

# COLECRAFT

Commercial Furnishings

## Colecraft Commercial Furnishings Return to Work Plan\*

\*This plan is based upon the risk classification associated with the Manufacturing operation of Colecraft Commercial Furnishings located at 1021 Allen Street, Jamestown, NY 14701. The jobs at this location are considered a **Lower Exposure Risk** - those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers at this location have minimal occupational contact with the public and other co-workers.

### 1. Colecraft Infectious Disease Preparedness and Response Plan

a. An assessment of the level of risk associated with various worksites and job tasks has been performed

i. The sources of SARS-CoV-2 exposure at the workplace have been identified and the following controls will be implemented to address those risks:

#### 1. Co-workers

On the production floor there is ample room in each employee's work area for employees to conduct their duty without coming within 6 ft of a co-worker. As shown in the plant layout drawing (see Attachment 1), the large circles on the floor are shown at 12-ft in diameter. All employees that are within six-foot of one another due to a need for assisting with a necessary work function will be required to wear face protection/mask.

The employee break area is set up with multiple six-foot picnic tables, and only one person should use each table at lunch and break times. Everyone is encouraged to eat alone at their workstations.

In the office area of the layout drawing (see Attachment 1) 6-ft circles are shown. No two circles overlap, showing adequate distancing, plus all employees in the office have 60" high walls or dividers around them. All office personnel who can work from home will continue to do so.

#### 2. Truck Drivers/Delivery Drivers/USPS/Parcel Delivery Services

All entrants into the building for these purposes will be required to wear face protection. Any employee interacting with these entrants will be required to wear face protection/mask. When the transaction is complete and the visitor has left the building, the area will be sprayed down with ready to use disinfectant and any items received will be sprayed down, if possible.

#### 3. Vendors, Customers and the General Public

Visitation by non-critical visitors is discouraged. The front door will remain locked throughout the day to keep all traffic through the man door near the loading docks or the rear man door near the receiving door. All Entry and

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Exit from the building will be recorded on Visitor Logs (see Attachment 2). Logs will be located at both front and rear entrance of building, pen and hand sanitizer located next to it. All visitors are expected to wear face protection/mask and signs are posted for notification (See Attachment 3).

ii. Non-occupational risk factors at home and in community

Everyone is highly encouraged to follow the NYS Stay at Home and social distancing guidelines when not working.

iii. Workers' individual risk factors

All personnel who have a health condition that may place them at high risk are asked to contact their primary health care provider for guidance. You may then contact your supervisor and/or Human Resources to discuss your personal situation. People at higher risk for severe illness are:

1. Those of age > 65
2. Those with chronic medical conditions, etc.
  - a. Asthma or lung disease
  - b. Heart conditions
  - c. Immunocompromised
  - d. Severely obese (BMI>40)
  - e. Diabetics
  - f. Those with liver or kidney disease undergoing dialysis

b. Procedure to address a suspected infection - See #3. Policies and procedures for prompt identification and isolation of sick employees

c. Outbreak contingency plan to deal with:

i. Increased absenteeism

Not all employees will be immediately returning to work. If absenteeism becomes an issue, Colecraft will utilize other employees still on furlough or layoff. Colecraft may also re-assign duties to current employees, as needed.

ii. If the need arises, we will consider staggered breaks and lunch times.

iii. Conducting essential operations with reduced workforce

1. Cross training of our workforce is and has always been a part of Colecraft's employment practices.

iv. Interrupted supply chains are not anticipated. Our materials are primarily purchased domestically.

2. The following basic infection prevention measures will be implemented

- a. Frequent and thorough hand washing will be required, including by providing workers, customers, and worksite visitors with a place to wash their hands. Where soap and running water are not immediately available, alcohol-based hand rubs containing at least 60% alcohol will be provided.

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- b. Employees are required to wash their hands upon entering the building.
- c. Disinfecting wipes are provided for employees to clean their immediate area before starting their shift. Cleaning and disinfecting products are available to employees to keep work areas disinfected throughout the day. If employees are working in same area as another employee, they must wipe common surfaces after every break.
- d. Workers are required to stay home if they are sick.
- e. Respiratory etiquette is required, including covering coughs and sneezes.
- f. If any worker has a persistent cough, that employee will be mandated to wear a mask during the day to protect other employees.
- g. Vendors, Customers and the public will be provided with tissues and no-touch trash receptacles.
- h. Workers will be prevented from using other workers' phones, desks, offices, or other work tools and equipment, unless the aforementioned is completely disinfected.
- i. Regular housekeeping practices will be maintained, including routine cleaning and disinfecting of all frequently touched surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens is used.
- j. Soap and water are provided in multiple areas of the workplace. Alcohol-based hand sanitizer that is at least 60% alcohol is available in public use areas of the building. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- k. All cleaning & disinfecting products are continuously inventoried, and orders are on-going. Products will be distributed as soon as possible upon receipt.
- l. Posters are in place that encourage hand hygiene to help stop the spread in workplace areas where they are likely to be seen.
- m. Handshaking and other casual contact between employees or visitors is not allowed. Rather the use of other noncontact methods of greeting are encouraged.
- n. Employees are directed to visit the coughing and sneezing etiquette and clean hands webpage for more information  
([https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html))

### 3. Policies and procedures for prompt identification and isolation of sick employees

- a. Colecraft will inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure (See Attachment 4).
- b. When an employee enters the building, the Production Manager will be taking his or her temperature with a non-contact temporal thermometer. He will only be looking at the color of the screen. If the device reads a temperature over 100.4 degrees Fahrenheit the indicator lights up red. If the indicator is red, the employee will be sent to isolation. They will then remain there until all other employees are checked. Any employees in

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isolation will be rechecked for a possible false reading. If the employee fails thermometer reading 3 times, then they will fill out a questionnaire and then be removed from the building and advised to see their primary care provider.

c. If any employee is sick or feeling symptoms of COVID-19, they are advised NOT TO report to the work location. They will be encouraged to contact their primary care provider for guidance, then contact their supervisor and/or HR to discuss their personal situation.

d. If an employee shows signs or symptoms, or feels sign or symptoms of the COVID-19 while at work, that employee will be tested for a fever with a non-contact thermometer, isolated into the small conference room located directly off the main door of the office and will either wait there until a ride is able to pick them up or safely escorted to the office door and sent home to contact their primary care provider.

d. If an employee is confirmed to have COVID-19 infection, Colecraft will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Colecraft will instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

e. If a sick employee is suspected or confirmed to have COVID-19, the CDC cleaning and disinfection recommendations will be followed (See Attachment 5).

f. Employees will not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

g. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

#### 4. Workplace flexibilities and protections

a. If an Employee is sick, we require the employee to stay home until they are feeling better, have no symptoms or elevated temperature.

b. Sick leave policies are flexible and consistent with public health guidance and employees are made aware of these policies via email and bulletin board postings.

c. Before utilizing any temporary employees, Colecraft will talk with companies that provide our business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

d. We will not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way

e. Colecraft maintains flexible policies that permit employees to stay home to care for a sick family member. Colecraft is aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.

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## 5. Implementation of workplace controls by Colecraft

a. Engineering controls – does not rely upon worker behavior, i.e. isolation of employees from work-place hazards

i. The layout of our 40,000 sq ft facility enables social distancing without any changes to the floorplan.

b. Administrative controls by Colecraft

i. Sick workers are to stay at home.

ii. Virtual communications and telework will be used when feasible.

iii. Establishing alternating days or extra shifts to reduce the number of employees in a facility at a given time may be implemented, if needed.

iv. Non-essential travel to locations with ongoing COVID-19 outbreaks has been discontinued.

v. Current emergency communications plans are to be utilized.

vi. Worker education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE) will be provided via email and/or bulletin board postings.

c. Safe work practices - procedures for safe and proper work

i. Colecraft provides resources and a work environment that promotes personal hygiene. For example, we provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces

ii. Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.

iii. Handwashing signs are posted in restrooms (See Attachment 6).

d. Personal protective equipment – as needed. Colecraft provides its workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure. The PPE provided is:

i. Selected based upon the hazard to the worker

ii. Properly fitted and periodically refitted, as applicable (e.g., respirators)

iii. Consistently and properly worn when required

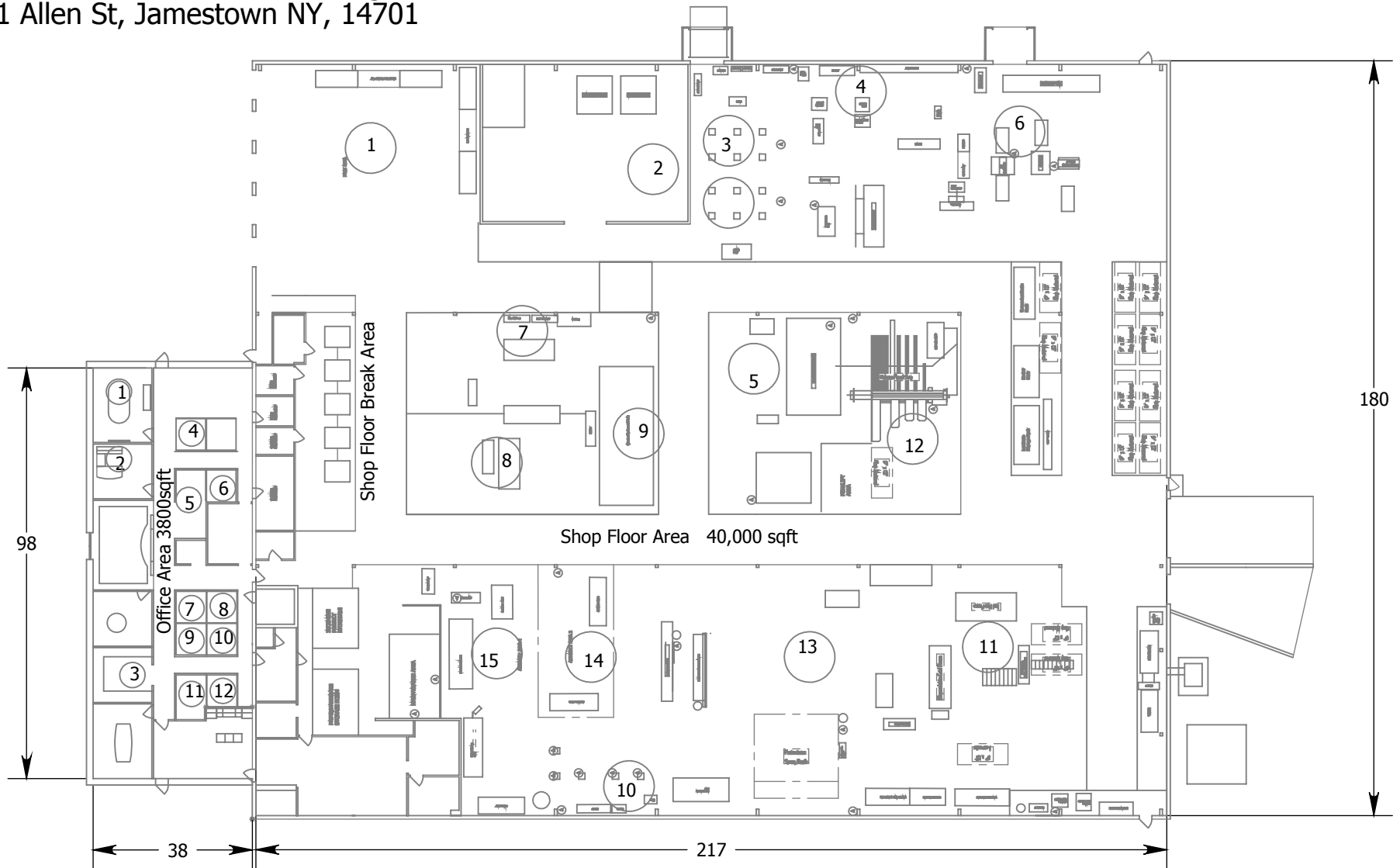
## 6. Colecraft will continue adherence to all existing OSHA standards

a. <https://www.osha.gov/>



## **ATTACHMENT 1**

**Colecraft Commercial Furnishings**  
1021 Allen St, Jamestown NY, 14701



**Notes:**

- Shop floor calculated for 15 employees with 12' diameter of social distancing.
- Shop floor break area with 5 picnic tables for employees with social distancing.
- Office calculated for 12 employees with 6' diameter of social distancing behind 60" tall partition walls.

<b>Name:</b> Social Distancing 2020		<b>Drawing #:</b>
<b>Customer:</b>		
<b>Quote #:</b> 000000-000	<b>SO / JO #:</b> 0000 / 0000 - 0000	<b>Weight:</b> N/A
<b>Origin Date:</b> 04/27/2020	<b>Revision #:</b> 000000-00	<b>Drawn By:</b> MCR
<b>Proprietary/Confidentiality Statement</b> All designs, specifications, quotes, drawings and miscellaneous product information provided by Colecraft Commercial Furnishings remains the exclusive property of Colecraft. It may not be disseminated or used in any manner without the expressed written consent of Colecraft. Colecraft reserve the sole right to manufacture and distribute its products.		



## **ATTACHMENT 2**



# Colecraft Commercial Furnishings Visitors Log

[illegible]



## **ATTACHMENT 3**

# STOP

VISITORS AND DELIVERY  
SERVICES

BEFORE ENTERING FACILITY MUST  
WEAR A MASK





## **ATTACHMENT 4**

# Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

## Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

## Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

## Shortness of breath



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



## **ATTACHMENT 5**

# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



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

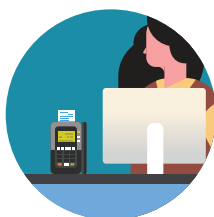
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.





- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

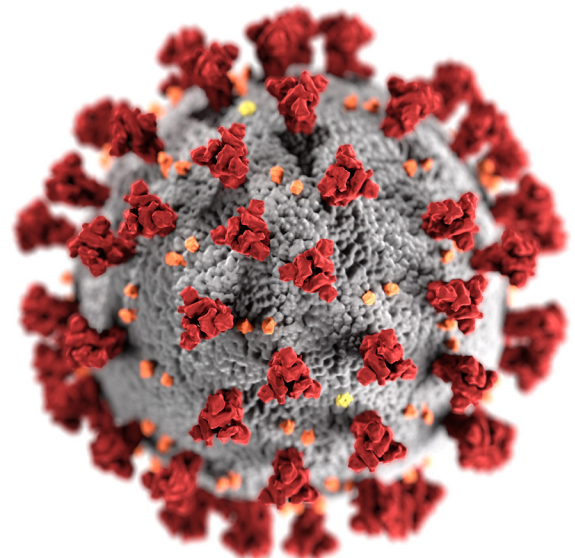
## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

## For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).





## **ATTACHMENT 6**





**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

**Wash your hands with soap  
and water for at least**

**20 SECONDS.**

**LIFE IS BETTER WITH**

**CLEAN  
HANDS**



**[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)**



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