**Airborne Disease Exposure Prevention Plan**

The purpose of this plan is to protect PCB Piezotronics, Inc. and Accumetrics 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 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 the Human Resources department.

This plan applies to all employees, independent contractors, and other temporary and seasonal 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.

As of the date of the publication of this document (08/05/2021), while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health. Training will be assigned to all PCB Piezotronics and Accumetrics employees upon the creation of this plan, annually, and will be reissued when a designation is put into place.

CONTENTS

1. Responsibilities
2. Exposure Controls During a Designated Outbreak
	1. Minimum Controls During an Outbreak
	2. Exposure Control Readiness, Maintenance and Storage
3. Housekeeping During a Designated Outbreak
4. Infection Response During a Designated Outbreak
5. Training and Information During a Designated Outbreak
6. Retaliation Protections and Reporting of any Violations
7. Airborne Infectious Disease Exposure Prevention Standard
8. **Responsibilities**

This plan applies to all employees of PCB Piezotronics, Inc. and Accumetrics.

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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Location** | **Phone** |
| Roger Achkar | Operations Technical Director | PCB Piezotronics, Inc.  | 716-684-0002 ext. 2215 |
| Anikroma Bekoe | HR Generalist | PCB Piezotronics, Inc. | 716-684-0002 ext. 2418 |
| Laura Holakowski | Sr. Recruiter | PCB Piezotronics, Inc. | 716-684-0002 ext. 2692 |
| Joseph Urban | General Manager Accumetrics | Accumetrics | 716-684-0002 ext. 3405 |

1. **Exposure Controls During a Designated Outbreak**
2. **Minimum Controls During an Outbreak**

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
	* Maintain physical distancing;
	* Exercise coughing/sneezing etiquette;
	* Wear face coverings and personal protective equipment (PPE), as appropriate;
	* Individuals limit what they touch;
	* Stop social etiquette behaviors such as hugging and hand shaking, and
	* Wash and disinfect hands properly and often
2. **“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 the Human Resources department and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
3. **Health Screening:** Employees will be screened for symptoms of the infectious disease 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 manager and/or Human Resources. An employee showing signs or symptoms of the infectious disease should not report to the workplace and should contact a healthcare professional for instructions. If the employee is in the workplace, they should leave immediately and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.
4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, use the following control methods:

* restricting or limiting customer or visitor entry;
* limiting occupancy;
* reconfiguring workspaces;
* physical barriers;
* signage;
* floor markings;
* telecommuting;
* remote meetings;
* preventing gatherings that exceed guidance established by CDC and NYSDOH;
* restricting travel;
* creating new work shifts and/or staggering work hours;
* adjusting break times and lunch periods;
1. **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, keyboards, etc.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

1. **Cleaning and Disinfection:** See Section V of this plan.
2. **“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.
3. **Special Accommodations for Individuals with Added Risk Factors:** Some employees may be at increased risk of severe illness if infected. Please inform your supervisor and/or the Human Resources department if you fall within this group and need an accommodation. The interactive accommodation process will proceed.
4. **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.

1. **Housekeeping During a Designated Outbreak**
2. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

1. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required. See cdc.gov for more guidance.

1. If an employee develops symptoms of the infectious disease at work and is later determined to be positive for the infectious disease, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.
2. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.
3. **Infection Response During a Designated Outbreak**

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

* Instruct the sick individual to wear a face covering and leave the worksite immediately and follow NYSDOH/CDC guidance.
* Follow local and state authority guidance to inform impacted individuals.
1. **Training and Information During a Designated Outbreak**
2. PCB Piezotronics, Inc. and Accumetrics will 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. (Note: training need not be provided to the following individuals: any individuals working for 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, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter).
3. 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 locations at our worksite that may involve exposure to the infectious agent;
	6. The use and limitations of exposure controls
	7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.
4. The training will be:
	1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
	2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and
	3. Provided through electronic means.
5. **Retaliation Protections and Reporting of Any Violations**

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials 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, of the inconsistent working conditions and the employer’s failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer 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. Reports of violations and/or retaliation may be reported to Human Resources in-person or via email, at compliance.offier@amphenol.com, or at the Amphenol Ethics hotline (203-265-8555).

1. **Airborne Infectious Disease Exposure Prevention Standard**

**A. GENERAL PROVISIONS**

1. This standard shall apply to:
	1. Employers with worksites located in New York State; and
	2. Only an airborne infectious agent or disease designated by the Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health.
2. This standard does not apply to:
	1. Employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.
	2. Any employee within the coverage of a temporary or permanent standard adopted by the Occupational Safety and Health Administration setting forth applicable standards regarding COVID-19 and/or airborne infectious agents and diseases; and
	3. Any seasonal or endemic infectious agent or disease, such as the seasonal flu, that has not been designated by the Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health.
3. The provisions of this section shall not be interpreted as relieving any employer from the requirements of any other state or federal guidance or requirements related to preventing the spread of an airborne infectious agent or disease to employees and third parties such as customers, contractors, and members of the public within the workplace.
4. The definitions applicable to Section 218-b of the Labor Law shall be applicable to the terms used in this section.

**B. EXPOSURE PREVENTION PLAN**

1. Each employer shall establish a written exposure prevention plan designed to eliminate or minimize employee exposure to airborne infectious agents in the event of an outbreak of an airborne infectious disease.
2. Any exposure prevention plan adopted by an employer shall contain exposure controls identified in paragraph (c) of this section.
3. Employers that develop their own, or adopt a different exposure prevention plan, also known as an alternative plan, shall adopt such plan pursuant to an agreement with the collective bargaining representative, if any, or with the meaningful participation of employees where there is no collective bargaining representative, for all aspects of the plan, and such plan shall be tailored and specific to the hazards in the specific industry and worksites of the employer.
4. The exposure prevention plan shall consider and incorporate controls applicable to the worksite as outlined in the appropriate industry specific model templates published by the department of labor in accordance with the provisions of this section and section 218-b of the Labor Law.
5. The exposure prevention plan shall be reviewed and updated whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or modified employee 2 assignments.
6. Each employer shall make the exposure prevention plan available, upon request, to all employees, employee representatives, collective bargaining representatives, independent contractors, the department of labor, and the department of health.
7. Verbal Review:
	1. The employer shall conduct a verbal review of employer policies, employee rights under this section and section 218-b of the labor law, and the employer’s exposure prevention plan set forth herein.
	2. Such verbal review shall be provided in a manner most suitable for the prevention of an airborne infectious disease, whether in person in a well-ventilated environment with appropriate face masks or personal protective equipment, or via audio or video conference technology.
8. Implementation of the exposure prevention plan during an outbreak of an airborne infectious disease:
	1. When a highly contagious communicable disease is designated by the Commissioner of Health as presenting a serious risk of harm to the public health, each employer shall:
		1. Immediately review the worksite’s exposure prevention plan and update the plan, if necessary, to ensure that it incorporates current information, guidance, and mandatory requirements issued by federal, state, or local governments related to the infectious agent of concern;
		2. Finalize and promptly activate the worksite exposure prevention plan;
		3. Provide the verbal review required in paragraph (d) of this section; and
		4. Provide each employee with a copy of the exposure prevention plan in English or in the language identified as the primary language of such employees, if available, and
			1. Post a copy of the exposure prevention plan in a visible and prominent location at the worksite (except when the worksite is a vehicle); and
			2. Ensure that a copy of the exposure prevention plan is accessible to employees during all work shifts. e.
		5. Employers that utilize a template exposure prevention plan prepared by the Department of Labor shall not be responsible for errors in translations relating to such.
	2. While the designation remains in effect, the employer shall:
		1. Ensure that the worksite’s exposure prevention plan is effectively followed by
			1. Assigning enforcement responsibilities in accordance with Labor Law Section 218-b(2)(i), and ensuring that adequate enforcement of the worksite’s exposure prevention plan takes place;
			2. Monitoring and maintaining exposure controls; and
			3. Regularly checking for updated information and guidance provided by State Department of Health and the Centers for Disease Control and Prevention concerning the airborne infectious disease and updating the exposure prevention plan, when necessary, so that the plan reflects current State Department of Health or Centers for Disease Control and Prevention recommended control measures.
		2. Designate one or more supervisory employees to enforce compliance with the exposure prevention plan; this standard; and any other federal, state, or local guidance related to preventing the spread of the airborne infectious disease as applicable to employees and third parties such as customers, contractors, and members of the public within the workplace. No individual who is not a supervisory employee shall have responsibility for overseeing compliance with the requirements of the exposure prevention plan.

**C. EXPOSURE CONTROLS**

1. The employer shall select and obtain appropriate exposure controls based on the types and level of exposure risks employees have during all activities performed at the worksite.
2. The following controls shall be included in the exposure prevention plan adopted by an employer to be used at any worksite where occupational exposure exists:
	1. Health Screening:
		1. Health screening for the disease shall be performed at the beginning of the workday, in accordance with guidance issued by State Department of Health or the Centers for Disease Control and Prevention, as applicable. Employers must limit the exposure of other individuals to employees demonstrating any symptoms of an airborne infectious disease.
		2. Employers shall follow State Department of Health or the Centers for Disease Control and Prevention, as applicable protocols regarding testing, isolation and quarantine before allowing employees to return to the worksite and inform employees of the same.
	2. Face Coverings:
		1. The employer shall select and provide at no cost to employees face coverings deemed appropriate and in accordance with guidance from State Department of Health or the Centers for Disease Control and Prevention, as applicable.
		2. The employer shall require that employees wear appropriate face coverings when physical distancing cannot be maintained and in accordance with applicable guidance from State Department of Health or the Centers for Disease Control and Prevention, as applicable.
	3. Physical Distancing:
		1. Physical distancing shall be used, when possible, to keep employees at least six feet apart from other individuals or as recommended by State Department of Health or the Centers for Disease Control and Prevention, as applicable during a disease outbreak.
	4. Hand Hygiene Facilities:
		1. The employer shall, to the extent practicable and feasible, provide handwashing facilities with an adequate supply of tepid or warm potable water, soap, and single-use towels or air-drying machines.
		2. When provision of handwashing facilities is not practical and feasible, the employer shall provide hand sanitizing facilities and/or supplies.
		3. The hand sanitizers provided by the employer shall be effective against the infectious agent and shall contain at least 60% alcohol or other composition determined to be appropriate by State Department of Health or the Centers for Disease Control and Prevention for the disease outbreak, as applicable.
	5. Cleaning and disinfection:
		1. The employer shall determine and implement an appropriate plan for cleaning and disinfection that includes the methods of decontamination based upon the location, facility type, type of surface(s) to be cleaned, type of material present, tasks or procedures being performed in the area, and as otherwise directed by State Department of Health or the Centers for Disease Control and Prevention for the disease outbreak.
		2. Surfaces known or believed to be contaminated with potentially infectious materials shall be cleaned and disinfected immediately or as soon as feasible, unless the area and surfaces can be isolated for a period of time prior to cleaning.
		3. Surfaces contaminated with dust or other loose materials shall be wiped clean prior to disinfection, and the cleaning methods used should minimize dispersal of the dust or loose materials into the air.
		4. Frequently touched surfaces, such as handrails, doorknobs, and elevator buttons, shall be disinfected throughout the workday and/or as recommended by State Department of Health or the Centers for Disease Control and Prevention, as applicable.
		5. Shared tools, equipment, and workspaces shall be cleaned and disinfected prior to sharing and/or as recommended by State Department of Health or the Centers for Disease Control and Prevention, as applicable.
		6. Common areas, such as bathrooms, dining areas, break rooms, locker rooms, vehicles, and sleeping quarters, shall be cleaned and disinfected at least daily or as recommended by State Department of Health or the Centers for Disease Control and Prevention, as applicable.
3. Personal Protective Equipment:
	1. In addition to that required or recommended by State Department of Health or the Centers for Disease Control and Prevention, , as applicable, personal protective equipment that is identified as necessary for the protection of the employee shall fit the employee, and provided, used, and maintained in a sanitary and reliable condition at the expense of the employer.
	2. The employer shall:
		1. Provide and require employees use the personal protective equipment and other personal protective equipment deemed necessary or recommended, as applicable, by State Department of Health; and
		2. Provide appropriate training and information to each employee required to use personal protective equipment.
	3. Where employee-owned personal protective equipment is used at the worksite, the employer shall be responsible for ensuring that the employee-owned personal protective equipment is adequate and functioning properly.
	4. All personal protective equipment, including employee-owned personal protective equipment used at the worksite, shall be stored, used, and maintained in a sanitary and reliable condition in order to be used at the worksite.

**D. ANTI-RETALIATION**

1. No employer, or his or her agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for:
	1. Exercising their rights under this section or under the applicable airborne infectious disease exposure prevention plan;
	2. Reporting violations of Section 218-b of the Labor Law, or a plan adopted under this section to any state, local, or federal government entity, public officer or elected official;
		1. For the purposes of this paragraph an employee shall be deemed to have reported a violation if they reasonably believe, in good faith, that a violation has occurred.
	3. Reporting an airborne infectious disease exposure concern to, or seeking assistance or intervention with respect to airborne infectious disease exposure concerns, to their employer, state, local, or federal government entity, public officer or elected official; or
	4. Refusing to work where such employee reasonably believes, in good faith, that such work exposes him or her, or other workers or the public, to an unreasonable risk of exposure to an airborne infectious disease due to the existence of working conditions that are inconsistent with laws, rules, policies, orders of any governmental entity, including but not limited to, the minimum standards provided by the model airborne infectious disease exposure prevention standard, provided that the employee, another employee, or employee representative notified the employer, of the inconsistent working conditions and the employer failed to cure the conditions or the employer had or should have had reason to know about the inconsistent working conditions and maintained the inconsistent working conditions.
		1. Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications.
		2. To the extent that records exist between the employer and employee regarding a potential risk of exposure, without limitation to format including electronic communications, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health.