

Airborne Infectious Disease Exposure Prevention Plan

The purpose of this plan is to protect St. John Fisher 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 (NYS) 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 of this plan to one of the designated contacts. 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, and other temporary 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.

I. RESPONSIBILITIES

This plan applies to all employees including student employees of St. John Fisher 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, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

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II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. Minimum Controls During an Outbreak

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 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.

Health Screening: Employees must self-screen for symptoms of COVID-19 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 their supervisor. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions.

Health screenings will be performed via signage, at point of entry, and by e-mail/website with questions following guidance from the NYSDOH. The College will monitor guidance from NYSDOH and CDC and update as needed.

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:

- 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, gas pumps, shopping carts, or electronic cashier registers/screens.
- Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

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.

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 accommodation.

Operations: The College established Operational Levels that determine campus protocols to reduce the risk of COVID-19 virus spread. The current operational level may be found online at <https://www.sjfc.edu/update/covid-19-cases-at-fisher/operational-levels/>. Changes in Operational Levels will also be communicated to the campus community via email from Fisher Alert.

St. John Fisher College has set four Operational Levels (Yellow, Orange, Red and Gray) in response to the COVID-19 pandemic. The College will continue to monitor and consider several indicators, including:

- The number of COVID-19 positive cases on campus
- Level of community transmission and spread
- Surveillance of COVID-19 in waste water on campus
- Isolation and quarantine capacity on campus

Yellow Level

- Instruction – In person
- Unvaccinated Faculty/Staff – Face Coverings required indoors. Face coverings required outdoors when 6-foot distancing is not possible.
- Vaccinated Faculty/Staff – Face coverings may be required indoors.
- Currently enrolled Fisher students (residential and commuter) will be allowed in Resident Halls.
- Unvaccinated staff and students tested on a regular basis.
- Testing may be required regardless of vaccination status.
- Visitors permitted on campus and must follow all COVID-19 policies.
- Athletics is open with adherence to current face covering requirements.
- Dining – Full service with adherence to current face covering requirements (e.g., face covering when not eating or drinking).
- Gatherings/events for Members of the Fisher Community are allowed.
- Gatherings/events that include visitors are allowed
- Office capacity – full capacity
- Business Meetings – in person business meetings are allowed.
- Off Campus Experiential - allowed

Orange Level

- Instruction – In person
- Unvaccinated Faculty/Staff – Face Coverings required indoors. Face coverings required outdoors when 6-foot distancing is not possible.
- Vaccinated Faculty/Staff – Face coverings may be required indoors.
- Unvaccinated staff and students tested weekly
- Regular testing may be required regardless of vaccination status (e.g., high risk groups)
- Currently enrolled Fisher students (residential and commuter) will be allowed in Resident Halls. Visitation may be temporarily suspended to one or more residence halls.
- Visitors permitted on campus and must follow all COVID-19 policies.
- Athletics is open with adherence to current face covering requirements.
- Dining – full service with adherence to current face covering requirements (e.g., face covering when not eating or drinking). Additional protective measures may be added. Grab and go meals may be instituted for some or all.
- Gatherings/events for Members of the Fisher Community are allowed.
- Gatherings/events that include visitors are allowed. Capacity restrictions may be implemented depending on the venue. Indoor events may require that guests be vaccinated or test negatively recently.
- College sponsored travel – domestic travel is dependent on CDC and State guidance. Testing for unvaccinated individuals is required before return to campus.
- Office occupancy – full capacity
- Business Meetings – in person business meetings are allowed.
- Off Campus Experiential - allowed

B. Advanced Controls During an Outbreak

For activities where the Minimum Controls alone will not provide sufficient protection for Staff/Faculty, additional controls are established:

Red Level

- Instruction – Some classrooms may be de-densified.
- Face Coverings - Regardless of vaccination status, face coverings are required indoors and may be required outdoors when 6-foot distancing is not possible.
- Re-entry testing for all students regardless of vaccination status. All faculty/staff on campus may be tested regularly regardless of vaccination status.
- Only essential guests are permitted on campus and must follow all COVID-19 policies.
- Athletics is open with adherence to current face covering and distancing requirements. Capacity controls identified. (e.g., reservations)
- Full service with face covering required when not eating or drinking. Additional protective measures are added. Grab and go meals may be instituted for some or all.
- Gatherings and events for Members of the Fisher Community - Capacity restrictions may be implemented depending on the venue.
- Gatherings and events that Include Visitors – In person gatherings may be limited in size and have a requirement that guests be vaccinated or tested negative recently.
- College sponsored travel – only essential domestic travel and must test negative before returning to campus.
- Off- Campus Experiential – Required academic
- Offices Occupancy – offices may be de-densified
- Business meetings conducted through Zoom

Gray Level

- Instruction – Remote Only
- Face coverings required indoors regardless of vaccination status. Face coverings may be required outdoors when 6-foot distancing is not possible.
- Any faculty/staff remaining on campus will be tested regularly.
- Visitors not permitted on campus
- Athletics – closed
- Dining – closed
- Gatherings and events for Members of Fisher Community – Virtual only.
- Gatherings and events that include Visitors – Virtual Only
- College sponsored travel – Not allowed
- Off-Campus Experiential – Required academic
- Essential employees only on campus.
- Business meetings conducted through Zoom.

C: Engineering Controls

Ventilation Protocols: St. John Fisher College has instituted ventilation protocols that meet or exceed NYS requirements (see Appendix A – Ventilation Protocols).

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. The following PPE that are anticipated to be used based upon Fisher's Operational Levels and tasks being conducted are listed below:

N95 Respirators *

Surgical Masks

Face Shields

Nitrile or Vinyl Gloves

Protective Gowns

*(*The use of respiratory protection, e.g. an N95 filtering face-piece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.*

Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.)

D. 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.

III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. Disinfection Methods and Schedules

Normal housekeeping schedules will be maintained with common spaces in residence halls cleaned during the day. The common use areas such as academic, athletic and support areas will be cleaned nightly when the usage and population in the buildings is at a minimum. All areas are cleaned including wiping down common frequent touch point areas, removal or any trash and debris. All bathrooms are cleaned and sanitized at a minimum nightly, high use areas have an increased frequency. As needed and depending on the specific areas, spray disinfection could be implemented to provide large area disinfection.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules will be continued and followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. Routine procedures may be adjusted and additional cleaning and disinfecting implemented by increasing the frequency of cleaning and disinfecting high touch points. Wet method cleaning may be increased to reduce re-suspending air particles into the environment. PPE for the housekeeping staff will be reviewed to ensure proper protection is maintained focusing on respiratory protection. As needed, the college will implement area disinfection by spraying approved disinfectants after cleaning. This will disinfect entire areas and help in the removal of suspended particles in the air.

If an employee, student or visitor develops symptoms of the infectious disease at our facilities, the area will be isolated in accordance with guidance issued by NYSDOH or the CDC. When possible, cleaning activities will be delayed to allow the ventilation system to operate to decrease any infectious particles to settle out. The area will be cleaned and a spray disinfectant will be implemented in the space to cover all surfaces and reduce any suspended particle load.

Liners are used in trash containers. At a minimum, trash is removed from the building daily and high load areas are removed from the building multiple times during the day and night.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

Based on a CDC guidelines for IHE's in a fully vaccinated campus, should an actual, or suspected, infectious disease case occur, the following actions will be taken:

- The staff/faculty member will monitor symptoms and should they be symptomatic, get tested for COVID-19.
- If any staff/faculty member came into [close contact](#) with someone with COVID-19 they should get tested 3-5 days after the date of exposure and wear a mask in public indoor settings for 14 days after exposure or until a negative test result.
- Isolate if they have tested positive for COVID-19 in the prior 10 days or are experiencing [COVID-19 symptoms](#).
- Follow applicable Federal, State, and Local laws and regulations.
- Non-vaccinated staff/faculty are required to mask indoors and follow social distancing recommendations
- A symptomatic, non-vaccinated staff/faculty member should be tested as soon as possible and isolate from the campus population.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. Information

Human Resources 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. 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 work locations that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls
7. A review of employee rights provided

B. Training will be:

1. Provided at no cost to employees and take place during working hours.
2. Appropriate in content and vocabulary to educational level, literacy, and preferred language
3. Verbally provided in person or through telephonic, electronic, or other means.

VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

St. John Fisher College Administration 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

In keeping with its zero-tolerance policy on retaliation, Saint John Fisher College shall not discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan. This includes reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns, 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.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications which shall be maintained 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. A confidential COVID concern report can be made at any time by accessing the [COVID-19 Resources](#) page.

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S. Fitch

Revision Log:

Appendix A

Ventilation Protocols

MERV Ratings

Table 1 presents St. John Fisher's MERV ratings. The MERV is 13 or higher in buildings other than those residence halls that utilize PTAC units (through the wall individual HVAC units). The halls containing through the wall units (PTAC) have a MERV of 7, but the air conditioning is not distributed throughout the building and is contained to the residence hall room. It would not be subject to distribution of conditioned air outside of the individual suite and does not permeate throughout the building and thus does not present a concern for the general public. Those droplets, if present are only in the suite with students who are not required to mask when in their quarters.

Other ventilation protocols

The college's buildings that are supplied with centralized ventilation systems will be operating continuously, 24 hours a day, to ventilate all buildings. The minimum outside air settings will be increased as much as possible to reduce the amount of air recirculated and still maintain proper temperature control temperatures within the spaces. As found in TABLE 1 these systems contain MERV-13 filter systems, while Lavery library, ISHS, Skalny and the school of Pharmacy have MERV-17 filtration in place. The filters are replaced at minimum of 2-3 times a year and as needed after inspections.

The exception to the above are the residence halls that have PTAC, heat pumps and fan coil units that only supply air directly to that room only and its occupants. These units have MERV-7 filtration and are not designed to accept a higher rating without damage to the equipment. The filters are replaced at minimum of 2-3 times a year and as needed after inspections. All the residence hall rooms also have operable windows which allows for the introduction of fresh air into the space in addition to any ventilation equipment installed. The ventilation equipment is directly controlled by the room occupants.

Conclusion

St. John Fisher College's response meets or exceeds the recent NYS requirement in regards to air conditioning systems MERV ratings and other ventilation protocols.

Table 1

BUILDING	TYPE OF AC SYSTEM USED	FILTER MERV RATING	DOES BUILDING HAVE COOLING	COMMENTS
ALES1	RTU AND SPLIT	13	Y	
BASIL	RTU / AHU / CHW	13	Y	
GATEWAY	AHU CHW	13	Y	
CAMPUS CENTER	AHU	13	Y	COOLING TOWER
DORSEY	PTAC	7	Y*	DORM ROOMS ONLY
FACILITIES	RTU	13	Y*	2 ND FL/1 ST E END
FAY MEDIA	RTU CHW	13	Y	
FOUNDERS	HPWS	7	Y	COOLING TOWER
HAFFEY	RTU	13	Y*	1 ST FL ONLY
HAFFEY DORM			N	
HERMANCE	AHU	13	Y	
ISHS	AHU	13 PRE FILTER	Y	
		17 CARTRIDGE		
KEARNEY	AHU / RTU / CHW	13	Y	
KEOUGH	AHU	13	Y	
	DORM PTAC	7		
LAVERY LIBRARY	AHU / CHW	13 PRE FILTER	Y	
		17 CARTRIDGE		
MICHAELHOUSE	SPLIT	13	Y*	ONLY BSMNT OFF
DORM SIDE			N	
MURPHY	AHU / CHW	13	Y*	ONLY ACAD SIDE
DORM SIDE			N	
MURRAY	AHU	13	N	
PIOCH	AHU / CHW	13	Y	
ATHLCNTR	RTU	13	Y*	GYMS AND OLD
			LOCKER Rms	HAVE NO AC
RWJRSOE	RTU / CHW	13	Y	
SKALNY SCIENCE	RTU / CHW / AHU /	13 PRE FILTER	Y	
	MUA	17 LABS / ANML RM-CARTRIDGE		
UPPER QUAD	AHU / FAN COIL UNITS / CHW	7 – DORM RMS 13 - AHUS	Y	
SALERNO BUS SC	AHU	13	Y	
WARD	AHU	13	Y	1 ST FL ONLY
WARD DINING	RTU	13	Y	
WARD DORMS			N	
WSON	MUA / CT / HPWS	7 HPWS	Y	
		13 MUA		
WSOP	AHU / CT	13 PRE FILTER	Y	
		17 CARTRIDGE		
WELCNTR	AHU	13	Y	

RTU – ROOF TOP UNIT / AHU – AIR HANDLER UNIT / MUA-MAKE UP AIR /SPLIT SYSTEMS / CHW - CHILLED WATER/
 PTAC – PACKAGED TERMINAL AIR CONDITIONING / HPWS – HEAT PUMPS WATER SOURCE / CT – COOLING TOWER

The above list represents the filters we have installed and maintain in these ventilation systems.