Chemicals, fuels and other petroleum products that are used or stored at this facility in significant quantities are listed in Table 3 below along with their estimated maximum intended inventories. **Appendix 3** shows the primary shortage locations of these materials.

Information on Safety Data Sheets (SDS) related to First Aid for all chemicals below is maintained and displayed in the main CWC Employee Break Room on the Ground Floor.

Table 3. Chemical/Flammables Inventory

Chemical	Maximum Intended Inventory	Location
Diesel Fuel	2,500 Gallons	Above ground tank under generator
Liquid Propane	6,000 Gallons	Underground tank behind building
Chemical Bleach	4 Gallons	First Floor janitorial storage

d. Fire Hazards and Hazard/Ignition Control

The Building and Grounds Manager is responsible for control of fuel source hazards, including ensuring that flammable and combustible material are properly stored and dispensed and that potential ignition sources (such as welding, smoking and others) are properly controlled. The assessment of fire hazards and fire hazard/ignition controls used to prevent fires are summarized in **Appendix 4**. Personnel may use a portable fire extinguisher to attempt to control a fire only in the incipient stage. Employees must evacuate immediately if the extinguisher is empty, and the fire is not out or if the fire progresses beyond the incipient stage.

Flammable Liquid Storage/Dispensing

Flammable liquids required in small quantities for frequent use shall be stored in approved safety cans within the detached garage in the rear of the property. Gasoline-filled portable equipment shall only be stored in or around the detached garage area in the rear of the property. All flammable or combustible liquid containers must be stored in closed, properly labeled containers (per NFPA 704) and shall not be stored in exit passageways, under stairs, near heaters or heating vents, around combustible materials or in any other unsafe location.

Class I flammable liquids (like gasoline) must be poured into containers unless the nozzle and container are electrically interconnected with grounding straps. Flammable liquids must not be dispensed by gravity from tanks, drums, barrels, or similar containers. Flammable liquids shall not be used for cleaning floors, clothing, or equipment.

Ignition Control

In locations where flammable vapors may be present precautions shall be taken to prevent ignition by eliminating or controlling sources of ignition. All electrical equipment and wiring shall be in accordance with the appropriate NFPA, National Electrical Code, and OSHA standards. Hot water, steam, or electric mantle heating only is allowed in referenced smoking areas. Open flames are not permitted in flammable or combustible storage areas. “No Smoking” signs shall be posted in these areas. Hot Work such as welding or cutting operations, use of spark-producing tools, and chipping operations shall be permitted only under supervision of or upon approval by the Building and Grounds Manager. The individual on charge shall make an inspection of the area to ensure that safety procedures are followed for the work specified. It shall be the responsibility of the person authorizing any Hot Work to ensure that a proper fire watch has been established. Additional requirements for fire prevention and protection associated with welding, cutting and brazing are specified in 29 CFR 1910.252.

9. HEALTH & SAFETY REPORTING OBLIGATIONS

An assessment of H&S risks within CWC's offices has been conducted and the arrangements in place to mitigate these risks are described in the CWC Emergency Action Plan. Below are specific information and guidance for employees.

Incident Reporting
Hazards are present in all workplaces and control measures are put into place to help to reduce such hazards to such a low level that they prevent accidents and cases of ill health.

- An **incident** is any accident, hazard or near-miss event.
- An **accident** is an unplanned event that results in personal injury or damage to property, plant or equipment.
- A **hazard** is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.
- A **near-miss** is a hazardous incident with the potential to cause an injury, e.g. employee tripped over a trailing cable but no injury occurred.

The purpose of these guidelines is to provide advice and guidance to all employees together with the information necessary for the reporting and subsequent investigation of accidents, hazards and near misses. **The incident reporting form (Appendix 5) is the route by which accidents, hazards and near-misses are reported** to the appropriate persons so that appropriate action can be taken to prevent recurrence of the accident/incident. CWC recognizes the need for a simple, effective and efficient system of incident reporting not as a means of apportioning blame, but as a mechanism for identifying risks and learning from mistakes. CWC maintains incident reporting forms in a Binder in the Safety Officer's office.

Reporting Procedure – Accidents
In the event of an accident at work (if required) first aid provisions are available as detailed in the first aid section of this handbook. Any employee who is involved in, or aware of, an accident at work must inform the Safety Officer or Deputy Safety Officer or Human Resources or if they are not available then either the Executive Director should be made aware. This is usually done verbally and followed up in writing as soon as possible after the accident occurs.

Reporting Procedure – Hazards
In the first instance anyone who identifies a hazardous situation in the office should attempt to rectify the situation (e.g., clean up the spills). Where the hazard cannot be removed, employees are to report hazards as a means of mitigating potentially dangerous situations or practices that may be present in the workplace; this is to be done using the Incident Reporting form (see Appendix 5).

When a hazard has been identified in the office it must be reported immediately to a member of management. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

The form must be completed clearly and as fully as possible with factual detail, rather than assumptions or opinion.

Investigation Procedure

Below is CWC's investigation procedure that covers the topics investigated upon and reported on once an incident has occurred. Where required, such investigations will be carried out by the Safety Officer.

1. Incident Overview

- **Date and Time:** Exact date and time the incident occurred.
- **Location:** Specific area, department, or workstation.
- **Personnel Involved:** Names and job titles of injured employees and key witnesses (omit personal medical details).
- **Classification:** Indicate whether the incident resulted in a fatality, hospitalization, amputation, loss of an eye, or standard first-aid/injury. *(Note: Severe incidents like fatalities or hospitalizations trigger specific OSHA reporting deadlines—8 hours for fatalities, 24 hours for inpatient hospitalizations, amputations, or loss of an eye).*

2. Sequence of Events

- A brief, chronological account of what happened leading up to, during, and immediately after the incident.
- Focused strictly on objective actions, environmental conditions, and equipment states without speculation.

3. Root Cause Analysis (RCA) Findings

- **Direct Cause:** The immediate physical breakdown or action that caused harm (e.g., machinery guard was bypassed, employee slipped on wet flooring).
- **Root Causes:** The underlying systemic, procedural, or organizational failures that allowed the direct cause to happen (e.g., inadequate training procedures, lack of preventive maintenance, missing safety protocols).

4. Corrective and Preventive Actions (CAPA)

- **Immediate Actions:** What was done right away to secure the area, treat the injured, and eliminate immediate hazards.
- **Long-Term Corrective Actions:** Permanent fixes implemented or scheduled, such as engineering controls, administrative policy updates, or mandatory retraining. Include responsible parties and completion target dates.

10. COMPANY VEHICLE SAFETY

Text from the April 2026 CWC Employee Handbook:
CWC employees may, upon permission by the Executive Director or their designee, operate CWC owned vehicles for CWC business. Vehicles will only be used for CWC business purposes and only operated by CWC employees.

CWC employees must:

- wear a seatbelt while operating or a passenger in a CWC owned vehicle, or any vehicle in the course of CWC employment,
- not use a mobile phone or handheld communication device, including text messaging, while operating a CWC owned vehicle, or any vehicle in the course of CWC employment,
- not under any circumstances operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely,
- not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive,
- maintain a valid driver's license or privilege to operate a vehicle in New York State,
- notify the Executive Director of any change in status of their driver's license or privilege to operate a vehicle in New York State,
- report any accident, theft or malicious damage involving a company vehicle to their manager and the Human Resources Director, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident, and
- cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

Company vehicles that are out of service will be noted on the transportation board up front and all relevant keys will be pulled out of use and locked up in a lock box until the vehicle is put back in to service.

Safety equipment is provided in company vehicles. Below is a table with each item and its intended use.

Table 4: Safety Equipment in Company Vehicles

Safety Equipment Item Name	**Intended Use**
1. First Aid Kit	Medical emergencies
2. Fire Extinguisher	Fire control
3. Flashlight	Visibility in the dark / emergency strobe
4. Phone charger for various phones	Keep phones charged for GPS location/navigation
5. Hand sanitizer	Hand hygiene after exposure to biohazard
6. Antibacterial wipes	Disinfecting tools or vehicle after exposure to biohazard.
7. Nitrile gloves	To avoid biohazards touching skin when dealing with biohazards or dirt
8. Shoe coverings	To avoid biohazards and/or mud and debris being transported into company vehicle
9. M99 dust masks	Construction sites – inhalation protection
10. Trash bags	Hazard disposal
11. Road hazard triangles	Roadside emergencies and/or parking on shoulder

11. BUILDING SECURITY

11.1 Visitors

All visitors should enter the CWC/DEP Building through the main front entrance and complete the sign in sheet in the vestibule area. The vestibule has a door to CWC which should remain closed and only to be opened by staff and/or with a security badge. Open Meeting days such as Board Day and Annual Meeting are an exception to this rule. There is a window from the CWC office to the vestibule to receive visitors to the building.

The following protocol ensures the safety of staff and secures the premises:

1: Greet the visitor and verify their identity, e.g., "Hello, thank you for visiting. Please state your name and who you are here to see."

2: Check for an appointment and inform the employee. After the visitor provides their information, contact the CWC employee or DEP contact person they are meeting with to notify them of the visitor's arrival.

3: Grant access and provide instructions. Once the CWC or DEP contact confirms the visit is for an appointment or valid reason, provide the visitor with instructions on where to wait for their contact.

If the visitor does not have a specific contact name of a CWC employee or DEP contact then ask them what the purpose of their visit is. If you deem that it is a valid reason to enter for CWC purposes then make sure they have signed in and then unlock the door.

If a visitor does not have an appointment or their purpose for requesting entry cannot be verified or does not fit normal business operations, do not grant them access. i.e., "I apologize, but I do not see a scheduled appointment for you and our policy is only to allow entry to visitors with an appointment or contact name. Could you please check the details on who you need to meet with and make an appointment with them? Thank you"

Report any suspicious activity or individuals to Building & Grounds Manager or other management immediately.

11.2 Protocol for Law Enforcement Visitation at CWC Headquarters

Law enforcement entering the building for business purposes with CWC should be directed to the Executive Director and/or Corporate Counsel.

The following procedures govern law enforcement entry to the CWC headquarters property and building. All staff should familiarize themselves with these protocols and follow them carefully in the event of a law enforcement visit.

What staff should say while awaiting Jason Merwin, Tim Cox, or counsel: "I am not authorized to grant entry. I am contacting our legal counsel now. Please wait here." ***Do not consent to entry, do not physically obstruct officers, do not lie or provide false information, and do not destroy or conceal documents.***

1. **Emergencies** – For first responders/law enforcement entering CWC property responding to a 911 call, chasing a suspect, etc., law enforcement is allowed to enter CWC property and the CWC building for the purpose of responding to that emergency.

2. **Public Meetings** – CWC Meetings are open to the public, and therefore, law enforcement and officials can enter the CWC building for the purpose of attending those meetings. This permission is limited to public meeting areas only and does not extend to CWC offices or other non-public areas of the building.

3. **NYCDEP Leased Space -** For law enforcement seeking entry to NYCDEP offices or garage, Jason Merwin or Tim Cox (or other senior staff member if they are not available) must contact Shilo Williams or Kendra Hinkley to obtain their consent before entry is permitted. This space is leased exclusively to NYCDEP, and only NYCDEP may authorize entry for law enforcement not possessing a keycard, absent an emergency.

4. **Water Discovery Center Leased Offices** - For law enforcement seeking entry to Water Discovery Center, Tim Cox or CWC staff need to contact Judith Schwartzstein or Linda Reich to obtain their consent for entry. This space is leased exclusively to the WDC, and only WDC may authorize entry for law enforcement, absent an emergency.

5. **CWC Offices or Property** – For law enforcement seeking entry to CWC offices/property as part of an investigation, all CWC/DEP funding agreements contain the following language:

*CWC and the City agree to cooperate fully and faithfully with any investigation, audit or inquiry relating to the subject matter of this Agreement conducted by a **State or City** governmental agency or authority that is empowered directly or by designation to compel the attendance of witnesses and to examine witnesses under oath, or conducted by the Inspector General of a governmental agency that is a party in interest to the transaction, submitted bid, submitted proposal, contract, lease, permit or license that is the subject of the investigation, audit or inquiry. Any breach or violation of the foregoing may be deemed a breach or violation of a material provision of this Agreement.*

This cooperation obligation does not waive CWC's right to require identification, verify documentation, and consult with counsel before permitting entry. Outside counsel should always be consulted to determine the scope of any cooperation obligation before access is granted.

All government officials requesting access to CWC must present identification.

a. **Federal law enforcement/Immigration**:

    a. Important: An ICE administrative warrant (Form I-200 or I-205) is not a judicial warrant and does not authorize entry beyond public areas. Only a warrant signed by a federal judge or magistrate authorizes non-consensual entry into non-public spaces. Examples of administrative and judicial warrants are provided in **Appendix 6.**

    b. If officials with federal law enforcement agencies seek entrance to CWC, follow these steps:

        i. Jason Merwin and/or Tim Cox should be immediately contacted

        ii. Such officials are allowed to enter the lobby/elevator area of the CWC building but no further without a judicial warrant or permission from Jason and/or Tim.

        iii. If Jason and Tim are absent, outside counsel must be contacted, and they can determine whether to allow entry.

        iv. A copy of any paperwork presented by those officials must be scanned and emailed to counsel. Confirm that the warrant: (1) is signed by a federal judge or magistrate (not an ICE administrative officer); (2) lists the correct CWC address; and (3) identifies the specific person or item sought.

        v. CWC's outside counsel is Michael Sterthous – 518-487-7620. If he is also unavailable, request Robert McLaughlin at 518-487-7697.

b. **State/County/NYCDEP Law Enforcement** If officials with State or City law enforcement agencies seek entrance to CWC, follow these steps:

    a. Jason Merwin and/or Tim Cox should be immediately contacted.

    b. If Jason and Tim are both absent, outside counsel must be contacted, and they can determine whether to allow entry.

    c. A copy of any paperwork presented by those officials must be scanned and emailed to counsel.

    d. CWC's outside counsel is Michael Sterthous – 518-487-7620. If he is also unavailable, request Robert McLaughlin at 518-487-7697.

    e. Due to CWC contractual requirements, CWC must cooperate with any State or City investigation. Outside counsel should confirm the scope of this obligation before access is granted.

Law Enforcement Quick Reference: What Staff Should Never Do

- Do not consent to entry beyond the vestibule area and into CWC's Reception area without authorization from Jason Merwin, Tim Cox, or outside counsel
- Do not physically obstruct or interfere with officers
- Do not provide false information to law enforcement
- Do not destroy, conceal, or alter any documents
- Do not assume an ICE administrative warrant authorizes building entry
- Do not allow entry past the vestibule area and into CWC's Reception area for law enforcement officials without a judicial warrant or counsel authorization

12. EVACUATION PROCESS

During any event requiring building evacuation (including but not limited to the activation of the Fire or Chemical Release Alarms) all building occupants shall proceed calmly along the evacuation routes (**Appendix 7**). The site evacuation (fire and chemical release) alarms are audible and will activate upon presence of smoke or CO2. Upon activation sprinklers may also activate shortly thereafter.

The Class A building classification of the facility includes the steel and masonry components of construction. These construction materials plan an important role in the safety of building inhabitants and lessens the amount of flammable material within the building. Personnel may perform emergency shutdown of their equipment if they are outside the immediate hazard area and are not placing themselves in danger by doing so.

If assistance to evacuate is required, it is the responsibility of the employee needing assistance, **BEFORE** an emergency arises, to notify the **Executive Director, Building and Grounds Manager, and/or the Human Resources Director** that special assistance will be required during an evacuation and for the ***informed party*** to identify ***Special Assistance Aids*** (see Table 5).

Table 5: Special Assistance Aids

Special Assistance Aid	Option
Designated Assistant	1. Buddy System 2. Designated Assistant
Alarms and Signs	1. Visual and/or vibrating alerts for individuals with hearing impairments 2. Tactile signage and maps for those with visual impairments
Evacuation Devices	1. Evacuation chairs or sleds for individuals with motor impairments
Personal Protective Equipment	1. Heavy gloves for individuals using manual wheelchairs

Where there are individuals requiring special assistance at a facility, it is recommended that the Plan Administrator and Special Assistance Aids maintain a current list of those individuals and their locations to aid in evacuation and that additional detail be provided on the plan regarding gather points and Special Assistance Aid assignments. Where a Special Assistance Aid is not available, the Responsible Individual and Plan Administrator shall identify a facility-specific protocol for assisting employees who require special assistance. This could include assigning a manager to assist the employee or identifying a safe room where the employee could wait for an emergency responder safely.

Once outside, move away from the building and proceed to the **primary assembly** area identified in **Appendix 8.**

- If the primary assembly area is unavailable, proceed to the **alternate assembly** area identified in **Appendix 8.**
- Employee, visitor, and contractor head count is conducted at the assembly areas as described later in this plan.

  NOTE: At no time shall an alarm be reset without permission of the Fire Department official in charge.

  NOTE: Upon arrival, the Fire Department takes control of the entire facility and the evacuation process.

- Evacuated personnel shall not re-enter the building or leave the assembly area without approval of the fire department official (if they respond to the scene).
- Evacuated personnel shall not re-enter the building or leave the assembly area without approval of management following their evaluation.

12.1 Assembly Areas

Primary Assembly Area:

The primary assembly area is where the parking lot and the grass meet at the north-western side of the property. This area is directly across from the Water Discovery Center entrance.

Alternate Assembly Area:

The alternate assembly area is where the parking lot and grass meet on the north-eastern side of the property. This area is near but not on County Route 38.

12.2 Employee Accountability

Once the assembly area is reached, the Safety Officer or their designee will perform a head count and shall report the following information to Emergency Services:

- If known, name and location of person or people known to still be in the building (or unaccounted for), and the reason for their remaining (i.e. injuries, trapped, monitoring critical processes, etc.).

- Any information observed concerning the emergency condition witnessed on the way out of the building, (e.g. visible flames, smoke, odors, spills, structural collapse sounds, etc.)
- Any conditions witnessed upon evacuation from work areas that might endanger other personnel.

13. SHELTER-IN-PLACE

Chemical, biological, or radiological contaminants may be released into the environment in such quantity and/or proximity to a place of business that it is safer for employees to remain indoors than to evacuate. Other situations that might require shelter-in-place are severe storms, such as tornados; or a public disturbance, such as a demonstration, that has escalated to a violent level. Should any of these incidents occur, information and instructions will first be provided by facility management staff and then by local authorities.

Generally, shelter-in-place means simply staying indoors but when a sheltering-in-place notification is communicated that requires you to be located away from exterior windows (e.g., in the case of a tornado), stop your work and initiate shelter-in-place procedures as follows:

- With a sense of urgency but calmly, locate your cell phone and any personal items needed for medical reasons (e.g., asthma inhaler)
- Proceed to the designated shelter-in-place location closest to your office.

Table 5: Shelter-in-Place Locations

Name of Room	Location Description	Maximum Capacity
1. Auditorium	Ground Level	50+
2. Conference Room	Number 110 Ground Level	8
3. Storage Closet	121 – Behind Reception 121A – Beside Reception 122 – Beside Reception	6 4 4

During extreme circumstances, sheltering-in-place could also include additional precautions, such as turning off fans, air conditioning, and forced air heating systems, to reduce any potential for air contamination in the event of a chemical or biological release. The Building and Grounds Manager will be responsible for shutting down the HVAC system if necessitated. The Building and Grounds Manager may delegate this responsibility to employees who are trained to do so.

14. EMERGENCY PROCEDURES

The facility may require a full evacuation until law enforcement and/or emergency responders allow for re-entry. The following subsections explain procedures for specific emergency situations.

a. Fire

Employee actions upon discovery of a fire:

1. **NOTIFY** Fire Department (dial 911)
2. **PROVIDE** the following information
   - Exact Location of the Fire (address and cross streets);
   - Magnitude of the fire (Incipient or Uncontrolled);
   - Employee's names and telephone number; and
   - Identify any injuries or other important factors.
3. If fire is **INCIPIENT** (Fire in its beginning stages with NO immediate health threat from explosion or release of toxic gas), then employees may use a portable fire extinguisher to attempt to EXTINGUISH the fire (ONLY if they feel safe to do so and educated on the "P.A.S.S." method of extinguishing an incipient fire (Pull, Aim, Squeeze, and Sweep). Employees must evacuate immediately if the extinguisher is empty or if the fire progresses beyond the incipient stage.
4. If the fire is **UNCONTROLLED** (cannot be extinguished with a single portable fire extinguisher or involves an immediate health threat due to an explosion or release of toxic gas):
   - **REMAIN WITH** injured personnel if safe to do so. Caution: Do not move injured personnel unless they are in immediate danger of further injury. Only persons trained can administer First Aid/CPR. It is the discretion of the employee whether they will administer First Aid/CPR based on their training and level of comfort.
   - **ACTIVATE** the evacuation (fire) alarm, if necessary.
   - **EVACUATE** area using evacuation process to exit and account for employees.
   - **RESTRICT** area from safe distance and deny entry as necessary.
5. **PROVIDE** critical information to outside responders such as personnel still inside, location of fire, nature of fire, etc.

b. Severe Weather

Upon threat of severe weather:

1. Hurricane, tornado, or severe thunderstorm **watch** (issued when conditions are favorable for the development of severe weather in and close to the watch area).
   - Be alert for weather conditions to worsen.
2. Hurricane, tornado or severe thunderstorm warning (issued when severe weather is imminent: it is occurring or is about to occur).
   - Shutter windows and doors securely.
   - In extreme conditions, move away from perimeter and all exterior glass.

- Pay attention to local weather forecasts and bulletins issued by the National Weather Service.
- Follow additional guidance as provided

c. Chemical Spill/Release

Employee actions:

1. **NOTIFY** the Fire Department.
2. **PROVIDE** the following information:
   - Name and address (and EPA ID No., if any) of the site where the spill or release has occurred.
   - Status of staff; injuries and required medical attention.
   - Name, position and telephone number of caller.
   - The time the spill, release or other emergency started.
   - The projected duration of the spill, release or other emergency.
   - The estimated quantity of the spill or release ad whether it will impact the surrounding environment.
   - Site weather conditions, including wind speed.
   - Proximity to water body, including reservoirs, streams aqueducts, and storms drains.
3. **DO NOT** attempt to control or clean-up spill unless you are trained and authorized to do so.
   - **ATTEND** to Injured Personnel if safe to do so. Caution: Do not move injured personnel unless they are in immediate danger of further injury. Only employees trained in CPR and/or First Aid and so designed may administer.
   - **ACTIVATE** the evacuation (fire or chemical release) alarms, if necessary.
   - **EVACUATE** area as necessary using the evacuation process to exit the building and account for employees.
   - **BARRICADE** area from safe distance and deny entry as necessary.
4. **PROVIDE** critical information to outside responders such as whether there are personnel still inside, the material spilled, and location of spill.

d. Medical Emergency

Medical assistance for any injured personnel can be obtained by one of the following:

- Dialing 911 and request medical assistance.

The following information should be provided when requesting medical assistance:

- The phone number from which the call is being made;
- The address of the facility from which the call is being made;
- A description of the victim's condition: burned, bleeding, broken bones, etc. If the injury is related to toxic gas or chemical exposure, any relevant medical and toxicological information found in the SDS should be provided;
- A brief description of what happened, how many are injured, and what aid is being administered to them; and
- The name of the person calling.

e. Communicated Threat

After a threat is received, the facility may require a full evacuation until law enforcement and/or emergency responders allow re-entry. Upon receiving a verbal/phone threat of any kind of attack or violence:

1. **COLLECT** as much information as possible from the caller. Facilities may use and have on hand the Homeland Security Bomb Threat Checklist in **Appendix 9**.
2. Keep the caller on the line as long as possible. Ask them to repeat the message. Record every word spoken by the caller in the space provided.
3. If the caller does not indicate the location of the bomb or the time of possible detonation, ask them for this information.
4. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
5. Pay particular attention to peculiar background noises such as motors, music, and any noise, which may give a clue as to the location of the caller.
6. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, report this information to management at your location.
7. Since the law enforcement personnel will want to talk first-hand with the person who received the call, remain available until they appear and provide a copy of the completed bomb threat checklist.

f. Active Shooter

Active shooter situations are *unpredictable* and *evolve quickly*. In an active shooter situation, all involved persons should quickly determine the most reasonable way to protect their own lives. "While active shooter situations are unpredictable, proactive awareness and preparation can significantly increase safety. All personnel should familiarize themselves with building layouts, exit routes, and potential hiding places *before* an incident occurs."

Recommended actions, in order are:

- EVACUATE (“RUN”): If there is an accessible escape path, attempt to evacuate the premises.
    - Call 911 only when it is safe to do so. Call 911 only when it is safe to do so **and you are out of immediate danger.** Providing accurate information is vital, but your safety is the priority.
    - Do not attempt to move or assist wounded people during the attack.
    - Warn/prevent individuals not to enter an area where the active shooter may be. **Use the paging system (instructions in Appendix 10).**
    - Evacuate and assemble to the area which you are directed by the police/First responders. Follow the instructions of any police officers.

- If the police are not on site yet, you must evacuate to an area that you, in your best judgement, believe to be safe/protected. If you self-evacuate, you **should immediately attempt to contact your manager** to report your location and safety status. Continue to try to report where you are to someone in person or confirm your safety via designated channels. Also, relay any additional information about the situation that you observed on your way to a safe position.

- **HIDE OUT ("HIDE")**; If evacuation is <u>not</u> possible, find a place to hide where the active shooter is less likely to find you.
  The hiding place should:
  - Be out of the active shooter's view
  - Provide protection if shots are fired (for example, an office with a closed and locked door).
  - Not restrict options for movement.

  To prevent an active shooter from entering a hiding place:
  - Lock the door.
  - Blockade the door with heavy furniture (preferably metal). This also provides additional protection.
  - Move away from any windows.

  If the active shooter is nearby, take the following actions:
  - Lock the door.
  - Hide behind a large item (for example, a cabinet or desk). Metal installations or moveable furniture provide better protection than wood or other materials.
  - Silence your cell phone and/ or pager. (Even the vibrate setting can give away a hiding position.)
  - Remain quiet.
  - Turn off any lights.

- **TAKE ACTION ("FIGHT"):** As a last resort, and if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
  - Act as aggressively as possible.
  - Work in a group if possible.
  - Improvise weapons and throw items.
  - Yell.
  - Commit to your actions.

When possible, provide the following information to law enforcement officers or 911 operators:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and type of weapons held by the shooter(s).
- Number and location of victims or potential victims.
- Your location.

When law enforcement arrives at the scene, you should:

- Remain calm.
- Put down any items.
- Raise hands and spread fingers.
- Avoid quick movements.
- Avoid pointing, screaming, or yelling.
- Proceed in direction from which officers are entering.

Regular training, drills, and familiarization with this protocol are essential for effective response. All personnel are encouraged to participate in scheduled safety briefings and exercises.

g. Other Emergency Conditions

Report the following conditions to your immediate supervisor:

- Unusual odors or sounds;
- Incidents or threats of workplace violence;
- Suspicious persons, vehicles or equipment;
- Acts of indications of vandalism;
- Evidence of damaged fire safety equipment (extinguisher, hoses, etc.) or any other safety hazards;
- Unknown persons or those unable to produce employee or contractor IDs; and
- Airborne Infection Disease Outbreaks. **Appendix 12** details CWC's prevention plan and guidance material.

15. GENERAL SAFETY TIPS & GUIDELINES

15.1 Manual Handling

Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying. Injuries from incorrect manual handling technique can occur no matter where people are, when at work.

Manual handling activities are generally limited to a few key personnel within the offices who have been trained in the principles of manual handling. In the event that employees are faced with moving or lifting heavy or awkward loads they should seek assistance before attempting the lift.

Associated hazards of incorrect manual handling can include: sprains, strains or hernias; damage to the joints, ligaments, muscles and vertebrae; and also, slips, trips and falls.

Employees involved with manual handling activity should:

• Follow the principles for safe manual handling and avoid moving or lifting loads that are too heavy or awkward to lift safely.
• Not undertake a manual handling activity when a reasonably practicable alternative exists.
• Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to CWC.
• Report all accidents, injuries and near misses involving handling activities - however trivial it may seem
• Inform CWC if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition

15.2 Stay alert and attentive

Being alert and attentive to your surroundings in a work environment helps identify risks. It is important to limit distractions as well and ensure you focus on tasks at work. Taking care to be mentally present while working helps you actively follow procedures and practice caution.

15.3 Avoid trips and falls

Try to keep walkways clear and take care not to block exits. This prevents falls and helps people leave the room or building safely and quickly in the event of an emergency. In small spaces keeping walkways clear can be difficult but it may be useful to practice a walk-through to ensure that employees can maneuver safely around equipment.

15.4 Ask for help

If you require assistance, ask for help. This greatly reduces the risk of having an accident and helps foster a safe work environment by setting an example. Refer to company protocol when performing tasks or operating equipment, and if protocol suggests doing a task with another employee, do not attempt the task alone.

15.5 Use caution signs

Use caution signs when applicable. For example, wet floor signs prevent slips on a floor after you mop or after a spill. Another example is road signs to notify drivers of workers or highway cleanup crews.

It is important to place caution signs while working and read and obey caution signs placed by others.

15.6 Avoid awkward postures

An awkward position can make the task more physically demanding by overexerting small muscle groups and not using larger muscle groups. This can increase the likelihood of poor blood-flow, which can lead to fatigue and injury.

Postures to avoid:

- Prolonged or repetitive flexion or extension of the wrist
- Prolonged or repetitive bending at the waist
- Prolonged standing or sitting without shifting your position
- Suspending an outstretched arm for extended periods of time
- Holding or turning your head consistently to one side
- Any posture that is held repeatedly or for a prolonged time

Motions to avoid:

- Repeated motion without periods of rest
- Repeated motion with little or no variation
- Repeated motions done with force
- Resting or compressing a body part on or against a surface
- Lifting heavy objects away from the body
- Frequent reaching or working above shoulder height

Employees should take breaks regularly to avoid prolonged exposure to the above postures and motions.

16. DEPARTMENT-SPECIFIC SAFETY TIPS & GUIDELINES

16.1 Septic Department and Other Field Departments

Field work safety:
Knowing your scope of work and the environment you will be working in is imperative for working safely. Before leaving the office, you should discuss with your manager what you will be doing that day in the field and discuss what hazards (e.g., machinery, bio hazards) you can expect and what Personal Protective Equipment (PPE) you will require. Ensure you DO NOT keep food or drink near any potential biohazards and ensure you adequately protect yourself and sanitize before consuming food or drink.

Personal Protective Equipment Use:
CWC employees should always have a visibility vest and hard hat at any time they are on a construction site. Safety glasses, hearing protection, biohazard control, respiratory mask may be needed. Safety gear is a precaution against hazardous materials and potentially dangerous working conditions.

Dress for the job and the conditions, wear sturdy shoes or boots and dress well for any potential inclement weather.

Have a plan for what to do in an emergency:
Call 911 depending on the severity and cellular service. If you have to leave the scene, flag or mark the injured person before leaving. Go to the nearest house or area of cell phone service and call 911.
You must know the exact location and phone number you are using for contact. Follow 911 instructions on how to proceed with the injured person. Call the CWC office as soon as possible to report the incident and request help if needed.

Report:
Make sure you report any accidents, incidents or near misses that happen out in the field. Report any unsafe conditions work-related, vehicle or job-site. Reporting unsafe conditions as soon as you notice them can help avoid accidents.

16.2 Building & Grounds Maintenance

Mechanical equipment and electrical safety:
Deenergize, report, lockout and tagging: Lockout and tagout is essential to prevent workplace electrical hazards. It includes applying locks to power sources after deenergizing and tagging deactivated controls. Tagging should identify both the staff member and the equipment or circuits being worked on.

Personal Protective Equipment Use:
Safety glasses, hearing protection, biohazard control, respiratory mask may be needed depending on job-specifics. Safety gear is a precaution against hazardous materials and potentially dangerous working conditions.

Dress for the job and the conditions, wear sturdy shoes or boots and dress well for any potential inclement weather.

Eye safety:
Wear effective eye protection: To be effective, eyewear must be appropriate for the hazard and also must be properly fitted and must be properly maintained. Scratched and dirty devices reduce vision, cause glare, and may contribute to accidents.

If employees accidentally get something into their eyes, they must go directly to the closest eyewash station and flush their eyes with water for at least 15 minutes. The employee should hold the eyelids open and "look" directly into the water streams. They should NOT rub their eyes. Rubbing the eyes may scratch or embed particles. Employees should seek medical attention immediately.

Reaction to Exposure to Hazardous Substances:
Refer to Appendix 11 for the First Aid and medical treatment procedure for exposure to chlorine.

APPENDIX 1 - AREA MAP



APPENDIX 2 – First Aid and CPR Qualified Personnel

Name/Position	Office Phone	First Aid/ CPR Level
Charlie Bush, Building & Grounds Manager	X118	Trained
Matthew Hubbard, General Maintenance Supervisor	X117	Trained
Marie Ferraro, General Maintenance Personnel	X216	Trained

First Aid and CPR Training

Enter date, "I" for initial and "R" for refresher

Name/Position	Type	2025	2026	2027	2028
Charlie Bush, Building & Grounds Manager	First Aid & CPR	R			
Matthew Hubbard, General Maint. Supervisor	First Aid & CPR	R			
Marie Ferraro, General Maint.Personnel	First Aid & CPR	R			
John Jacobson, Sr. Program Specialist - Septic	First Aid & CPR	R			
Barbara Puglisi, Economic Devt Director	First Aid & CPR	I			
Renee Antonette, Program Specialist - Septic	First Aid & CPR	I			
Donald Brown, Deputy Finance Director	First Aid & CPR	I			
Sonia Mendoza, Bookkeeper	First Aid & CPR	I			

APPENDIX 3 – Chemical and Petroleum Product Storage Locations



Garages

DEP side of CWC property



Generator

CWC side of property

APPENDIX 4 – Major Fire Hazards and Controls

LP Storage Tank (underground)	Rear (west) side of building	Underground tank	Spark	Signage prohibit smoking in area. Filled only by licensed supplier	Emergency cutoff valve on outside of fence
Diesel storage tank	Rear (west) side of building	Above ground tank. Use solely for building generator	Spark	Signage prohibits smoking in area	

APPENDIX 5 – Incident Reporting Form

Incident Reporting Form

(Check one):

____ An **accident** is an unplanned event that results in personal injury or damage to property, plant or equipment.

____ A **hazard** is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

____ A **near-miss** is a hazardous incident with the potential to cause an injury, e.g. employee tripped over a trailing cable but no injury occurred.

Person completing this form: _____ Date: _____

Name(s) and job title(s) of the employee(s) involved in the incident:

Witness(es):

Date of incident: _____Time of incident: _____a.m./p.m.

Department and location where the incident occurred:

Describe the incident fully: (use back page if necessary or sketch on back if needed to clarify):

List all equipment, machinery, materials or chemicals the employee(s) was using when the event occurred:

Identify the factors that you believe contributed to or caused the incident:

Describe any corrective action taken immediately to manage the incident:

Identify any other actions recommended:

Did an injury or damage to property, plant or equipment occur? _____ Yes _____ No

If Yes to injury, describe nature of the injury (strain, cut, bruise, etc.):

Body part(s) affected: _____

Medical treatment required? _____ Yes _____ No

If yes, what type? _____ First aid on-site _____ Urgent Care _____ Doctor _____ Hospital

Name of the facility, hospital or physician: _____

Was the employee hospitalized overnight as a patient? _____ Yes _____ No

Did the employee leave work early due to the injury? _____ Yes _____ No
If yes, what time? _____ a.m./p.m.

Date the employee returned to regular duty: _____

Date the employee returned with light duty restrictions: _____

If Yes to damage, describe nature of the damage to property, plant or equipment:

Complete this section if an injury occurred or there was damage to equipment.

Were proper procedures being followed when the incident occurred? ____ Yes ____ No

If no explain: _____

Was the employee wearing proper personal protective equipment? ____ N/A ____ Yes ____ No
If no explain: _____

Are changes in equipment necessary to prevent reoccurrence? ____ Yes ____ No
If yes explain: _____

Employee signature: _____ Date: _____

Forward this form to the Safety Officer and Human Resources Department as soon as possible following the incident.

Note: If an employee receives medical treatment from a doctor or hospital, additional forms will need to be filled out and forwarded to the HR Dept. along with the incident report so a workers' compensation claimed can be filed.

APPENDIX 6 – Examples of Administrative and Judicial Warrants

SAMPLE JUDICIAL WARRANT

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

_____ District of _____

In the Matter of the Search of
(Briefly describe the property to be searched or identify the person by name and address)

Case No.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person or describe the property to be seized)*:

YOU ARE COMMANDED to execute this warrant on or before _____ *(not to exceed 14 days)*
❒ in the daytime 6:00 a.m. to 10:00 p.m. ❒ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____
(United States Magistrate Judge)

❒ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized *(check the appropriate box)*
❒ for ____ days *(not to exceed 30)* ❒ until, the facts justifying, the later specific date of _____

Date and time issued: _____
Judge's signature

City and state: _____
Printed name and title

Return

Case No.:	Date and time warrant executed:	Copy of warrant and inventory left with:

Inventory made in the presence of :

Inventory of the property taken and name of any person(s) seized:

Certification

I declare under penalty of perjury that this inventory is correct and was returned along with the original warrant to the designated judge.

Date: _____

_____
Executing officer's signature

_____
Printed name and title

SAMPLE ADMINISTRATIVE WARRANTS/ IMMIGRATION DOCUMENTS

(DHS Forms I-247, I-200, I-205)

DEPARTMENT OF HOMELAND SECURITY

IMMIGRATION DETAINER - NOTICE OF ACTION

Subject ID: Event #:	File No: Date:
TO: (Name and Title of Institution - OR Any Subsequent Law Enforcement Agency)	FROM: (Department of Homeland Security Office Address)

MAINTAIN CUSTODY OF ALIEN FOR A PERIOD NOT TO EXCEED 48 HOURS

Name of Alien: _____

Date of Birth: _____ Nationality: _____ Sex: _____

THE U.S. DEPARTMENT OF HOMELAND SECURITY (DHS) HAS TAKEN THE FOLLOWING ACTION RELATED TO THE PERSON IDENTIFIED ABOVE, CURRENTLY IN YOUR CUSTODY:

☐ Determined that there is reason to believe the individual is an alien subject to removal from the United States. The individual (*check all that apply*):

- ☐ has a prior felony conviction or has been charged with a felony offense;
- ☐ has three or more prior misdemeanor convictions;
- ☐ has a prior misdemeanor conviction or has been charged with a misdemeanor for an offense that involves violence, threats, or assaults; sexual abuse or exploitation; driving under the influence of alcohol or a controlled substance; unlawful flight from the scene of an accident; the unlawful possession or use of a firearm or other deadly weapon, the distribution or trafficking of a controlled substance; or other significant threat to public safety;
- ☐ has been convicted of illegal entry pursuant to 8 U.S.C. § 1325;
- ☐ has illegally re-entered the country after a previous removal or return;
- ☐ has been found by an immigration officer or an immigration judge to have knowingly committed immigration fraud;
- ☐ otherwise poses a significant risk to national security, border security, or public safety; and/or
- ☐ other (specify): _____.

☐ Initiated removal proceedings and served a Notice to Appear or other charging document. A copy of the charging document is attached and was served on _____ (date).

☐ Served a warrant of arrest for removal proceedings. A copy of the warrant is attached and was served on _____ (date).

☐ Obtained an order of deportation or removal from the United States or this person.

This action does not limit your discretion to make decisions related to this person's custody classification, work, quarter assignments, or other matters. DHS discourages dismissing criminal charges based on the existence of a detainer.

IT IS REQUESTED THAT YOU:

☐ Maintain custody of the subject for a period **NOT TO EXCEED 48 HOURS**, excluding Saturdays, Sundays, and holidays, beyond the time when the subject would have otherwise been released from your custody to allow DHS to take custody of the subject. This request derives from federal regulation 8 C.F.R. § 287.7. For purposes of this immigration detainer, **you are not authorized to hold the subject beyond these 48 hours.** As early as possible prior to the time you otherwise would release the subject, please notify DHS by calling _____ during business hours or _____ after hours or in an emergency. If you cannot reach a DHS Official at these numbers, please contact the ICE Law Enforcement Support Center in Burlington, Vermont at: (802) 872-6020.

☐ Provide a copy to the subject of this detainer.

☐ Notify this office of the time of release at least 30 days prior to release or as far in advance as possible.

☐ Notify this office in the event of the inmate's death, hospitalization or transfer to another institution.

☐ Consider this request for a detainer operative only upon the subject's conviction.

☐ Cancel the detainer previously placed by this Office on _____ (date).

_____ (Name and title of Immigration Officer)

_____ (Signature of Immigration Officer)

TO BE COMPLETED BY THE LAW ENFORCEMENT AGENCY CURRENTLY HOLDING THE SUBJECT OF THIS NOTICE:

Please provide the information below, sign, and return to DHS using the envelope enclosed for your convenience or by faxing a copy to _____. You should maintain a copy for your own records so you may track the case and not hold the subject beyond the 48-hour period.

Local Booking/Inmate #: _____ Latest criminal charge/conviction: _____ (date) Estimated release: _____ (date)

Last criminal charge/conviction: _____

Notice: Once in our custody, the subject of this detainer may be removed from the United States. If the individual may be the victim of a crime, or if you want this individual to remain in the United States for prosecution or other law enforcement purposes, including acting as a witness, please notify the ICE Law Enforcement Support Center at (802) 872-6020.

_____ (Name and title of Officer)

_____ (Signature of Officer)

DHS Form I-247 (12/12) Page 1 of

Information Only

NOTICE TO THE DETAINEE

The Department of Homeland Security (DHS) has placed an immigration detainer on you. An immigration detainer is a notice from DHS informing law enforcement agencies that DHS intends to assume custody of you after you otherwise would be released from custody. DHS has requested that the law enforcement agency which is currently detaining you maintain custody of you for a period not to exceed 48 hours (excluding Saturdays, Sundays, and holidays) beyond the time when you would have been released by the state or local law enforcement authorities based on your criminal charges or convictions. **If DHS does not take you into custody during that additional 48 hour period, not counting weekends or holidays, you should contact your custodian** (the law enforcement agency or other entity that is holding you now) to inquire about your release from state or local custody. **If you have a complaint egarding this detainer or related to violations of civil rights or civil liberties connected to DHS activities, please contact the I E Joint Intake Center at 1-877-2INTAKE (877-246-8253). If you believe you are a United States citizen or the vic m of crime, lease advise DHS by calling the ICE Law Enforcement Support Center toll free at (855) 448-6903.**

NOTIFICACIÓN A LA PERSONA DETENIDA

El Departamento de Seguridad Nacional (DHS) de EE. UU. ha emitido una orden de detención inmigrat a en su contra. Median esta orden, se notifica a los organismos policiales que el DHS pretende arrestarlo cuando ust cump su re lusión act al. El DHS ha solicitado que el organismo policial local o estatal a cargo de su actual detención lo manten a en custod por n periodo no mayor a 48 horas (excluyendo sábados, domingos y días festivos) tras el cese de su reclusión pen **Si el DHS n proc de con su arresto inmigratorio durante este periodo adicional de 48 horas, excluyendo los fines de semana o d s festivos, usted debe comunicarse con la autoridad estatal o local que lo tiene detenido** (el organismo polici u otra entida a cargo de su custodia actual) para obtener mayores detalles sobre el cese de su reclusión. **Si tiene alguna queja ue se rela one con esta orden de detención o con posibles infracciones a los derechos o libe tades civiles en conexión on as actividades del DHS, comuníquese con el Joint Intake Center (Centro de Admisión) del ICE (Se vicio de Inmigración y Control de Aduanas) llamando al 1-877-2INTAKE (877-246-8253). Si usted cree que es ciudadano de lo Estados Unidos o que ha sido víctima de un delito, infórmeselo al DHS llamando al Centro de Apoyo a los Organi os Poli ales (Law Enforcement Support Center) del ICE, teléfono (855) 448-6903 (llamada gratuita).**

Avis au dét nu

Le département de la Sécurité Intérieure [Department of H meland Secu ty (DHS)] a émis, à votre encontre, un ordre d'incarcération pour des raisons d'immigration. Un ordre d'incarcération pour es rais ns d'im i ation est un avis du DHS informant les agences des forces de l'ordre que le DHS a l'intention de vous détenir apr la dat normale de votre remise en liberté. Le DHS a requis que l'agence des forces de l'ordre, qui vous détient actuell ent, vo s gard en détention pour une période maximum de 48 heures (excluant les samedis, dimanches et jours fériés) au elà d la pér o à la fin de laquelle vous auriez été remis en liberté par les autorités policières de l'État ou locales en fonction d incu pat ns ou condamnations pénales à votre encontre. **Si le DHS ne vous détient pas durant cette période supplémentaire de 4 heur sans compter les fins de semaines et les jours fériés, vous devez contacter votre gardien** (l'agence des forc s de l rdre q i vous détient actuellement) pour vous renseigner à propos de votre libération par l'État ou l'autorité locale. **Si vo s avez une p te à formuler au sujet de cet ordre d'incarcération ou en rapport avec des violations de vos droits civ s liè s à des ctivités du DHS, veuillez contacter le centre commun d'admissions du Service de l'immigration et des D uanes [CE - Immigration and Customs Enforcement] [ICE Joint Intake Center] au 1-877-2INTAKE (877-246-8253). S vou croyez re un citoyen des États-Unis ou la victime d'un crime, veuillez en aviser le DHS en appelant le centre d'a istance des forces de l'ordre de l'ICE [ICE Law Enforcement Support Center] au numéro gratuit (855) 448-6903.**

AVISO AO DETENTO

O Departamento de S guran a Nac nal (DHS) emitiu uma ordem de custódia imigratória em seu nome. Este documento é um aviso enviado às a cias de imposição da lei de que o DHS pretende assumir a custódia da sua pessoa, caso seja liberado. O DHS pediu que a agência de imposição da lei encarregada da sua atual detenção mantenha-o sob custódia durante, no máximo, 48 horas (e luindo sábado domingos e feriados) após o período em que seria liberado pelas autoridades estaduais ou municipais de impo ção os ei, de acordo com as respectivas acusações e penas criminais. **Se o DHS não assumir a sua custódia durante essas 48 hor adici nais, excluindo-se os fins de semana e feriados, você deverá entrar em contato com o seu custodiante** (a agência d imposição da lei ou qualquer outra entidade que esteja detendo-o no momento) para obter informações sobre sua liberação da custódia tadual ou municipal. **Caso você tenha alguma reclamação a fazer sobre esta ordem de custódia imigratória ou relacionada a violações dos seus direitos ou liberdades civis decorrente das atividades do DHS, entre em contato com o Centro de Entrada Conjunta da Agencia de Controle de Imigração e Alfândega (ICE) pelo telefone 1-877-246-8253. Se você acreditar que é um cidadão dos EUA ou está sendo vítima de um crime, informe o DHS ligando para o Centro de Apoio à Imposição da Lei do ICE pelo telefone de ligação gratuita (855) 448-6903**

APPENDIX 7 – Evacuation Routes



➔ EXIT = Evacuation Routes to Emergency Exits

APPENDIX 8 – Evacuation Assembly Areas



APPENDIX 9 – Homeland Security Bomb Threat Checklist (Contact 911)

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected Delivery
- Poorly handwritten
- Misspelled Words
- Incorrect Titles
- Foreign Postage
- Restrictive Notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)

- **Follow your local guidelines**
- **Federal Protective Service (FPS) Police**
  1-877-4-FPS-411 (1-877-437-7411)
- **911**

BOMB THREAT CHECKLIST

Date: _____ **Time:** _____

Time Caller Hung Up: _____ **Phone Number where Call Received:** _____

Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ❑ Accent
- ❑ Angry
- ❑ Calm
- ❑ Clearing throat
- ❑ Coughing
- ❑ Cracking voice
- ❑ Crying
- ❑ Deep
- ❑ Deep breathing
- ❑ Disguised
- ❑ Distinct
- ❑ Excited
- ❑ **Female**
- ❑ Laughter
- ❑ Lisp
- ❑ Loud
- ❑ **Male**
- ❑ Nasal
- ❑ Normal
- ❑ Ragged
- ❑ Rapid
- ❑ Raspy
- ❑ Slow
- ❑ Slurred
- ❑ Soft
- ❑ Stutter

Background Sounds:

- ❑ Animal Noises
- ❑ House Noises
- ❑ Kitchen Noises
- ❑ Street Noises
- ❑ Booth
- ❑ PA system
- ❑ Conversation
- ❑ Music
- ❑ Motor
- ❑ Clear
- ❑ Static
- ❑ Office machinery
- ❑ Factory machinery
- ❑ Local
- ❑ Long distance

Other Information:

_____

_____

Threat Language:

- ❑ Incoherent
- ❑ Message read
- ❑ Taped
- ❑ Irrational
- ❑ Profane
- ❑ Well-spoken

_____

_____

_____

Homeland Security

APPENDIX 10 – Phone Paging System Instructions



Use the third bottom from the top right to navigate to the second screen of the phone

You will see Page all on the left, second button from the top. Push the button and speak



APPENDIX 11 – First Aid Procedures for Exposure to Hazardous Substance

FIRST AID AND MEDICAL TREATMENT FOR EXPOSURE TO CHLORINE

First aid and CPR must be administered by properly trained and authorized individuals.

General Treatment for Exposure to Chlorine
- Immediately remove exposed person to an uncontaminated area.
- Check victim's respiration first.
- Remove any contaminated clothing and wash contaminated parts of the body.
- Never give anything by mouth to an unconscious patient.
- Call a physician to obtain medical assistance.

Chlorine Gas Inhalation if Breathing Has Ceased
- Commence artificial respiration immediately.
- Administer oxygen as soon as possible according to preparations made with medical personnel in advance.

Chlorine Gas Inhalation if Breathing Has Not Ceased
- Place patient in a comfortable position.
- Administer oxygen as soon as possible according to preparations made with medical personnel in advance.
- Keep patient warm and at rest.
- Render any other necessary first aid.

Liquid Chlorine Contact with the Eyes
- Flush eyes immediately with copious amounts of running water for 15 minutes.
- Forcibly hold eyelids apart to ensure complete irrigation of all eye and lid tissues.
- Do not attempt chemical neutralization of any kind.

Liquid Chlorine Skin Contact
- Emergency shower, removing clothes in shower.
- Wash well with copious amounts of soap and water.
- Apply no greases unless ordered by a physician.

The "Chlorine Manual," published by the Chlorine Institute, Inc. contains suggestions for physicians treating persons exposed to chlorine, and is used as a reference. The manual gives recommendations for general treatment, guidelines for administration of oxygen therapy and a description of excitement phenomenon.

NY HERO ACT:
Catskill Watershed Corporation's Airborne Infectious Disease Exposure Prevention Plan

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.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

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, domestic workers, home care and personal care workers, day laborers, farmworkers 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.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments

of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

I. RESPONSIBLITIES

This plan applies to all employees of the Catskill Watershed Corporation:
This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following employees are designated to enforce compliance with the plan. Additionally, these employees will act as the designated contacts unless otherwise noted in this plan:

Jason Merwin: Executive Director

James Martin: Finance Director

Charles Bush: Building and Grounds Manager

Timothy Cox: Corporate Counsel

II. EXPOSURE CONTROL DURING A DESIGNATED OUTBREAK

A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

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;
    - Try to limit what they touch;
    - Stop social etiquette behaviors such as hugging and hand shaking, and
    - 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 medical care and isolating.

3. **Health Screening:** In the event of a designated outbreak, employees will be screened for symptoms of the infectious disease or complete a health screening attestation form at the beginning of their shift. Employees are 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 guidance, if available.

4. **Face Coverings:** To protect coworkers, employees may be required to wear face coverings throughout the workday to the greatest extent possible. 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 should be 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, the following control method may be utilized:

- 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;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel;
- creating new work shifts and/or staggering work hours;
- adjusting break times and lunch periods;
- delivering services remotely or through curb-side pickup;

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and hot water for at least 20 seconds. Employees should also utilize provided hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

   - Touching your eyes, nose, or mouth;
   - Touching your mask;
   - Entering and leaving a public place; and
   - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, printers, etc.

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

7. **Cleaning and Disinfection:** 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 whensneezing, coughing or yawning. Physical distancing should also be utilized to the extent possible.

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 AN 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.
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 that could be implemented in the event of an outbreak include:

    i. Mechanical Ventilation:

        a. Local Exhaust Ventilation, for example:

            - Ventilated booths (lab hoods);
            - Kitchen Vents; and
            - Vented biosafety cabinets.

        b. **General Ventilation, for example**:

            - Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
            - Increasing the percentage of fresh air introduced into air handling systems;
            - Avoiding air recirculation;
            - Using higher-efficiency air filters in the air handling system;
            - If fans are used in the facility, arrange them so that air does not blow directly from one worker toanother; and

    ii. **Natural Ventilation, for example**:

- Opening outside windows and doors to create natural ventilation; and
- 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. *(Note: This method is appropriate only if air will not blow from one person to another.)*

iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).

iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.

v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).

3. "Administrative Controls" are policies and work rules used to prevent exposure. Examples that could be implemented in the event of an outbreak include:

- Increasing the space between workers;
- Adjust work schedules to accommodate fewer workers at a time;
- Disinfecting procedures for specific operations;
- Not shaking out soiled laundry;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing employee team schedules for working on separate shifts;

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. Masks and gloves will continually be made available with additional PPE being made available as circumstances require.

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. For additional information regarding imminent threats of a biological release, please refer to that section of the Catskill Watershed Corporation's Emergency Action Plan.

III. 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 ProtectionAgency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see **dec.ny.gov** and **epa.gov/pesticide-registration/selected-epa-registered-disinfectants**). 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 should 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.

Maintenance and building 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 re-suspend 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** for more guidance.

C.

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. 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.

IV. 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.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. The Executive Director or other designated individuals will verbally inform all employees of the existence and location of this plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training 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. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of this Exposure Prevention Plan;
5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

C. The training will be:

1. 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);
2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language;
3. Verbally provided in person or though telephonic, electronic, or other means.

VI. PLAN EVALUATION DURING A DESIGNATED OUTBREAK

CWC 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 Changes**	**Approved By**

VII. EXISTING COVID-19 REOPENING GUIDANCE

CWC issued reopening guidance to staff in June, 2020 following implementation of outbreak administrative controls due to Covid-19 and remained effective through the New York State Governor's Emergency Declaration and were in conformance with then existing executive orders and guidance. These reopening guidelines are attached (**Attachment 1)** as a model of potential future processes that may result from future outbreaks.

VIII. RETALIATION PROTECTIONS AND REPORTING OF ANY 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.

Attachment 1:

CWC Re-Opening Employee Guidelines and COVID-19

All employees of the Catskill Watershed Corporation (CWC) will resume reporting every day to CWC office commencing on June 1, 2020. (50% capacity reinstituted in December, 2020) The following guidelines will be observed by all staff until further notice. These guidelines have been developed after review of federal CDC guidelines and State recommendations.

Building Entry

Only CWC employees and building contractors will be allowed inside of CWC building. No visitors, including guests and family members of CWC staff, will be allowed into the building. Signs will be placed on all CWC entrances advising the public that the building is closed and to call us instead, and doors will remain locked. Do not open the door for anyone who is not a CWC employee. Anyone entering CWC must fill out an attestation screening questionnaire and have their temperature taken by assigned CWC staff prior to entering the lobby area.

Employee Workspace

With the exception of front office and building staff, all CWC staff are assigned individual offices. CWC staff will report to their offices by 8 am each day for work. Except for building and secretary staff, CWC staff shall work in their individual offices.

Upon entry to CWC office building, CWC staff will wash hands in one of the bathrooms for at least 20 seconds and/or use supplied hand sanitizer. A daily screening questionnaire must be completed by each employee reporting to work attesting they do not have any symptoms and have not been in contact with anyone who has tested positive for Covid-19.

All employees have been provided masks. A separate email has been sent to every employee regarding protocols for reuse. A mask is not required to be worn when employees are alone in their individual office.

Employee Meetings & Interactions

CWC staff are strongly encouraged to familiarize themselves with the phone intercom system for discussions with fellow employees. This will reduce the need for face to face contact.

If a meeting with more than one employee is necessary, CWC employees will use the board room on the first floor for meetings, wear a provided mask, and maintain at least a 6 foot separation distance at all times. Please call or email the Secretary or Administrative Assistant to reserve that room.

When outside of your individual offices, CWC staff must wear a provided mask.

Outside Travel

CWC staff shall limit outside travel. Where possible attend meetings by phone or by computer. Site visits must be cleared by your supervisor in advance.

No CWC staff may meet in person with property owners or applicants. If a site visit is required, only one employee may go (to avoid two employees in the same vehicle). CWC employee may visit a site with supervisor's authorization for necessary purposes, such as to take pictures to verify a septic failure, status of construction, or to view a property (ie: verify trees to be removed). CWC staff should contact homeowner ahead of time to tell them that we cannot have any interaction while onsite, and that staff can discuss by phone their application or reason for the visit upon return to the office

Upon return, the employee must again wash their hands for at least 20 seconds and/or use hand sanitizer.

Employee Breaks

Employees are encouraged to eat lunch off site, outdoors, or at their desks until further notice. The kitchen/break room can be used to obtain fresh water, coffee, and use the microwave. However, the room should not be used for lunch or break space. Of course, a mask must be worn in indoor spaces outside of your office. For hourly employees, please familiarize yourself with the do not disturb feature on your phone so that you can have an interrupted lunch.

Cleaning

As they have throughout this pandemic, CWC building staff will continue to clean all touchable surfaces with disinfectants on a daily basis, including doors, door knobs, light switches, desks and tables, phones, vehicles, etc.

Illness & Family Leave

If an employee has a fever or is feeling ill, he/she should stay home and notify their supervisor.

If a member of an employee's household is diagnosed with COVID-19 or exhibits symptoms consistent with COVID-19 (high fever, cough, etc), the employee should stay home and notify their supervisor.

If an employee cannot obtain child care due to COVID-19 restrictions or concerns, please contact the Executive Director to discuss telework options. Telework options remain limited but are a possibility for employees who cannot obtain child care for a specific period of time due to COVID-19 restrictions or are caring for someone infected by or recovering from COVID-19.

Coughing and Sneezing – CDC Recommendations

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands

Staff and visitors should all be cognizant and versed in local, state and federal safety guidelines, which will be provided periodically.

CWC programs are one of the lynchpins of our local economy. Homeowners and businesses depend upon CWC and staff for loans, for septic reimbursement, for stormwater reimbursement, for flood resiliency. Numerous contractors rely on CWC programs for their livelihood. Following these guidelines will not only keep us and our loved ones safe, they will also allow CWC to continue to be there without interruption for the residents and businesses that call our forty-one watershed towns their home.

On behalf of management and the CWC Board, thank you for all you do and for your cooperation.