

Public Employer Health Emergency Plan for the Village of Avoca

March 11, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Teamsters Local 118, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Village of Avoca, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: February 12, 2021

By: Eric R. Tyner

Signature: _____

Title: Mayor, Village of Avoca

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Village of Avoca. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Mayor of the Village of Avoca, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Mayor.

Upon the determination of implementing this plan, all employees and contractors of Village of Avoca shall be notified in person or by cellphone, email or electronic messaging, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Village Board of Trustees will be notified of pertinent operational changes by way of in person or by cellphone, email or electronic messaging. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Village Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Avoca, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Mayor of the Village of Avoca, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Village of Avoca is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Village of Avoca

The Village of Avoca has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Village of Avoca have been identified as:

Essential Function	Description	Priority
Office of the Mayor	Provides oversight and is the acting authority during any emergency or crisis within the village and is needed to direct any response and implementation of this plan.	1
Village Clerk / Budget Officer	Provide services and duties for the daily operation of the village and maintains all financial books and records as well as completing employee payroll. Any Village Clerk duties which may be performed off site will be done so in accordance with the outlined provisions of this plan.	1
Fire Department / Ambulance Service	Provides fire protection and ambulance services to the residents of the Village of Avoca and surrounding townships who contract for these services.	1
Information Technology	Provides all hardware and software for the Village of Avoca. Maintains the village's network and phone system.	4
Village Street Department	Provides maintenance and upkeep to the village streets to maintain a constant and safe flow of traffic throughout the village.	1
Village Water District	Provides the daily inspection for the village-maintained water system through testing and adds all chemicals to the village water supply for the proper maintenance of the water system.	1
Cleaning Staff	Provides a clean and safe work environment for all essential workers and keeps the public areas clean and disinfected of possible contaminants.	1
Village Trustees	Provide for authorization for the monthly bills and departmental reports to be reviewed and approved. In the event this is required, Trustees shall be staggered and given specific dates and time to report	4

	to the Village Hall by the Mayor to complete this process. All other Trustee assigned duties will be completed remotely as outlined in this policy.	
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Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Office of the Mayor	<ul style="list-style-type: none"> Mayor 	Provides oversight and is the acting authority during any emergency or crisis within the village and is needed to direct any response and implementation of this plan.
Village Clerk / Budget Officer	<ul style="list-style-type: none"> Village Clerk Budget Officer 	Provides services and duties for the daily operation of the village and maintains all financial books and records as well as employee payroll.
Fire Department / Ambulance	<ul style="list-style-type: none"> Chief (3) Asst. Chiefs (2) Captains Ambulance Captain (27) Firemen (3) EMT's 	Provides fire and ambulance services to the residents of the Village of Avoca and the surrounding townships who contract with the village for these services.
Information Technology	<ul style="list-style-type: none"> Contractor 	The IT manager establishes all priorities for IT tasks and maintains all hardware and software for the village.
Village Street Department	<ul style="list-style-type: none"> Street Supervisor Laborer Laborer 	Provides maintenance and upkeep to the village streets to maintain a constant flow of traffic throughout the village.
Village Water District	<ul style="list-style-type: none"> Water Supervisor Water Assistant 	Provides the daily inspection and testing for the village-maintained water system and performs all repairs as needed for the village water system.
Cleaning Staff	<ul style="list-style-type: none"> Cleaner 	Provides a clean and safe work environment for all essential workers and keep the public areas clean and disinfected of possible contaminants.
Village Trustees	<ul style="list-style-type: none"> (4) Trustees 	Provide for authorization for the monthly bills and departmental reports to be reviewed and approved. In the event this is required, Trustees shall be staggered and given specific dates and time to report to the Village Hall by the Mayor to complete this process. All other Trustee assigned duties will be completed remotely as outlined in this policy.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

For those employees who are able to complete their work off-site, the Village of Avoca shall provide the following access to computer or electronic work space as needed for their completion of their assigned duties.

1. Remote Link / Shared Electronic Folders – Non-essential employees (trustees) shall have the ability to access the Village provided email and computer files via a remote link or shared folders option developed by the IT Department. Each employee shall have their own login information and shall have access to the main shared folder maintained by the Mayor. Other non-essential employees shall also have access to their own computer files and work-related material as developed and established by the IT Department.
2. Video Conferencing Meetings – At the time of a Village Board of Trustees Meeting or other meeting to be called for the Village, it shall be at the Mayor / Board of Trustee's discretion whether meetings will be conducted remotely or in person during a declared emergency. The Village of Avoca shall establish and make available a Video Conferencing Meeting application where non-essential, or essential employees where applicable, can meet in a group setting remotely to discuss ongoing issues involving their assigned duties within the village. The chair-person (in most cases the Mayor) of each meeting shall have access to the Village Hall for the purpose or setting up the remote meeting and having all resource material on site with hard copies as needed. The Village Clerk shall also have the ability to be present in the Village Hall during any video conferencing meetings with access to all records and data needed for the meeting being held. All other member joining the meeting shall do so remotely from their own electronic devices. In the event of a Board of Trustees meeting being conducted via video conferencing, a full transcription of such meeting will occur as outlined by law.
3. Chain of Command – The protocols established and that shall be in place in the event of a Pandemic will be as follows in order to maintain the distribution of information to all employees and contractors for the Village of Avoca.
 - A. The Mayor will serve as the Chief Executive for all Village matters and is considered an essential employee in order to maintain and conduct the daily business needed within the Village. The Mayor shall have the authority to act for all Village matters as needed and shall notify the Board of Trustees on actions being taken during the time of crisis. The Mayor shall distribute all orders and actions to be taken during the time of crisis to all Department Heads

and employees. The Mayor shall maintain a record of all persons he/she comes in contact with during the performance of his/her duties.

- B. The Village Clerk shall be responsible for all daily business and budgetary matters for the Village and is considered an essential employee in order to maintain a working Village government. The Village Clerk shall receive her daily directives from the Mayor during a time of crisis and shall have the same access to all electronic folders and information being distributed to the Board of Trustees. The Village Clerk shall maintain a record of all person he/she comes in contact with during the performance of his/her official duties.
- C. The Street Department Supervisor and Street Department Employees are considered essential workers during a crisis in order to maintain the upkeep and access to all Village streets to allow vehicular traffic flow. The Village Street Department shall receive special directives during this time from the Mayor and will keep detailed records (time sheets) for all Street Department employees on who has come in contact with any employee, their location, and the nature of the contact. As the Village Street Department employees are also the employees who maintain and test the Village Water System, these provisions are also in place and apply to all actions and directions covering the Village Water System.
- D. The Chief of the Fire Department shall be the appointed official to oversee all actions and activities within the Fire Department and shall keep in contact with and inform the Mayor of all activities within the Fire Department in a time or crisis or the implementation of this plan. The Fire Chief shall be responsible to ensure the Fire Department and Ambulance Service is at a state of readiness as needed to ensure proper coverage to all residents of the Village of Avoca and those surrounding townships and entities that the Village of Avoca contracts with on a yearly basis to provide fire and ambulance services.
- E. The contracted Cleaning Staff for the Village of Avoca (as shared with the Town of Avoca) shall keep in contact with the Mayor to set his or her scheduled time to clean and sanitize the Village Hall and other areas as deemed required during the time of crisis. The Mayor shall make every effort to set times at the Village Hall for the completion of the cleaning staff duties when other essential members of the Village are not present in order to limit the potential spread of any infectious or contagious disease.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Village of Avoca will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Village of Avoca has only (3) employees in the Street Department and this is the only department within the Village of Avoca where this would be an issue to address. During any pandemic or crisis where this would be a concern, the Village of Avoca maintains enough vehicles or buildings and property where each street department employee can maintain their safe distance without any issue. In the event this is needed, the Mayor would work in conjunction with the Street Superintendent to ensure street department coverage for the village while eliminating or reducing the risk of any contact with any disease to a minimum.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Village of Avoca will use the following two suppliers to secured the required PPE for the protection of all employees and contractors. These two suppliers shall be listed as, but not limited to:

Emergency Medical Products Inc.
5000 Tuttle Crossing Blvd
Dublin, OH 43016
Phone 800-558-6270

Staples Business Advantage
PO Box 70242
Philadelphia, PA 19176
Phone 877-826-7755

In keeping with the Village Procurement Policy and as outlined with bid requirements, in the event the same level of PPE can be procured through another vendor, other than listed above, at a reduced cost and in keeping to the provisions of this policy, the vendor with the lowest cost for the same level of PPE protection shall be used as the provider for the PPE being purchased.

The Village of Avoca will supply and make available to all employees and contractors the above list of Personal Protective Equipment, (PPE) as well as the cleaning supplies needed to keep their work areas clean and disinfected. The Village will keep on hand and available at least a two-weeks' supply of masks, gloves, face shields and disposable gowns or aprons for all essential workers.

The above PPE as outlined will be kept and stored in a separate sealable storage container in the main storage area at the Avoca Village Hall located at 3 Chase Street in Avoca, NY, 14809. These PPE items will be accessible to all essential employees during their normal work hours. A one-week supply of PPE shall be made available to the Village Street Superintendent for storage at the Village Street Shop for use by the Village Street Department employees.

The Mayor of the Village of Avoca, working in conjunction with the Village Clerk, shall have the responsibility to ensure that the required PPE for the protection of employees and contractor for the Village of Avoca is stocked and distributed to employees and contractors through the provisions of this policy.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Mayor of the Village of Avoca is the decision -maker in this circumstance and is the person responsible for ensuring the protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.

- c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Mayor of the Village of Avoca is the decision -maker in this circumstance and is the person responsible for ensuring the protocols are followed
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - 4. The Village of Avoca will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 - 6. The Mayor of the Village of Avoca is the decision -maker in this circumstance and is the person responsible for ensuring the protocols are followed
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 - 1. Apply the steps identified in item B, above, as applicable.
 - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 - 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Mayor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 - 4. The Mayor of the Village of Avoca is the decision -maker in this circumstance and is the person responsible for ensuring the protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. The cleaning contractor will clean and sanitize the Village Hall on a daily basis to ensure the work area is maintained in a clean and safe manner. The cleaner may be assigned for additional cleaning as needed at other Village of Avoca owned and operated structures such as the Street Department shop and Fire Department.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Village of Avoca is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Village of Avoca will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) for full-time employees; proportional time for part-time employees of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources. Such sources shall be used in the interpretation and application of the Village of Avoca's leave provisions.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Village of Avoca, and as such are not provided with paid leave time by Village of Avoca, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by the Village of Avoca to support contact tracing within the organization and may be shared with local public health officials.

Insert my wording for the time sheet and implementation for other employees.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Village of Avoca's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Village of Avoca will coordinate with the Steuben County Office of Emergency Management to help identify and arrange for these housing needs.