

Name of Business: CCE Delaware County  
 Type of Business: Professional Services and Education for Agricultural Businesses, Families, Youth and the Community  
 Address: 34570 State Highway 10, Hamden, NY 13782  
 Contact Information: [jmd30@cornell.edu](mailto:jmd30@cornell.edu)  
 Manager of Business: Jeanne Darling, Executive Director

This document serves as the written safety plan outlining how Cornell Cooperative Extension of Delaware County (CCE) will aid in the prevention of the spread of COVID-19 during recovery and re-opening.

The following procedures have been developed to facilitate the transitioning staff back to their primary place of work in response to the Governor’s New York Forward phased approach to re-open New York State. This plan is a living document and will be updated and modified as preparation for future phases of the plan are rolled out and additional requirements are outlined by regulatory agencies.

This plan will be adapted and updated by Associations based on local needs, best practices and changes in phased re-opening requirements. All plans will be developed in coordination with the following:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://forward.ny.gov/>

<https://www.ny.gov/>

<https://www.health.ny.gov/>

This plan addresses the following areas of concern as documented by NYS <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

This document has been reviewed by the Delaware Board of Directors on May 26, 2020

This document will be uploaded to the CCE website:

The following person(s) have been assigned for primary responsibility to develop, maintain and/or implement the preparedness, response and recovery plan and will serve as the association’s contact person in case of an epidemic.

## Response Team

Workplace Coordinator	Name	Title	Email Address	Cell Phone
Primary Emergency Contact, Oversee Response Team	Jeanne Darling	Executive Director	<a href="mailto:jmd30@cornell.edu">jmd30@cornell.edu</a>	607-222-8697
Secondary Emergency Contacts	Mariane Kiraly John Hannum Dale Dewing	Sr. Resource Educator Team Leader – 4H Sr. Team Leader	<a href="mailto:mk129@cornell.edu">mk129@cornell.edu</a> <a href="mailto:jth44@cornell.edu">jth44@cornell.edu</a> <a href="mailto:drd4@cornell.edu">drd4@cornell.edu</a>	607-435-3415 607-434-1482 607-437-6878
Workplace Health Coordinator	Karen Graves	Sr. Administrative Assistant- Office Coordinator	<a href="mailto:kmg289@cornell.edu">kmg289@cornell.edu</a>	607-349-7309

	Jeanne Darling	Executive Director	<a href="mailto:jmd30@cornell.edu">jmd30@cornell.edu</a>	607-222-8697
Master Gardener Coordinator	Carla Crim	Subject Educator III	<a href="mailto:ceh27@cornell.edu">ceh27@cornell.edu</a>	203-815-8892
Facilities Manager	Karen Graves John Hannum Dale Dewing Jeanne Darling	Sr. Administrative Assistant- Office Coordinator Team Leader – 4H Sr. Team Leader Executive Director	<a href="mailto:kmg289@cornell.edu">kmg289@cornell.edu</a> <a href="mailto:jth44@cornell.edu">jth44@cornell.edu</a> <a href="mailto:drd4@cornell.edu">drd4@cornell.edu</a> <a href="mailto:jmd30@cornell.edu">jmd30@cornell.edu</a>	607-349-7309 607-434-1482 607-437-6878 607-222-8697
Walton Farmer's Market	Valerie Dudley	Sr. Administrative Assistant	<a href="mailto:vsd22@cornell.edu">vsd22@cornell.edu</a>	607-278-6307
Online Content Management (Social Media/Web)	Corrine Tompkins	Sr. Administrative Assistant	<a href="mailto:crb222@cornell.edu">crb222@cornell.edu</a>	607-624-5783
Media Relations	Corrine Tompkins Jeanne Darling	Sr. Administrative Assistant Executive Director	<a href="mailto:crb222@cornell.edu">crb222@cornell.edu</a> <a href="mailto:jmd30@cornell.edu">jmd30@cornell.edu</a>	607-624-5783 607-222-8697

## GENERAL GUIDELINES

### Overview

The following are general guidelines CCE offices will be adhering to for the safety of the association staff, volunteers and community, per NYS Department of Health, Center for Disease Control, and local Health Departments recommendations.

Please note that CCE offices lacking or un-able to procure required PPE or cleaning procedures will not be open to Non-essential staff or the public.

CCE will only have staff that NEED to be in the building, others will continue to work from home to reduce the spread.

CCE will continue the use of video or telephone conferencing instead of in-person meetings when possible, including public meetings.

This plan will be updated as changes occur and has been posted for the public on [www.CCEdelaware.org](http://www.CCEdelaware.org).

### i. People

Physical Distancing: To ensure employees comply with physical distancing requirements, the Association will do the following:

Ensure 6 ft. distance between personnel unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

Limit in-person gatherings as much as possible and use tele- or videoconferencing whenever possible. Essential in-person gatherings (e.g. meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.

Tightly confined spaces will 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. This will be tracked.

The Association will manage engagement with customers and visitors by the use a doorbell for the general public to enter Association offices. All visitors will be signed in by an office staff. They will be asked the health questions before entering.

CCE will adjust the workplace with the following:

- Separating desks and workstations to ensure that there are 6 feet between each station and employee
- Adding partitions to open floor plans
- Staggering shifts and lunch/rest breaks while complying with the NYS Department of Labor standards
- Rotating weeks in the office and working remotely
- Offering flexible workplace arrangements
- Moving workstations to increase separation distance
- Requiring Staff to wear face coverings as required by NYS in common areas of building office and shared workplace including yet not limited to hallways/corridors, conference rooms, break rooms, kitchen, restrooms and entry way.
- Requiring meal procedures for no shared foods or communal meals
- Establishing physical distancing measures of six feet within the workplace, for example:
  - Implementing traffic patterns throughout workplace if possible (entrance and exits)
  - Limiting outside guests such as vendors, participants and volunteers in the building and/or physical work locations.
- Limiting the number of customers in any area at one time
- No handshake greetings and remain a minimum of 6 feet apart
- Adhere to guidance of events and gathering as outlined by NYS and CDC

## **ii. Places: Building & Program Space**

- Face coverings (cloth or disposable) as required by NYS to be worn when social distancing is not possible, and gloves as required for food service preparation will be provided by CCE. Inventory will be maintained at all times.
- Personal hand sanitizer containing at least 60% alcohol will be provided by CCE
- PPE is procured by Hummel's Office Supplies and the adequate supply amount is currently: 150 face masks, 15 goggles, 300 gloves in size small, medium, large and xlarge. More will order more as needed.
- Each employee is responsible for cleaning and maintain their PPE

Training employees on proper use of PPE and hand washing <https://www.osha.gov/SLTC/covid-19/controlprevention.html>. Employee training is required when returning to a physical work location and will be completed by Jeanne Darling, Dale Dewing, & Karen Graves- workplace coordinator at staff meetings.

- Post signage at doors and around the office to remind employees of social distancing protocols/ expectations.
- Individual program guidelines to be developed and implemented by Team Leaders or adhered to by NYS (see program section page 6).

### **Hygiene and Cleaning**

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). Maintain cleaning logs.
- Provide detailed cleaning procedures and procuring ongoing supplies. Cleaning and sanitizing are two separate procedures to be followed.
- Staff will record cleaning and sanitation in a log to be filed with the Workplace Health Coordinator which document date, time, and scope of cleaning
- Modifying high-touch surfaces (e.g., propping doors open) to avoid employees unnecessarily touching surfaces.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
- CCE will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer/wipes containing 60% or more alcohol for areas where handwashing is not feasible.

### **Disinfecting the Workplace**

Before you re-open the workplace, it is necessary to clean and disinfect your office or building utilizing the best practices listed below:

- Cleaning staff need to wear proper PPE to eliminate exposure or contamination while cleaning. PPE is to include gloves and a mask, while cleaning the workspace. Avoid touching eyes, face or mouth, or any personal electronic devices, while cleaning.
- Clean first, then disinfect—Disinfectant works best on already clean surfaces. As such, do a general cleaning before disinfecting the office or building.
- Go beyond the standard cleaning routine, and make sure to pay close attention to the following areas: Entryways and exits; wipe down door handles and have hand sanitizer and disinfectant wipes at each entry.
- Wipe down high-touch common surfaces (e.g., light switches and plate covers, doors, cabinets, sinks, stair railings, countertops, beverage machines, refrigerators, and elevator buttons, if applicable)

### Cleaning of Equipment

CCE devices (shared or individually issued) (laptops, keyboards, office phones, cell phones, hardware tokens, etc.) can harbor a significant amount of dirt, debris and germs, including the coronavirus. Staff will be required to keep their devices reasonably clean to both extend the life and care of each device and reduce the spread of COVID-19 and other germs.

- IT personnel will wear gloves and effectively clean and sanitize device(s) after working on them
- For more information for cleaning of electronic devices see: <https://ehs.yale.edu/sites/default/files/files/covid-19-cleaning-computers-electronics.pdf>

See also the cleaning procedure document: Xerox Print Devices Cleaning Guidance page 10

### Communication

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- The communication plan for employees will be communicated by email, phone and text.
- The communication plan for visitors and vendors will be posted on the outside door and office entry and on the CCE website.
- Maintain a continuous sign in sheet for every person, including workers and visitors with their phone numbers that enter the office every day.

### iii. Process

The exposure-response plan addresses the following:

- Isolation, containment and contact tracing procedures will be followed as required and advised by CDC/ NYS and Local Health Department
- Stay-at-home requirements for any staff that are exhibiting any health-related symptoms such as:  
Cough Shortness of breath or difficulty breathing Fever Chills Muscle pain  
Sore throat New loss of taste or smell
- Implement employee health screening procedures as defined by NY Forward Business Re-opening Safety Plan:

Staff will complete **Qualtrics Health assessment survey each day** if they are **not** working at home. Enter in the comments section the names and phone numbers of any non-staff you are visiting. Log on at:

[https://cornell.qualtrics.com/jfe/form/SV\\_5ASJIWkAJ41a2CF](https://cornell.qualtrics.com/jfe/form/SV_5ASJIWkAJ41a2CF)

- If an employee tests positive for COVID-19, they must communicate the results with their Executive Director, who will follow HIPPA guidelines and immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- Ask essential visitors about: (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days.

Assessment responses must be reviewed every day and such review must be documented.

### iv. Other

## **Work from Home Plans**

If Work from Home plans (WFH) are implemented supervisors will regularly check in with staff. This is essential to connect with staff, communicate and review any WFH plans. Supervisors may also need to meet with some staff individually via Zoom. Questions about WFH plans should be directed to your supervisor.

All staff will acknowledge and sign the Cornell Cooperative Extension Reopening plan, understanding compliance of the guidelines and protocols and receive a copy. Managers will review changes and provide updates as the guidelines are changed.

## **Travel**

- All work-related travel must be pre-approved by supervisors and should be deemed essential.
- CCE Vehicle use: individual staff may use their assigned association vehicle for work related business. No passengers will be permitted.

## **v. Programs:**

CCE Program staff will follow recommendations of the board of directors, issue advisory committees, and program funders to develop programs based on space, grounds and facilities to maintain compliance with CDC and DOH regulations to keep staff and program participants safe.

## **Master Gardener COVID Plan**

### **Birdsong Farm Community Garden COVID-19 Safety Guidelines**

Pre-season Orientation: Volunteers (new and existing) must attend orientation via Zoom so that that new policies and procedures can be reviewed. Volunteers will be asked to review the CDC guidelines found here:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Sign-In: Volunteers must sign in before each shift and answer a simple health questionnaire. Volunteers must take their temperature before arrival. If they forget to do this, a thermometer will be available for them to use. They will be asked to not come to the garden if experiencing COVID-19 symptoms, or if they have been notified of a potential exposure.

Garden Access: Access will be limited to trained volunteers. The garden is closed to the public, and volunteers should keep garden gates closed while working in gardens. Visitors will only be allowed to enter the garden by appointment, and not during work sessions.

Events and Gatherings: All public events are prohibited at this stage of opening. In addition, all in-person meetings, activities, and gatherings of garden groups are prohibited.

Social Distancing: Volunteers will observe safe social distancing by keeping at 6 feet between all people. If two people must work more closely, masks must be worn. Only one volunteer is allowed in the greenhouse at a time. If it is essential that two volunteers must be in the greenhouse at a time, masks must be worn. Masks will be provided to volunteers who do not have them. Volunteers are responsible for bringing and wearing clean masks. Signage will be placed at the entrance to the greenhouse and around the garden as a reminder.

Staggering Access: Volunteers will work in shifts (no more that 4 at a time initially) with 30 minutes between shifts for cleaning.

Disinfecting surfaces: Gardeners should regularly disinfect all communal tools and surfaces, and where possible gardeners should aim to use only their personal tools. The materials to disinfect communal tools will be provided. We will follow these guidelines:

The use of restrooms will be discouraged. If the restroom is used, the volunteer must inform the coordinator so that the sink and door handles can be disinfected.

Washing Produce: All produce will be washed before being taken home by the volunteers or donated. Once the produce is washed, volunteers will be asked to avoid handling produce they are not taking.

## **Farmers' Market Federation of New York**

109 Twin Oaks Drive Syracuse, NY 13206  
315-400-1447 [www.nyfarmersmarket.com](http://www.nyfarmersmarket.com)



### Market Managers Guidance for Operating during COVID-19

#### **FARMERS' MARKETS ARE DEEMED AN ESSENTIAL ACTIVITY**

Local markets can and should reinforce to shoppers that their farmers' market is:

1. Essential to the local community
2. A venue to buy healthy, local food
3. An opportunity for shopping while practicing social distancing
4. An avenue for the customers to connect with the person who grew their food

#### † **Operating procedures based on NYS guidelines.**

- Vendors properly spaced: recommendations are tents be 10 ft apart
- Customers are to be held at a safe 6' distance from each other and from vendors: Create chalk markers on the ground to indicate 6' distance, make a 6' distance barrier between vendor and customer.
- Control number of customers shopping in the market at a given time.
  - ✦ Rule of Thumb: 10 by 10 foot space per customer
  - Discourage customers bringing more than one family member to shop > Create clear entry and exit points for market flow.
- Anyone attending the market is required to wear a mask, including customers, vendors, and market staff.
- Only essential vendors are allowed to participate at the Market.
  - ✦ **Essential vendors include the following:**
    - Food/Produce, including food bearing plants
    - Pet food, biscuits
    - Soap, Sanitizer, Face masks
    - Beverages and Alcoholic Beverages
    - Prepared food, take out only
  - ✦ no condiments, cream, sugar napkins, straws, utensils out for customer self-service
  - Non-essential products, such as flowers and bedding plants can be sold, if sold by a food vendor.

#### † **Sanitation procedures to be followed by all market staff and vendors.**

- Handwashing stations and sanitizers are to be made available for customers/vendors.
- Make sure location of restroom facilities are known – for vendor and/or customer. Ensure the restrooms are sanitized on a regular basis.
- Vendors should use nonporous tablecloths (or no tablecloths), sanitizing regularly between transactions.
- Vendors should never touch a consumer's reusable tote.
  - ✦ Preferred take home bags are plastic, single use bags.
- Vendors are to encouraged gloves and change them regularly, especially between handling products and money.
- General cleaning, disinfection procedures and guidelines are provided on the CDC website.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

- ✦ **Vendor Displays**
  - Linear display to prevent customers from entering the booth - Block off booth with roping or other barriers to prevent entry.
    - ✦ Prepackage foods as much as possible to avoid customers handling products or ensure that only vendors are handling products. No sampling of product.
  
- ✦ **Payment procedures.**
  - Credit/Debit: Have customers swipe their own cards when making payment. Consider eliminating the signature requirement.
  - Cash: Minimize handling by altering pricing for even dollar amount transactions. Do not take cash directly from customer, exchange through a pass-through basket or some similar fashion.
  - SNAP tokens/Coupons: Consider sanitation practices for wooden tokens used for SNAP/EBT card purchases. Use a pass-through basket for exchange of tokens and coupons.
  
- ✦ **Consider alternative pick up, drive through, or delivery services.** Use cones, caution tape, or other barriers to direct customers to area designated for pick-up of pre-ordered and prepaid items. If a walk-up area, use chalk markings on the ground to indicate 6' distance where customers will be lining up.
- ✦ **Develop methods to avoid congregation of customers.**
  - Eliminate eating areas, seating, tables, all community and children activities, cooking/nutrition/ag education, and any areas where people can congregate.
  - Consider designated pathways through the market and using chalk to designate 6' distances between customers waiting in line.
  - Implement a system such as timed entry, ie SignUpGenius.com, to avoid crowding in the pick-up area.
- ✦ **Communicate market changes to the community.** Put up signs (available sign templates here: [www.nyfarmersmarketkit.com](http://www.nyfarmersmarketkit.com)) and provide information on websites and social media to explain customer guidelines, any changes, delivery options, or extra precautions taken to limit exposure to the coronavirus. Include any market updates in communications through social media, email lists, websites or other.
- ✦ **Consider offering early hour shopping for higher-risk customers:** Seniors, immuno-compromised, or with underlying health conditions.
  
- ✦ **What if an infection is traced to the market?**
  - Inform your local DOH
  - Reclaim confidence – promote what was done to keep others safe that may have been at the market then: social distancing, masks
  - Acknowledge any lessons learned and adaptations made to address issues and communicate this to consumers.

Note: Guidelines subject to change per NYS current directives

\*Last updated May 8, 2020

## **Farm Visit SOP**

### **For Stage 2 of COVID-19 WAP Continued Operations Plan 5/26/2020**

Developed by the CCE PFM team members

#### **Purpose:**

The purpose of this SOP is to provide the team members guidance on how to resume activities with farms in a proactive manner. This differs from the SOP developed in Stage 1 of COVID-19 Continuing Operations Plan, which was based solely on farmer needs-driven reactive model.

#### **General Procedures for office space and work on farms:**

Staff will be expected to abide by procedures established and agreed to for use of office space, social distancing and cleaning of common workspace as outlined in organization documents issued by WAC and CCE. Procedures for Pre-arrival self-screening and supervisor notification shall be followed.

### **Primary place of work.**

Staff are encouraged to continue to telework from home for all non-data collection functions to the extent that it does not inhibit completion of task. Staff are encouraged to interface with supervisors to determine if certain (such as document printing and assembly) that can only practically be accomplished at the office, can be accomplished with minimal interaction. An on-going dialogue with supervisors is encouraged to determine how telework needs can continue to be met.

When required by work needs to be in the office, staff must check the common Google Docs office space schedule and communicate their need with supervisors. Staff may not occupy the office simultaneously with any other staff. If more than two staff are required to be in the office alternate temporary work locations must be established (such as Conference Room D) must be used that maintain appropriate social distancing.

### **On farm visits:**

Staff may make farm visits for data collection and troubleshooting in Stage 2 on an as requested as well as in a proactive manner according to accomplish assigned workload. This include data collection for PFM benchmarking. Staff are to maintain a daily log of all farm visits for contact tracing purposes. Supervisor permission to visit farms is not required.

Staff are expected to follow program guidance for wearing masks and maintaining 6ft social distancing and use of nitrile gloves for hand sanitizer. Staff should make every effort to minimize direct contact with farmers while in the field to only those tasks requiring their direct communication. Use of electronic devices to contact people (phone, email, text) is preferred.

Staff should minimize entry of farm buildings or homes at the same times as occupation of those structure by the farmers. To this end, data collection should occur when farmers are not present in the same location.

- PFM staff should make arrangements with farmers to segregate and hold feed refusals in a separate location that they can be weighed by PFM staff alone.
- If farm situations that have historically required that PFM staff be present on the farm to obtain feed weights offered per cow at the time of feeding to obtain feed weights, the following approaches are suggested:
  - Request that the farmers weigh the feed for us and provide the data to us indirectly. Farmers can be supplied with proper scales to accomplish this, or
  - Farmers be requested to create separate feed piles of feed representative of what they typically feed out of reach of animals that they may be weighed later by program staff, or
  - In extreme circumstances where farmer cannot accomplish either of the two above, PFM staff may perform weighing measures while maintaining social distances of at least 12ft from farm personnel while they feed.
    - This latter scenario should only be employed when critically necessary to obtain data in a timely manner that cannot be obtained any other way or time.
- If animals body weights are critical to be determined they may have to be taken by farmers by themselves, by PFM staff working alone in teams of 2 with proper social distancing. It is recommended that bodyweight data collection be deferring if possible, to a later date when conditions indicate gathering may be done safely.

Should farm visits require more than one staff member, they are to travel to farms in separate vehicles.

Return of summarized and analyzed data should occur via electronic means if practical, or via exchange paper documents remotely (without direct farmer contact). If live consultation with farmers is necessary to review analyzed data, it should be done via phone with the farmers in possession of hard copies of document(s).

### **Personal Hygiene:**

Staff must be mindful of personal hygiene in the office space and when out on farms. Frequent use of hand sanitizer (which will be provided by the program organizations), hand washing, and use of single use nitrile gloves is encouraged.

Use of mask is required at all time when in proximity to other workers/farmers. 6ft social distancing is to be maintained when in direct contact with program staff or farmers.

Staff must wipe down surfaces that they have touched, particularly in program vehicles, when they are done using them for the day. Sanitized wipes will be provided in each vehicle. While sharing of equipment is not likely to be necessary between staff, should it be, equipment should be wiped down with sanitized wipes before and after transfer between team members.

Staff should be mindful of hand contacts they might be making when interfacing with farms, such as via exchange of documents or other means and they are encouraged to use gloves or other means to ensure that contact service are sterile.

## **Xerox Print Devices Cleaning Guidance**

<https://www.xerox.com/en-us/about/how-to-clean-printers>

### **How Xerox is Responding to COVID-19**

With public health concerns over the SARS-CoV-2 virus and COVID-19 disease, also known as Coronavirus, Xerox is providing the following guidance to customers on how to effectively clean Xerox devices and maintain a healthy work environment.

### **Cleaning Guidance**

The following guidance is applicable to surfaces of Multifunction Devices, Printers, and Presses (e.g. panels, buttons, user interfaces, display screens, touch screens, doors/access handles).

1. Wear disposable gloves made of latex or nitrile gloves when cleaning and disinfecting surfaces.
2. Turn off the device, disconnect AC power, and unplug device from the outlet before cleaning. Do not clean a product while it is powered on and plugged in as it may cause electrification.
3. Moisten a clean, soft, lint free, cotton cloth with a mixture of 70% isopropyl alcohol and 30% water (also known as rubbing alcohol). Do not use fibrous materials, such as paper towels. The cloth should be moist with no free liquid to ensure dripping does not occur.
4. Do not spray any liquids directly onto the product.
5. Gently wipe the moistened cloth on the surfaces to be cleaned. Take care to prevent moisture from entering inside the product or between gaps around the control panel or buttons. Disinfectant entering the product may result in extensive damage or failure due to corrosion.
6. When cleaning a display screen or control panel, carefully wipe in one direction, moving from the top of the display to the bottom. Do not rub the control panel strongly as it can be easily scratched or cracked.
7. Ensure surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible on the surface of the product before it is powered back on.
8. Discard gloves after each cleaning. Clean hands immediately after gloves are removed.

### **Instructions for Safe Handling**

It is important to handle isopropyl alcohol in a safe manner.

- Avoid contact with skin, eyes, and clothing.
- Keep away from heat and sources of ignition.
- Use with adequate ventilation.
- Store in a cool, well-ventilated place. Keep container tightly closed.
- In the event of contact with isopropyl alcohol, wash skin thoroughly with soap and water.

### **Other Precautions**

1. Usage of high levels of alcohol may result in color unevenness, discoloration, cracks in the surface, or blurs. Be sure to follow the precautions above and try the cleaning on an inconspicuous area first.
2. Follow Xerox approved and documented cleaning methods for components that are part of regular system maintenance.