

Public Employer
Health Emergency Plan
for
TOWN OF ELBRIDGE

Adopted Date 2/25, 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 Local 158, 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.

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As the authorized official of Town of Elbridge, 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: _____

By: Vernon Richardson

Signature: _____

Title: Town Supervisor

Record of Changes

Date of Change	Description of Change	Implemented by

DRAFT

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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 Town of Elbridge. 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, visitors, contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization (WHO) 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, visitors, and contractors is crucial to maintaining our mission essential operations. We encourage all employees, visitors 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 and 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, visitors, and contractors, 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 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 Town Supervisor of Town of Elbridge, 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 Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of Town of Elbridge shall be notified by email or telephone, with details provided as possible and necessary, with additional information and updates provided on a regular basis to employees from their Department Head. Town of Elbridge residents will be notified of pertinent operational changes by way of the media, via local news channels, newspaper advertisements, exterior door postings, and the Town Website at www.townofelbridge.com, Facebook or Twitter. Other interested parties, such as vendors, will be notified by phone and/or email, as necessary. The Town Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of Town of Elbridge, 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 Town Supervisor of Town of Elbridge, 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, Town of Elbridge 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, residents, and contractors
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Town of Elbridge

The Town of Elbridge 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 residents, 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 one (1) identifies the most essential of functions through priority four (4) identifying functions that are essential, but least among them.

The mission essential functions for Town of Elbridge have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the town to carry out the essential functions. Maintains the town's network.	1
Emergency Command Center and Constituent Service/public Information	Provide the media and residents with notification of emergency, including press release, updating town website, and posting information at Town Hall. Operate Command Center and issue updates.	1
Finance Operations and Human Resources	Issues paychecks and all human resource functions. Issues vendor checks and deposits checks and all banking matters	1
Town Hall Building Operations	Provides staff to keep building operational and cleaned for staff and Daycare tenants	1
Road Safety	Provide staff to keep roads safety for the traveling public. i.e., clear of snow in the winter and pavement and drainage improvements during the summer. Pickup Leaves during the fall.	1
Public Protection	Provides staff to respond to code complaints and enforce regulations, zoning laws, ordinances, and rules, such as issuing building permits, coordinate Planning & Zoning Board matters	2
Collect Taxes & Town Clerk Functions	By law must provide a way for taxpayers to pay by cash in person between the period of September – November and January - March.	2

	Issues all town licenses, records the official minutes of the Town Board, and maintain all town documents pursuant to NYS Law.	
Assessment Process, Grievance Procedure, and exemption recertification	Provides required assessments of properties, as obligated by NYS Law with oversight to assessment rolls, grievance process, etc.	2
Legal Services	Provides all legal services for the Town Supervisor, Town Board and Town Departments. i.e., interpret Governors Executive Orders	3
Town Justice Court	Conduct arraignments and any other hearings as ordered by NYS Unified Court System.	3
Animal Control	Provide responses to dangerous dog matters pursuant to NYS Agriculture & Markets Law.	4
Parks Operation and Grounds Maintenance	Coordinate activities for recreation, arts & crafts, and several athletic fields and senior programs.	4
Utilities locations, Sanitary Sewer, Storm Water Repairs, Landfill & Treatment Facility	Provide assistance to Dig Safely regarding location of Town utilities. Notify town Emergency Contractors of sewer or storm water repairs.	4
Trash & Recyclables Removal	Provides all the trash, recyclables, and yard waste pickup for town residents.	4

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
Information Technology	<ul style="list-style-type: none"> Technology Technician 	The IT Contractor establishes all priorities for IT tasks and organizes staff. IT Contractor provide support in setting up hardware and software, network management, and help desk support.
Emergency Command Center and Constituent Service/public Information Legal Services	<ul style="list-style-type: none"> Town Supervisor Assistant to Town Supervisor Town Attorney 	Oversee the safety of approx. 5,922 residents. Coordinate the Command Center and communicate to residents and staff information during the emergency. Ensure vital services are provided and sustain quality operations. Assist the Supervisor with managing the Command Center, update the Town website with information regarding the emergency. Ensure continuity of operations in accordance with all NYS Laws, Rules & Regulations.
Finance Operations & Human	<ul style="list-style-type: none"> Clerk to the Town Supervisor 	Ensure day to day administration of the Town's financials, accounting functions, including accounts payable/receivable, payroll, cash management, general ledger, and financial

Resources		<p>reporting.</p> <p>Perform functions necessary to process accounts payable/receivable and cash management.</p> <p>Perform functions necessary to process accounts payable, payroll and human resources.</p>
Town Hall Building Operations	<ul style="list-style-type: none"> • Custodian 	<p>Ensure day to day administration of the Town Hall building maintenance, including cleaning and sanitizing to ensure the safety of town employees and visitors.</p> <p>Perform the functions necessary to clean and sanitizing the Town Hall building.</p>
Road Safety	<ul style="list-style-type: none"> • Highway Superintendent • Labor Crew Leader • Motor Equipment Operator • Automotive Mechanic • Adm. Assist. 	<p>Ensure day to day administration of the Highway Department. Maintains 33 miles of Town owned roads. Includes: road surfacing, snow plowing, paving, potholes, sweeping, leaf pickup, drainage repairs and improvements and road signs.</p> <p>All titles perform functions necessary to maintain 33 miles of Town roads and would all be needed for snow removal.</p> <p>Perform functions necessary to maintain the fleet of vehicles needed to maintain the town roads.</p> <p>Perform clerical functions necessary to purchase supplies and material, prepare payroll, and organize staff.</p>
Public Protection	<ul style="list-style-type: none"> • Code Enforcement Officer 	<p>Ensure the day-to-day administration of the Planning & Development Department. Includes application of policies and regulation pursuant to the Town Code and the NYS Building Code. Inspections to ensure adherence to and identification of violations.</p> <p>Perform the duties necessary to ensure adherence to the rules, regulations, and ordinance in the Town Code and the NYS Building Code.</p>
Collect Taxes & Licensing	<ul style="list-style-type: none"> • Town Clerk • Deputy Town Clerk 	<p>Ensure the day-to-day administration of the Town Clerk/Receiver of Taxes Office. Responsible for collecting all property taxes in the Town of Elbridge, including Town, County and School.</p> <p>Assist with the day-to-day administration of the Town Clerk/Rec. of Taxes Office and performs the necessary duties to collect taxes, fees, and information from the public in person, over the telephone, online or via mail.</p>
Assessment Process, Grievance Procedure and Exemption Recertification	<ul style="list-style-type: none"> • Assessor 	<p>Ensure the day-to-day administration of the Assessor's Office including data collection and appraisal of commercial, industrial, residential, and vacant properties. Administers all exemptions, review and analyze sales data, manage the equalization rate, and disseminates large volumes of assessment and tax related data to the public. Coordinates the annual grievance process and any certiorari matters.</p> <p>Performs the necessary duties to collect data for the appraisal of property and assist in the administration of the exemptions and</p>