



**OLYMPIC REGIONAL DEVELOPMENT AUTHORITY (ORDA)
CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER
EMERGENCY INVOLVING A COMMUNICABLE DISEASE**

Purpose

To ensure the continuation of services provided by the State of New York and the health and safety of the public sector workforce, each New York State agency and authority prepared a plan for the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease. These plans were finalized and posted by April 1, 2021.

Applicable agencies and authorities must remain prepared for future disasters involving a communicable disease. This includes maintaining an up-to-date plan that must be reviewed and updated as necessary and reposted annually in May with the most recent date clearly marked. These plans must be posted in (1) a clear and conspicuous location (e.g., bulletin boards or other similar location where employees normally view information posted by the employer), (2) in their employee handbook if they have one, and (3) on either their intranet or internet website.

Continuity of Operations Plan for a Disaster Emergency Involving a Communicable Disease

Individual(s) Responsible for Maintaining this Plan:

Vero Piacentini
Vice President of Operations
vpiacentini@orda.org
518-302-5316

Cindy Dady
Risk Manager
cdady@orda.org
518-302-5369

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Statutory Elements of the Plan:

A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce.

"Essential" shall refer to a designation made by the employer that an employee is required to be physically present at a worksite to perform their job. Such designation may be changed at any time in the sole discretion of the employer.

A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices.



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"Non-essential" shall refer to a designation made by the employer that an employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer.

A description of how the employer will, to the extent possible, stagger work shifts of essential employees in order to reduce overcrowding on public transportation systems and at worksites.

A description of the protocol that the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

A description of the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.

A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Any other public health requirements determined by the New York State Department of Health (DOH) that are designed to reduce transmission of infectious diseases, such as face coverings, contact tracing, diagnostic testing, social distancing, hand and respiratory hygiene, and cleaning and disinfection protocols.

A. Essential Personnel



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What are the positions your agency or authority considers essential in the event of a state-ordered reduction of your in-person workforce? As applicable, please provide a list and description of the types of positions.

- Vice President of Operations – Oversees operations of all ORDA venues including implementation of State directives in the event of a State-ordered reduction in workforce.
- Risk Manager – Manages safe operations practices for all venues including implementation of State-directed safety protocols.
- Venue General Manager – Oversees all venue business operations including implementation of State directives.
- Operations Manager – Oversees day to day operations of venue staff including implementation of State directives.
- Building Maintenance – Keep venue buildings in working order.
- Facility Maintenance – Keep venue infrastructure in working order including ski lifts, guest attractions, vehicles, potable water systems, and wastewater systems.
- First Aid – Provides basic first aid to employees and guests and helps to manage workplace safety at all venues.

ORDA senior management makes determinations regarding the classification of employees as essential or nonessential. Employees will be notified by their department supervisor.

B. Telecommuting

In the event of a future state disaster emergency involving a communicable disease, the agency/authority may receive direction from the Office of Employee Relations (OER) on the rules and guidelines applicable to telecommuting but may take steps in order to implement and operationalize any telecommuting program, where applicable, for the agency/authority. For the COVID-19 pandemic, OER established a Statewide, uniform, pilot telecommuting program which outlines how agencies/authorities manage telecommuting.

Agencies shall periodically assess their technology needs for telecommuting in consultation with the Office of Information Technology Services (ITS) to ensure that appropriate information technology resources are available.

- Subject to additional emergency guidance from OER, what are the protocols your agency or authority will follow for non-essential employees to telecommute including, but not limited to, facilitating, or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and any devices? Please provide a description of these protocols as follows:



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- Protocol for telecommuting;
- Protocol for procurement, distribution, downloading and installation of needed technology; and
- Protocol for phone coverage and transfer of office phone lines to work or personal cell phones.
 - In accordance with the State of New York Telecommuting Pilot Program, the State of New York Olympic Regional Development Authority (“ORDA”) is instituting this Telecommuting Program Policy (“Policy”) for the use of work at home and telecommuting arrangements, as an important component of a multi-layered strategy to prevent sustained spread of COVID-19 among the ORDA workforce.
 - For all employees and guests in ORDA venues, ORDA has implemented numerous measures to assure safety in the workplace including the requirement for all employees to wear masks at all times except when alone in their own office, social distancing requirements, reduced capacity in the workplace, the availability of hand sanitizer throughout all work locations, and regular schedules for cleaning and sanitizing the workplace. The intent of this Policy is to strike a balance between ensuring ORDA’s continued ability to function, while providing an alternative work option as part of the overall implementation of appropriate precautions for ORDA employees, in order to take reasonable steps to prevent the spread of illness.
 - Accordingly, this Policy is being instituted as a temporary Telecommuting Program (“Program”) for eligible ORDA management confidential (“MC”) employees. Where ORDA Management determines it to be operationally feasible, telecommuting may be approved consistent with this Policy. ORDA management reserves the right to amend or rescind an employee’s approval, and to alter this Policy in accordance with ORDA needs and objectives.
 - An employee who is approved for telecommuting may be required to be in the office some of the time. It is within the discretion of ORDA Management to evaluate requests for telecommuting on a case-by-case basis, considering the employee’s principal job responsibilities, the conduciveness of telecommuting to the completion of an employee’s core duties, the ability to effectively monitor the employee’s performance outside of the office, and the need for an employee’s presence in the workplace to assure continued effective ORDA operations.
 - ORDA will periodically assess its technology needs for telecommuting and work with ITS to ensure that appropriate information technology resources are available.



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Telecommuting arrangements are an important component of a multi-layered strategy to prevent sustained spread of a communicable disease among staff at the Olympic Regional Development Authority (ORDA). The telecommuting program must strike a balance between ensuring that ORDA can continue to function to meet the needs and expectations of the people of the State of New York, while providing appropriate precautions for our employees to prevent the spread of illness. In addition to the information contained in the bullet above, ORDA has drafted and plans in the near future to adopt a policy to support telecommuting where it is reasonable to do so, based on operational needs. The immediate operational needs of ORDA and the overall benefit to ORDA are the primary factors that will be taken into consideration when developing a telecommuting arrangement.

The guidelines of the ORDA Telecommuting Policy are intended to provide a flexible and practical alternative work arrangement for participants and management while ensuring that all ORDA operational needs are met. As ORDA's operations involve public recreational venues, many of the core job functions that support day-to-day venue operations cannot be performed remotely, and it is critical that delivery and quality of venue operations, particularly those that affect safety and the public, are not adversely affected. Management will determine which job functions can and cannot be performed remotely. For those employees who are approved to work remotely, the ORDA Telecommuting Policy will require the preparation by the employee and approval by management, of work plans and schedules, to ensure accountability and appropriate oversight. The Office of Human Resources will provide information regarding the parameters of the Telecommuting Policy and will make training and/or technical assistance available by phone and email to staff with questions or concerns about the process for completing and submitting applications.

- Protocol for procurement, distribution, downloading and installation of needed technology

ORDA operates on an information technology system platform that is not connected to the New York State information technology system. ORDA provides the majority of its office employees with laptop docking stations that are capable of being used from remote workstations by connecting to the ORDA IT system through a secure VPN. ORDA keeps a small inventory of new laptops that can be assigned in an emergency to employees who do not currently have laptops assigned to them but who may need to work remotely.

To be eligible for telecommuting an ORDA employee must have an internet connection with bandwidth that is appropriate for conducting official business without disruption. The telecommuter is responsible to secure and pay for an internet connection. ORDA will not



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reimburse internet costs. In limited instances, telecommuting assignments that do not require an internet connection may be available where such assignments meet operating needs. In other instances, where business need requires it and where costs are reasonable and within available agency resources, ORDA may authorize the deployment of mobile devices such as smartphones or other technology that create mobile hotspots providing internet connectivity.

ORDA will not provide printers, printer cartridges, printer paper, desks, chairs, file cabinets or other office related equipment and/or furniture. Minimal office supplies (such as pens, folders and other clerical supplies needed for ORDA work) may be used at home and should be requested during the employee's in-office work period. Office supplies will not be shipped. Out of pocket expenses incurred for supplies, equipment, food, paper, ink, commuting, etc. will not be reimbursed.

The telecommuter is responsible for having the ability to make and accept all work-related phone calls. They are responsible for forwarding calls from their official work site to the remote work site. Some employees have ORDA-issued cell phones to which their official work site phones can be forwarded. As alternative, where applicable, the work site telephone can be forwarded to another work site telephone where the employee is onsite. In addition, ORDA uses Teams which enables employees to make and accept internet-based phone calls to and from other ORDA employees, and to participate in meetings on their laptops with anyone who has a Teams either within or outside of ORDA. Zoom and other internet-based meeting technologies are also available for remote work. Should a telecommuter be unreachable during a workday through their professional contact information, the Agency will use their personal contact information, which must be provided on the Program Agreement.

C. Work Shifts/Schedules

How will your agency or authority, to the extent possible, stagger work shifts or adjust work hours of essential employees in order to reduce overcrowding on public transportation systems and at worksites? Consider the following in developing your work shift/schedule adjustments, if applicable:

- Will you need to alter working hours/shifts/schedules of essential employees?
- Will you need to split shifts or change operations to different days of the week?
- How will you manage engagement between employees and any clients and/or visitors at the worksite, accounting for physical distancing requirements, as applicable?
- How will you promote physical/social distancing in this type of operation or work setting?



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- What common situations that may not readily allow for social distancing between individuals exist at the worksite (including employees, clients and essential visitors)?

Essential Employee Shifts and Schedules, Split Shifts, Changes to Operations:

- ORDA currently uses a 7-day work week for its year-round operations. This will always be the case.
- ORDA will use staggered start times to reduce the numbers and density of employees entering or leaving its venues at any given times.
- ORDA will use staggered shifts for breaks, including lunches, to reduce the number and density of employees in break rooms.
- ORDA will reduce seating areas in break rooms or similar areas, to assure social distancing and compliance with capacity restrictions in in those areas.
- ORDA will use video or teleconferencing technology wherever possible to conduct business (e.g., Teams, email), even when participants are in the same building.
- Conference rooms will be required to maintain reduced capacity to meet social distancing and density requirements.
- Restroom and elevator capacity will also be reduced, with posting at the entrances to notify both staff and visitors of allowable numbers in those areas

Engagement between employees and visitors, including the visiting public, contractors, and vendors:

- Generally speaking, for any communicable disease ORDA will implement protocols similar to those implemented for COVID-19.
- If deemed necessary by State guidance, ORDA will reduce the capacity of each of its venues.
- All staff will be trained on protocols such as “working together while working apart” and how to reduce the spread of a communicable disease, and the enforcement of such protocols with the visiting public.
- Any employee who works in a guest-facing positions will have a barrier between them that is made of plexiglass, and face coverings will be required to be worn by all individuals.
- All safety protocols will be required to be followed by the public including mask wearing, social distancing, hand washing, regular cleaning of facilities, including those areas that are used by the visiting public.
- Hand sanitizer will be available for all internal and external guests; to use and if there are common touch areas they will be disinfected after each use items; this includes items like computers, pens.



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- All public areas will be posted with applicable signage to notify members of safety protocols and directives including, where applicable, how to wait in a line. All lines will have six feet of separation between each person or group from all directions.
- For entrance by the public to any ORDA venue where a ticket is required, ticket purchases will be available only online. The ORDA online ticketing system requires purchasers to include contact information that can be used for contact tracing.
- For ski lift access by the public, ORDA uses a RFID system that records access by the customer and will allow contact tracing.
- ORDA contractors and their employees can be contact traced through project schedules.
- Vendors with deliveries can be contract traced through the paperwork that accompanies the delivery, and in some venues, through sign-in sheets at the entrance.

The common situations that will not readily allow 6 feet of distancing at ORDA venues include:

- First aid, where ORDA staff have to assist a guest or another staff person
- Instruction by ski instructors and for venue attractions (e.g., harnessing a guest for the zip line or assuring a guest is properly seated and belted on the Mountain Coaster).
- Hands on training for the operation and maintenance of ORDA equipment.
- Some in-house repair and similar work on ORDA facilities, where staff may need to work in close proximity to accomplish the repair.
- In all such situations, employees and guests will be required to wear the approved face covering and follow sanitization processes as outlined in ORDA's current COVID 19 plan.

D. Personal Protective Equipment

What is the protocol your agency or authority will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees, based upon Department of Health (DOH) and/or Centers for Disease Control and Prevention (CDC) guidance and the various tasks and needs of such employees, in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift? You should consider different job groupings or responsibilities (e.g., patient/direct care, public-facing positions) when describing the protocol. Also, consider the following in developing your protocol:

- What is your plan for storage of such PPE to prevent degradation and permit immediate access in the event of an emergency declaration?
- What will be your protocol for cleaning and/or disposal of PPE, to the extent applicable?
- How will you train employees on how to put on, take off, clean and disinfect (as applicable) and discard PPE?



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- What is your plan for posting signage to remind employees of appropriate use of PPE?
- Identify the position(s) responsible for ensuring PPE needs are met as outlined above.

PPE Procurement and Storage:

In the event of an emergency involving a communicable disease, ORDA will use applicable public health guidelines and established procurement procedures to ensure staff are provided with appropriate PPE for carrying out their required business duties, and that proper cleaning supplies and sanitizers are available to ensure a healthy environment. ORDA will utilize PPE stock supplied by NYS OGS and access the NYS OGS contracts to purchase the necessary supplies. Securing and distribution of PPE will be conducted by the ORDA Risk Manager and purchasing department. Purchasing will be based on a State approved plan and with purchasing approval of the ORDA V.P. of Operations. ORDA's plan for storage of PPE is the use of a climate-controlled room that has limited access and the inventory is monitored and PPE is given out based on a weekly request for supplies by each venue to the ORDA Risk Manager. Inventory may include items as nitrile gloves, paper face coverings, multiple layer fabric face coverings, hand sanitizer, and face shields. The inventory of the PPE items will be managed so there are not over/underestimates of PPE, as this will be dependent on the communicable disease that causes a future state disaster emergency. The inventory will be inspected and rotated and protected to prevent any degradation of the products.

PPE Cleaning/Disposal:

All PPE that is given to employees for face covering is in the form of either disposable paper or a reusable, washable multiple-layer fabric face covering. If there is an incident where an employee or member of the public is suspected of being infected with the communicable disease, all PPE associated with either attending to the person suspected of being infected, or worn by an employee, will be disposing of as dictated by the ORDA blood-borne pathogen protocol. Items that have bodily fluids on them or are perceived to have bodily fluids on them will be placed in a red biohazard bag and disposed of properly. Items that can be laundered will be laundered.

PPE Cleaning/Disposal /Containment Room:

Each venue will designate a containment room, which depending on the venue will be either the ski patrol room or the first aid room, that will be the designated location for the transport of any person who is suspected of being infected with a communicable disease. The same procedure will be used for an employee or a member of the visiting public. This room will be separate from all other rooms and will be cleaned and sanitized in accordance with the ORDA "deep cleaning" processes, which consists of thorough cleaning and sanitization. Any items that are to be discarded will be placed in a red biohazard bag, per the protocol for blood-borne pathogens.



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Employee PPE Training:

All employees will be trained on how to don and doff, clean, and dispose of face coverings; this will include the washing of hands prior to don and doff practices. All staff members who use nitrile gloves will be trained annually, and when necessary retrained, on how to don and doff and dispose of the gloves. If directed by NYDOSHS, ORDA will follow the protocols for using N95 respirators by members of the select first aid team who will be annually trained on the proper use of N95 respirators.

PPE Signage:

Workplace and venue signage, weekly emails, and daily communication will be used to remind staff of PPE requirements during a communicable disease outbreak. Specific visitor PPE signage will be posted in public and will be included as part of an overall campaign that involves website communications, social media, and other forms of marketing communications.

E. Exposure Protocol

What is the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace?

Requirements and lessons learned under the COVID-19 disaster emergency, as follows, should be taken into account in the description of your protocol:

- Ensure agency/authority is following all screening, testing, and tracing procedures as outlined in the applicable DOH guidance, including instructions to employees on when to return home and when to return to work.
- Implement mandatory remote or in-person health screenings at a frequency determined by the Department of Health in consultation with OER for communicable disease contact or symptoms (e.g., questionnaire, temperature check) for in-person employees at or near the beginning of each workday.

Coordinate screening to prevent employees from intermingling in close contact with each other prior to completion of the screening.

- Ensure screening staff are trained supervisory-level employees or health care professionals, wearing appropriate personal protective equipment as recommended by DOH guidance, including at least a face covering and gloves, if the screening involves contact.
- Maintain a record of all staff who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no other health information is recorded or maintained. Record must be reviewed and secured on a daily basis.



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- Designate a worksite-level safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
- Where practicable, maintain a log of every person, including employees and visitors, who may have close contact with other individuals at the worksite or area, excluding deliveries that are performed with appropriate PPE or through contactless means.
- Utilize engineering controls, safe work practices and PPE in order to minimize exposure in a future state disaster emergency caused by a communicable disease. These controls and practices will be dependent on the communicable disease that causes such disaster emergency.
- Provide periodic updates to employees, as information becomes available, on the communicable disease and its transmission as part of its exposure protocols in order to assist with reducing transmission.
- Risk of workplace illness and exposure will be mitigated through use of a detailed department safety plan and workplace on-site guidance that addresses areas such as screening, physical distancing between staff, decreased gathering in enclosed spaces, physical distancing from visit What actions will be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched?
- How will work areas be isolated when there is an exposure until such area can be cleaned?
- What specific actions are necessary to adjust to the needs of field employees?
- What is your policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine?
 - The amount and types of leave available to an employee will be dependent on the particular disaster emergency that has been declared and any provisions of law that provide for leave under such circumstances. Policy on available leaves will be established by the Department of Civil Service and/or OER who shall provide guidance to the agencies/authorities on how to instruct employees about available leaves.

or, use of protective equipment, hygiene and cleaning, and tracing and tracking.

Symptomatic Employees:

Employees will be told that if they are exhibiting symptoms of the communicable disease they should not report to work. Employees experiencing symptoms will be told to immediately report the symptoms to their supervisor and the Director of Human Resources. If experiencing the



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symptoms while at work, the employee will be directed to leave work. The Director of Human Resources will coordinate with the employee's supervisor and the office/facility maintenance personnel to clean and disinfect the employee's work area and impacted common areas according to appropriate cleaning protocols. The Director of Human Resources will contact the employee to:

- Inquire about current symptoms
- Verify the employee has precautionarily quarantined
- Direct the employee to contact their health care provider to seek testing
- Inquire about potential contact and interaction with other ORDA employees

The employee will notify the Human Resources Director of the test results as soon as they are received. While awaiting test results, Human Resources personnel will contact other ORDA employees who came in contact with the potentially infected individual to notify them of the potential exposure, direct them to self-quarantine, and monitor for symptoms of the disease. The self-quarantine will continue until the symptomatic employee's negative test results are received and Human Resources staff provide further information.

Employees Exposed to a Communicable Disease:

Employees who feel healthy but have been exposed to a person with a confirmed case of the communicable disease, whether in the workplace or outside of the workplace, will be required to self-quarantine and monitor for symptoms in accordance with applicable state, local and federal guidelines. Employees exposed to a confirmed case will be told to immediately notify their supervisor and the Director of Human Resources.

Employee Screening:

ORDA will follow all aspects of our exposure protocols that are currently included in ORDA's approved COVID-19 plan. All employees will be required to complete training that addresses workplace protocols for working together, how to wear a face covering, workplace protocols to prevent the spread of a virus, and screening processes. ORDA has an approved plan for conducting daily health screenings for COVID 19 and implementing directives for contact tracing that follow DOH guidance. All employees will be required to complete a daily health screening at either the time clock or by using the New York State Facility Entry Screening website.

Screening Training:

The ORDA Risk Manager has implemented an annual screening protocol training program for employees that will be adapted as necessary for any communicable disease.



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Visitor Contact Tracing:

ORDA will be able to contact trace through the information obtained in the purchase process for season passes and tickets and through the required health screenings for snow school participants. Visitors who are not ticketed will be required to sign in at the venues. During a communicable disease outbreak, ORDA will include notifications in the purchasing process to require acknowledgement of protocols regarding face coverings and other safety protocols. Those notifications will also direct any guest who is experiencing symptoms to not to come to the venue.

Further, agencies/authorities and staff must abide by all additional directives from the Director of State Operations which may include cleaning and disinfecting protocols, as well as notification to health officials and potential employee contacts.

Disinfecting Workplace:

From the onset of any communicable disease outbreak, ORDA will implement its current Covid-19 disinfectant protocols until directed otherwise from State or county Department of Health. Currently ORDA disinfects any areas that have been used or visited by a Covid-19 Positive employee or visitor. ORDA's janitorial staff will perform routine and daily cleaning of common area surfaces using CDC-approved products. One person from the janitorial staff will be designated to perform additional deep cleaning by cleaning/sanitizing all touch points and surfaces each day. High-risk areas (restrooms, lobby, elevators, etc.) will undergo up to three cleanings per day in the more populated offices. Employees will be required to clean and disinfect shared objects before and after use. Cleaning supplies will be in designated areas to facilitate the cleaning. Hand hygiene / sanitation stations will be provided at every entry of workplace, elevator bay, restrooms, and near high use areas, such as copiers/printers. ORDA will provide soap and warm water where environment permits; hand sanitizer will be provided in all other areas.

Employee Leave:

For employees who have followed guidelines, ORDA will adhere to any federal or state guidelines or mandates and if directed, will continue to pay employees that need to test or are placed in quarantine due to contact or positivity. For employees who have not followed guidelines, ORDA will allow employees to use appropriate accrued leave time needed to or are required to test or quarantine. All processes for employee testing and evaluations will be administered by ORDA's Human Resource Department in conjunction with the county Department of Health.



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F. Protocol for Documenting Work Hours/Locations

How will your agency or authority document hours and work locations, including off-site visits, for essential employees? Your protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. You should also consider the following questions in describing your protocol:

- How will these records be maintained?
 - Through ORDA's electronic time clock system.
- Who is responsible for maintaining these records?
 - ORDA's Department of Human Resources.
- Who will be in charge of accessing these records for the purposes of disease tracking and identifying potential exposures?
 - ORDA's Department of Human Resources.
- If these records are in paper form, what are your protocols for preserving these records?
 - There will be no paper records.

G. Protocol for Identifying Emergency Housing for Essential Employees

How will you work with local officials or other state agencies to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace?

To the extent needed, your agency's/authority's Director for Administration (DFA) (or in the case of facility operations the local equivalent) will be the point of contact for the identification of emergency housing for essential employees. The DFA or local equivalent will be responsible for contacting county and local elected officials, owners/operators of local hotels and similar establishments, and local college and university officials (both public and private) to develop information about the local availability of emergency housing for essential employees.

Emergency housing opportunities, once developed, will be communicated to employees who may be in need of such housing.

- Not applicable to ORDA operations.

H. Other Requirements Determined by the NYS DOH

DOH may determine other requirements and guidelines based on the specific communicable disease, severity and longevity. Agencies/authorities must have internally identified key points of contact including but not limited to site safety monitors, individuals responsible for monitoring



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compliance with this plan and central points of contact who will coordinate efforts to notify appropriate health authorities of positive cases and assist with required contact tracing.

For example, DOH guidelines for COVID-19 included the following steps, which may also be applicable during future emergencies related to a communicable diseases and should be considered in planning efforts:

- Ensure applicable social distancing is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g., moving and lifting equipment). Any time an employee must come within a distance less than applicable of another person, the employee and person should wear acceptable face coverings.
- When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.
- Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.
- Social distancing markers should be posted around the workplace using tape or signs that indicate appropriate spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, break rooms, water coolers, etc.). Further, bi-directional foot traffic should be reduced by using tape or signs with arrows in narrow aisles, hallways or spaces.
- Post signs, consistent with the DOH signage requirements, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
- Limit employee travel for work to only essential travel.
- Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and DOH must be followed, and cleaning logs that include the date, time, and scope of cleaning must be maintained.
- Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer or a hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.
- Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.



OLYMPIC REGIONAL DEVELOPMENT AUTHORITY (ORDA) CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

- Regular cleaning and disinfection of the office location must be undertaken. More frequent cleaning and disinfection must be undertaken for high risk areas used by many individuals and for frequently touched surfaces, at least after each shift, daily, or more frequently as needed, and align with DOH’s guidance.
- Exposed areas must be cleaned and disinfected in the event of an employee testing positive for the communicable disease. Such cleaning should include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., vending machines, handrails, bathrooms, doorknobs, etc.).
- CDC guidelines on “Cleaning and Disinfecting Your Facility” should be complied with if someone in your facility is suspected or confirmed to have the communicable disease.
 - All these items have been addressed in earlier sections.

I. Return to Normal Operations

During plan development and updates, agencies and authorities should determine how to transition from the procedures and protocols listed in Sections A-F above to non-emergency operations. The timing and degree of return to normal operations is dependent upon the type and severity of an outbreak and will be directed by guidance from but not limited to DOH, State Operations, and OER.

Who from your operation will be tasked with assembling a Return to Normal Operations plan reflecting timing and guidance provided?

How do you plan on communicating the plan to employees?

What position(s) will be responsible for ensuring any physical preparations that may be needed, such as deep cleaning or installation of barriers, are accomplished?

Return to Normal Operations

ORDA’s CEO, VP of Operations along with the Risk manager will develop the operational plan for returning to normal operations that follow guidance that is provided by all stake holders. This plan will be developed by easing into normal operations. Easing into normal operations will provide an environment that will not create a spike in the implementation phase. During the transitional phase social distancing, along with all other protocols will be recommended. Normal operations may include new capacity level of up to 75% capacity.



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Communications to Employees

The Human Resource department will be responsible for providing updates to all ORDA's employees. Communications will be through emails along with notices posted at all time clocks. In addition to communication through the Human Resource Department venue management will be instructed to conduct departmental meetings to discuss any changes in operational protocols to ensure that all employees receive updates in a timely manner.

ORDA's risk manager will work with venue managers to ensure that any necessary preparations are made for a venue. These preparations may be but not limited to; deep cleaning, sign installation, barriers or markers or any other items deemed necessary to inform employees and guest along with providing safety precautions to prevent the spread of any communicable disease.