

NWA COVID-19 Reopening Safety Plan - July 29, 2020

Name of Business: Northeastern Woodworkers Association (NWA)

Industry: 501(c)3 - Education & Cultural Organization

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Lead Officer: Irving E. Stephens, President (May, 2020- May, 2021)

Human Resources Contact: Not applicable

This document serves as the written safety plan outlining how the Northeastern Woodworkers Association (NWA) will aid in the prevention of the spread of COVID-19 during the recovery and reopening period.

The following procedures have been developed to facilitate the transitioning of NWA members back to their club activities at its facility located at **97 Railroad Avenue, Albany, NY** in response to the Governor's **New York Forward** phased approach to reopen New York State. The plan is an active document and will be updated and modified as future phases of the Governor's plan are rolled out.

The plan will be adapted and updated by NWA based on local needs, best practices and changes in accordance with public guidelines and requirements from the following agencies and/or authorities:

<https://www.cdc.gov/coronavirus/2019-ncov/index/>
<https://forward.ny.gov/>
<https://ny.gov/>
[/https://health.ny.gov](https://health.ny.gov)

The plan addresses the areas of concern identified by the **NY Forward Business Re-Opening Safety Plan Template**.

This document was first presented to members of the Northeastern Woodworkers Association's Board of Directors for review on July 14, 2020 and was subsequently endorsed by the Board on July 29, 2020.

The President, Vice President and members of the LCOC* have primary responsibility to develop, maintain and/or implement the preparedness, response and recovery plan as well as serving as the association's contact(s) in case of an outbreak. As of July, 2020 these people are:

President	Irving E. Stephens	irvstephens@gmail.com	518-598-4362
Vice President	Richard DiGuilio	digiulior@live.com	518-488-2803
LCOC* Member	Wayne Distin	wdistin@nycap.rr.com	518-674-4171
LCOC* Member	Richard Flanders	rflander@nycap.rr.com	518-461-7339
LCOC* Member	John Heimke	heimkj@sage.edu	518-279-9073
LCOC* Member	James Lefebvre	jtldc@aol.com	518-269-1989
LCOC* Member	Steven Mapes	mapessteven@gmail.com	518-527-2976
LCOC* Member	Raymond Puffer	ray.puffer@gmail.com	518-272-6421

*LCOC = Learning Center Operations Committee

Essential Personnel

NWA's essential personnel specifically include its elected officers, other Board members, members of the LCOC, and members serving in other leadership positions. Essential personnel have access to the facility for inspections, maintenance and related operational shop activities at all times.

Overview

The following general guidelines incorporate the recommendations of the NYS Dept. of Health, the U.S. Center for Disease Control and the local Health Department that apply to NWA's Railroad Avenue site and to which NWA will adhere for the safety of its members and the community at large.

NWA is an all-volunteer non-profit organization with no paid personnel, so the terms "employer", "employee", "manager", and "customer" do not apply. All activities are carried out on a voluntary basis by NWA members.

Typical NWA activities at the Railroad Avenue workshop are woodworking classes and small group woodworking sessions devoted to recreational education and community service projects.

I. People

A. Physical Distancing: To ensure that NWA members comply with physical distancing requirements, NWA will do the following:

1. Require that members and any non-member visitors wear acceptable face coverings at all times when on site, since safety or core function of the workshop activities often require a distance shorter than 6 ft between personnel. Face coverings will be available for visitors and members who arrive without acceptable face coverings.
2. Limit activity in smaller enclosed areas:

Machine Room: 6
Classroom area: 9

Meetings exceeding 9 persons will be held in open areas that accommodate social distancing; larger group meetings, e.g. Board Meetings, may be conducted using a combination of video-conferencing and on site spaces;

3. Post social distancing signs at the building entrances, encouraging 6 ft of spacing when possible;
4. Handle any deliveries of materials to or from the shop by NWA members, following reopening plan guidelines;
5. Conduct most in-person interactions with non-members in the lobby area;
6. Adjust group activity schedules as needed to meet occupancy requirements;
7. Convert the “Break Room” adjacent to the shop area into a hand washing station by removing tables and chairs, storing food & utensils away; and turning off the refrigerator;
8. Adjust spacing of work benches, machines as well as installing appropriate barriers, if needed, to provide members with 6 ft or more of physical separation.

II. Places

A: Protective Equipment. To ensure NWA members comply with protective equipment requirements NWA agrees to do the following:

1. Expect NWA Members to bring and use their own acceptable face coverings (i.e., face masks). NWA also will maintain a supply of 150 disposable face masks that members and visitors can use on site.
2. NWA will be responsible for the proper cleaning of their own reusable face coverings off site. Disposable face coverings will be discarded after use.
3. Shared tools and surfaces will be sanitized between sessions (see Hygiene & Cleaning below).

B: Hygiene & Cleaning. To ensure NWA members comply with hygiene and cleaning requirements, NWA agrees to do the following:

1. Adhere to hygiene and sanitation requirements from the U.S. Centers of Disease Control and Prevention and the NYS Dept. of Health.
2. Maintain cleaning logs documenting the date, time and scope of cleaning.
3. Provide hand sanitizing and disinfectant stations at designated site areas throughout the facility and install signage identifying these locations.

4. Post cleaning procedures and list of cleaning supplies. Typical cleaning and disinfectant products include, but is not limited to:

MediClean® Disinfectant
IN-CIDE Disinfectant
Simple Green Disinfectant

5. At the end of each activity session, group leaders or their delegates will oversee that

a. Shared equipment, surfaces or tools are wiped down or sprayed with appropriate disinfectants;

b. “High touch” areas are wiped down or sprayed.

6. To reduce the risk of contamination, members will be encouraged to bring and use their personal hand tools, whenever practical. Individual members will be responsible for cleaning and disinfecting any NWA supplied face shields used with lathes or other equipment at the end of each individual use.

C. Communication. To ensure NWA and its members comply with communication requirements, NWA agrees to do the following:

1. Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

2. NWA will use its most recent membership list to advise all members by email about its policies and updated information;

3. NWA will instruct activity leaders in safety, cleaning and hygiene policies and procedures.

4. NWA will post signage about entry policies in its lobby and require all persons entering the building to affirm that they are symptom free of COVID-19 to the best of their knowledge.

5. Group leaders or their delegates will maintain continuous entrance logs of all members and other persons who enter the site.

6. If a member or visitor who has been at the Shop tests positive for COVID-19, the NWA President or his delegate will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as members or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

III. PROCESS

A. Screening: To ensure members comply with protective equipment requirements, NWA will do the following:

1. All members, visitors and contracted persons will be required, to gain entry to the site, to attest that (1) they have been free of COVID-19 symptoms for the past 14 days, (2) have not had a positive COVID-19 test in the past 14 days, and (3) have not to their knowledge been in contact with a person who has or is suspected to have COVID-19 in the past 14 days.
2. The above screening will be conducted by the session group leader or delegate, wearing acceptable face covering (as is required by anyone entering the building).

B. Contact Tracing and Disinfection of Contaminated Areas: To ensure NWA and its members comply with contact tracing and disinfection requirements, NWA will

If NWA learns that someone who participated in shop activities tests positive for COVID-19:

1. Members of the LCOC will
 - a. Review entrance logs and attempt to contact other individuals who used the Shop to advise them of possible exposure to COVID-19; and
 - b. Using its most recent membership list, alert all members by email that someone has tested COVID-19 positive.
2. Close the shop facilities until necessary cleaning can be performed .
3. The products available for this cleaning include, but are not limited to:

MediClean® Disinfectant
IN-CIDE Disinfectant
Simple Green Disinfectant