



NY HERO Act – Airborne Infectious Disease Exposures Prevention Plan

Approval Authority: President & Cabinet

Interpreting and Implementing Authority: General Counsel & Human Resources

Effective: September 2021

Last Revised: September 2021

Next Review Date: September 2026

NY HERO Act – Airborne Infectious Disease Exposures Prevention Plan

Policy Statement

The purpose of this plan is to protect Manhattanville College 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 contacts listed below.

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 the College, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

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.

Entities Affected by the Policy

All employees (faculty & staff)

Policy Background

No comprehensive policy addressing this issue previously existed.

Policy Procedures

- I. RESPONSIBILITIES – This plan applies to all employees of Manhattanville College located at the College’s campus in Purchase, NY. This plan does not apply to employee remote work sites and arrangements, work conducted while on College-approved travel, or work completed in a location not approved by the College. This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, the employees in these supervisory positions will act as the designated contacts unless otherwise noted in this plan:
 - a. Director of Human Resources – Richard Sheehy, Richard.Sheehy@mville.edu
 - b. Director of Facilities – Michael Wenz, Michael.Wenz@mville.edu
 - c. General Counsel and Chief Compliance Officer – Seann Kalagher, Seann.Kalagher@mville.edu
 - d. Vice President for Finance and Operations – Jean Hall, Jean.Hall@mville.edu
- II. EXPOSURE CONTROLS 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:
 - i. General Awareness - Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 1. Maintain physical distancing;

2. Exercise coughing/sneezing etiquette;
 3. Wear face coverings, gloves, and personal protective equipment (PPE), when appropriate;
 4. Individuals should try to limit what they touch;
 5. Limit social etiquette behaviors such as hugging and hand shaking, and
 6. Wash hands properly and often.
- ii. Stay at Home When Ill – If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform Human Resources and their supervisor and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating, when appropriate. Human Resources can assist employees in procuring advice from the appropriate health authority.
 - iii. Health Screening - Employees will be screened for symptoms of the infectious disease 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.
 - iv. Face Coverings – To protect coworkers, employees will wear face coverings throughout the workday to the greatest extent possible and in compliance with current College policy. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
 - v. Physical Distancing – Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance as recommended by the NYSDOH/CDC 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 College may use the following control methods:
 1. physical barriers;
 2. signage;
 3. floor markings;
 4. remote work options;
 5. creating new work shifts and/or staggering work hours;
 6. delivering select services remotely.

- vi. Hand Hygiene – To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
 - 1. Touching your eyes, nose, or mouth;
 - 2. Touching your mask;
 - 3. Entering and leaving a public place;
 - 4. Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens;
 - 5. Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.
 - vii. Cleaning and Disinfection – See Section III of this plan.
 - viii. Respiratory Etiquette – Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
 - ix. Special Accommodations for Individuals with Added Risk Factors – Some employees, due to various factors, may be at increased risk of severe illness if infected. Please inform Human Resources 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 items below may be necessary. The College will assess if the following are necessary:
- i. Elimination – The College will consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
 - ii. Engineering Controls – The College will consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate employees from the infectious agent. Examples of engineering controls include:
 - 1. Mechanical ventilation (where available)
 - 2. General ventilation systems
 - 3. Natural ventilation (by opening windows and/or doors)
 - 4. Use of barriers and/or partitions where feasible
 - 5. Adapting physical layouts where employees may congregate
 - iii. Administrative Controls – Policies and practices used to prevent exposure. Examples include:
 - 1. Increasing the space between workers;
 - 2. Employee training;
 - 3. Identify and prioritize job functions that are essential for continuous operations;

4. Cross-train employees to ensure critical operations can continue during worker absence;
 5. Remote work opportunities;
 6. Signage reminding employees of College mitigation efforts.
- iv. Personal Protective Equipment (PPE) – 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 and job function. Examples of areas where PPE will be provided by the College is within College laboratory spaces and facilities employees engaged in certain tasks.
 - c. Exposure Control Readiness, Maintenance, and Storage – The controls the College has 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.
- 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, shared computers, shared phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection. The disinfection methods and schedules selected are based on specific workplace conditions. The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov 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. The College’s contract housekeeping provider will assess the need to adjust normal practices in order to best protect their employees and ensure that College housekeeping needs are met.
 - c. Housekeeping in Workspaces of a Symptomatic Employee – 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.
 - d. Trash Containers – If 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:
 - a. Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
 - b. In consultation with Human Resources, follow local and state authority guidance to inform impacted individuals.
- V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK
 - a. Manhattanville College 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.
 - b. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:
 - i. The infectious agent and the disease(s) it can cause;
 - ii. The signs and symptoms of the disease;
 - iii. How the disease can be spread;
 - iv. An explanation of this Exposure Prevention Plan;
 - v. The activities and locations at our worksite that may involve exposure to the infectious agent;
 - vi. The use and limitations of exposure controls
 - vii. A review of the standard, including employee rights provided under Labor Law, Section 218-B.
 - c. The training will be:
 - i. 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);
 - ii. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
 - iii. Verbally provided in person or through telephonic, electronic, or other means.
- VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK – The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements.
- VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS – The College, or person acting as or on behalf of the College, or the officer or agent of the College, shall not 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 inconsistent 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 College and employee regarding a potential risk of exposure are in writing, they shall be maintained by the College 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.

Interpreting and Implementing Authority

Director of Human Resources
General Counsel & Chief Compliance Officer

Statutory or Regulatory References

New York HERO Act (§§218-b & 27-d, New York Labor Law)

Relevant Links

New York HERO Act website (from the NY Department of Labor): <https://dol.ny.gov/ny-hero-act>

Policy Adoption Review and Approval

Recommended approval by President's Cabinet on September 14, 2021
Approved by President on September 14, 2021