PREPARING FOR REOPENING

Empire State Forest Products Association
Membership Meeting via Zoom
May 21, 2020 – 7 PM
PREPARING FOR RE-OPENING

- Introductions
  - Michael McLarty, ESFPA Chairman of the Board
  - Kevin Brown, Executive Vice President, W. J. Cox & Associates
  - John K. Bartow, Jr., ESFPA Executive Director
Materials are presented as informational only and not intended to provide legal, business or tax advice. Our presentations are not substitutes for the advices or services of an attorney. We recommend you consult a lawyer or other appropriate professional if you want legal, business or tax advice.

It is the policy of the Empire State Forest Products Association, and it is the responsibility of every Association member company, to comply in all respects with federal and New York State antitrust laws. Any questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at Association meetings, should be promptly brought to the attention of the Association Chair, Executive Director or Counsel.
This Meeting is intended to be informative AND interactive! We want to hear from you and answer any questions that you have LIVE! The following are the procedures we have in place for both VIRTUAL and CALL IN participants.

**VIRTUAL Questions:**
To ask a virtual question, simply use the CHAT function and send a PRIVATE MESSAGE to Muriel, who will filter the questions and feed them to the moderator.

**Dial In Questions**
To ask a question as a call in participant, simply TEXT your name and question to Muriel Church at 518-330-7684 and she will filter the questions and feed them to the moderator.
NEW YORK FORWARD
# Regional COVID-19 Metrics: Where Regions Currently Stand

Report as of May 20, 2020

<table>
<thead>
<tr>
<th>Regions</th>
<th>Metrics Met</th>
<th>14-Day Decline in net Hospitalizations OR Under 15 new Hospitalizations (3-day avg)</th>
<th>14-Day Decline in Hospital Deaths OR Fewer than 5 deaths (3-day avg)</th>
<th>New Hospitalizations (Under 2 per 100K residents - 3 day rolling avg)</th>
<th>Share of total beds available (threshold of 30%)</th>
<th>Share of ICU beds available (threshold of 30%)</th>
<th>30 per 1K residents tested monthly (7-day avg of new tests per day)</th>
<th>Contact tracers 30 per 1K residents or based on infection rate</th>
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<td>8</td>
<td>1</td>
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<tr>
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<td>3</td>
<td>✓</td>
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Phases for Reopening

Phase 1 - Opening
- Construction
- Agriculture, Forestry, Fishing and Hunting
- Retail - (Limited to curbside or in-store pickup or drop off)
- Manufacturing
- Wholesale Trade

Phase 2 - Not Open
- Professional Services
- Retail
- Administrative Support
- Real Estate / Rental & Leasing

Phase 3 - Not Open
- Restaurants / Food Services

Phase 4 - Not Open
- Arts / Entertainment / Recreation
- Education
OPEN FOR BUSINESS

NAICS: 113310

Industry: Logging

Your business is located in Albany county, which is in region Capital Region.

Your business is currently permitted to operate statewide.

In order to operate, you must comply with all safety guidelines for your industry, as well as any additional health and safety guidance issued by the state. Please click here to read the applicable guidelines.

If the link above contains guidance specific to your industry, you must affirm that you have read and understand your obligation to operate in accordance with the guidance at the bottom of the document.

Please note that in order to be fully compliant, you must develop a business safety plan.

Thank you for using the New York Forward Business Reopening Lookup Tool. For more information on the New York State Forward plan, visit forward.ny.gov.

Visit Empire State Development's website for frequently asked questions on how the New York Forward reopening plan impacts businesses.
Essential vs. Non-Essential Re-Opening

**Essential Businesses**

- The State standards and criteria for re-opening contained within this guidance apply to all businesses and activities – both essential and non-essential
- There is no fixed deadline for essential businesses to “comply” with reopening standards; they should do as soon as possible

**Non-Essential Businesses**

- Be in a designated industry and approved region
- Adopt a written reopening plan consistent with state guidance and standards – including applicable Executive Orders
- Affirm to the state that the employer has read and understands its obligation to operate in accordance with state guidance

*All businesses must stay current, consult the NY Forward website on a periodic basis or whenever notified of the availability of new guidance.*
INTERIM GUIDANCE FOR FORESTRY ACTIVITIES
DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

Interim Guidance for each major sector in each phase
**Summary Guidelines - Sector Specific**

**Mandatory**

- Ensure 6ft. Distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- Anytime personnel are less than 6ft. Apart from one another personnel must wear acceptable face covering.
- For any work occurring indoors, limit workforce presence to no more than 1 worker per 250 sq. ft. on site excluding supervisors in this calculation, unless additional PPE measures are implemented (e.g. face coverings at all times).
- Tightly confined spaces (e.g. storage facilities, changing facilities, vehicles) should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6ft. Of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations).
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

**Recommended Best Practices**

- Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting workplace hours, staggering arrival/departure times, creating A/B teams, and/or scheduling only one team in an area at a time.
- Modify the use and/or restrict the number of work areas and employees seating areas to maintain 6 ft. distance and avoid multiple crews and/or teams working in one area. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with OSHA guidelines, in areas where they would not impair air flow, heating, cooling or ventilation.
- Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways or spaces.
- Have employees work from home whenever possible.
NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.**

Business owners should refer to the State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: [forward.ny.gov](http://forward.ny.gov)

**COVID-19 Reopening Safety Plan**

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

**I. PEOPLE**

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:
Use this form to affirm business compliance with New York Forward reopening guidance.
What Does Your Plan Have to Cover — People

- Physical Distancing – 6’/250 sq. ft.
  - Face Coverings if <6’

- Gatherings in Enclosed Spaces –
  - Occupancy at 50% of facility except as essential for operations
  - >10 gathering still prohibited

- Workplace Activity
  - Tele-commute if possible
  - Shift adjustments

- Movement & Commerce
  - Social distance markers
  - Logs for employees, vendors, guests, etc.
What Does Your Plan Have to Cover –

PLACES

▪ Protective Equipment
  ▪ Face Coverings
  ▪ Equipment & Tools
  ▪ Dividers/shields

▪ Hygiene and Cleaning
  ▪ CDC and NYS DOH Guidance
  ▪ Handwashing & Sanitizers
  ▪ Cleaning/disinfection of shared rooms and surfaces
  ▪ Remediationing a space when COVID-19 infection in the workplace occurs

▪ Phased re-opening
  ▪ Staggering hours/shifts

▪ Communication Plan
  ▪ Affirmation
  ▪ Communication with Employees
What Does Your Plan Have to Cover —

## Processes

- **Designate a Site Safety Monitor**
- **Maintain a Contact Log**
  - Employees
  - Vendor/Contractors
  - Customers/Guests
- **Screening & Testing**
  - Daily health screening actions
  - Employee disclosure of feeling ill
- **Tracing & Tracking**
  - Maintain a log of every person on premises
  - Employer role in contact tracing
  - Employer required to notify county health department of any exposure
  - Employee disclosure of outside exposure
Template or Not

Plan Conspicuously Posted On-Site

Affirmation

Plan Manager

Communicate to Employees

Monitor for New Requirements – FAQ’s

Compliance? To Regional Monitoring Board
Key References

- Visit [www.esfpa.org](http://www.esfpa.org) for all relevant links.
BUSINESS ASSISTANCE TO HELP RE-OPEN AND RE-ESTABLISH

- PPP
- EIDL
- Unemployment Insurance
- Phase 5 of Federal Stimulus
- New York investment in rebuilding our economy
VIRTUAL QUESTIONS:

▪ To ask a virtual question, simply use the **CHAT** function and send a **PRIVATE MESSAGE** to **Muriel**, who will filter the questions and feed them to the moderator.

DIAL IN QUESTIONS

▪ To ask a question as a call-in participant, simply **TEXT** your name and question to Muriel Church at **518-330-7684** and she will filter the questions and feed them to the moderator.

This entire presentation and key reference links will be available tonight on our website at [www.esfpa.org](http://www.esfpa.org). Call or email us at any time with any questions which may arise!

**John Bartow: jbartow@esfpa.org** or (518) 573-1441

**Muriel Church: mchurch@esfpa.org** or (518) 330-7684