

		disseminating data to the public. Performs the necessary duties to assist in the administration of the exemptions and disseminating data to the public.
Town Justice Court	<ul style="list-style-type: none"> <li>• Town Justice</li> <li>• Clerk to Town Justice</li> </ul>	<p>Ensure the day-to-day administration of the Justice Office. Performs the duties necessary to issues warrants for arrest, hold arraignments, render decisions on cases including sentences and imposing fines.</p> <p>Perform the necessary clerical duties to ensure the orders of the Town Justices are carried out.</p>
Animal Control	<ul style="list-style-type: none"> <li>• Dog Warden</li> </ul>	Performs the necessary duties to ensure the safety of dogs and cats in the Town of Elbridge, including picking up strays and transporting to the SPCA. Addressing any bite complaints and/or dangerous dogs.
Parks Operation and Grounds Maintenance	<ul style="list-style-type: none"> <li>• Park Superintendent</li> </ul>	Ensure the day-to-day administration of the Recreation Department. Coordinates activities for swim lessons, recreation, arts & crafts, and several athletic fields.
Trash Removal	<ul style="list-style-type: none"> <li>•</li> </ul>	Perform the functions necessary to remove the trash, debris, waste, recyclables, and yard waste for the Town residents.

## 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

Remote work will be based upon the Department's needs and approval of the Department Head. Remote work can include working in the field during the day with limited access to the office. All assignment will be determined by the Department Head and can change weekly. Remote work can include one day a week, up to a

permanent assignment during the emergency. To ensure that employee’s performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that is adequate to perform their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to all meal and rest break and attendance schedules agreed upon in their collective bargaining agreement contract and in compliance with New York State Labor Law.
- The Town of Elbridge will assist in providing computer equipment and accessories, i.e., laptops, printers, headphones, speakers, etc. as necessary.
- Remote employees have access to the Town of Elbridge’s third-party information technology contractor assistance with computer(s), internet, connections, and other related remote issues.
- Employees taking Town equipment home to work remotely must complete the necessary form and provide a copy to the Comptroller’s Office.

The Department Head is responsible for keeping in contact with their remote workers, via telephone, email, WEBEX ZOOM or other streaming capability. Remote work does not change terms and conditions of employment.

### 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, Department Heads 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, Town of Elbridge 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
- Staggered shifts will be implemented only with the approval of the Department Head based on the need of the department.
  - Shift hours will range between the hours of 7 am to 5 pm. Monday – Friday, no overtime.
  - Staff could be reduced to 50% working in the office and 50% working remotely.
  - A schedule of personnel, hours, and days to be working in the office and remotely will be provided to the Town Supervisor by each Department Head.
  - Approval to change work hours and/or assignments will be authorized by each Department Head.

The following is a list of essential positions and the departments that will be considered for remote work:

<b>Title</b>	<b>Department</b>
Technician	Information Technology Contractor
Assistant to Supervisor	Supervisor’s Office
Town Attorney	Legal Service Professional
Highway Superintendent	Highway Department



Adm. Assistant	Highway Department
MEO	Highway Department
Mechanic	Highway Department
Code Enforcement Officer	Planning & Development Department
Town Clerk/Receiver of Taxes	Town Clerk/Rec. of Taxes Office
Deputy Town Clerk	Town Clerk/Rec. of Taxes Office
Assessor	Assessor's Office
Dog Warden	Animal Control
Parks Superintendent	Parks & Recreation Department

## 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, residents, 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, residents, 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 (2) pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six (6) 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 must have immediate access to PPE in the event of an emergency
  - c. Contractor working at Town facilities must wear a mask and provide their own PPE as deemed necessary.
  - d. The supply of PPE must be monitored to ensure integrity and to track usage rates

The type of PPE used will vary based on the level of precaution required, such as standard and contact, droplet, or airborne infection isolation precautions. The Town of Elbridge Supervisor's Office, Highway Department and Park & Recreation Department will maintain a two (2) month supply of PPE Inventory, accessible to staff. The

Town Supervisor, Highway Superintendent and Parks Superintendent are responsible for monitoring and maintaining the stock.

**ESTABLISHED VENDORS FOR PROCURING PPE ARE AS FOLLOWS:**

1. PERMA

**ESTABLISHED VENDORS FOR PROCURING CLEANING SUPPLIES ARE AS FOLLOWS:**

1. Donovan Lusk
2. Commercial Maintenance

**ESTABLISHED VENDORS FOR DEEP SANITIZING ARE AS FOLLOWS:**

1. Commercial Maintenance

### 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 Town of Elbridge Supervisor must be notified as soon as possible and is responsible for ensuring these 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 residents. **Note: This section would only apply to law enforcement, firefighting, and prevention, highway, building code enforcement, security, building cleaning and maintenance.**
    - 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 Town of Elbridge Supervisor is the decision-maker in these circumstances and is responsible for ensuring these 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, contractors, and residents. 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 Department Head 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. Town of Elbridge requires documentation from the Onondaga County Health Department indicating the date the employees quarantine period will end. We 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 Town of Elbridge Supervisor must be informed as soon as possible if an employee test positive or is exhibiting symptoms and will be responsible for ensuring these 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, Town of Elbridge Supervisor 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 Town of Elbridge Supervisor must be notified in these circumstances and is responsible for ensuring these 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 per the Health Emergency Office Cleaning Checklist.
  - a. High traffic/high touch areas and areas which are accessible to the public will be disinfected and cleaned per the Health Emergency Office Cleaning Checklist.
  - b. The Maintenance Worker 2 and Custodian staff are responsible for cleaning common areas, and the frequency of such per the Health Emergency Office Cleaning Checklist.
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.

**TOWN OF ELBRIDGE**  
**HEALTH EMERGENCY- OFFICE CLEANING CHECKLIST**

#### CLEANING AFTER EACH USE – BY OFFICE STAFF

- High touch surfaces inside office area include any tables, doorknobs, countertops inside offices after each use by the public.'
- High touch surfaces in common area include the postage machine after each use by the employee.

- High touch surfaces in common area include the copier after each use by the employee.
- High touch surfaces in common area include the watercooler and refrigerator in breakroom after each use by the employee.

#### CLEANING DAILY– BY OFFICE STAFF

- High touch surfaces inside office area include desks, chair arms and back, phones, keyboards, coffee makers, refrigerators, or other equipment used by all employees.

#### CLEANING TWICE PER DAY – BY MAINTENANCE STAFF

- Surfaces and objects in public places, including front entrance doors, lakeside entrance doors, the rear entrance doors, lakeside stairway and elevator.
- High touch surfaces outside office area include any tables, outside and office doorknobs, outside and office light switches, countertops outside offices, handles outside office.
- All Toilets and urinals, faucets, sinks to be cleaned and sanitized.
- Wash all bathroom partitions with an industry standard disinfectant.

#### CLEANING WEEKLY – BY MAINTENANCE STAFF

##### Offices, Lobby, Lunchroom, Meeting/Conference Room

- Thoroughly vacuum all carpeting
- Floor scrubber and damp mop hard surface floors
- Empty trash containers per the schedule.

#### CLEANING MONTHLY

##### Offices, Lobby, Lunchroom, Meeting/Conference Room

- Wash trash receptacles with disinfectant
- Complete all high dusting not reached in the above-mentioned cleaning

## Employee Leave

Public health emergencies are extenuating and unanticipated circumstances in which Town of Elbridge is committed to reducing the burden on our employees, contractors, and residents.

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 Town of Elbridge will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) 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.



Further, Town of Elbridge will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Town of Elbridge will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Town of Elbridge, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. 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.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Town of Elbridge, and as such are not provided with paid leave time by Town of Elbridge, 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 Town of Elbridge to support contact tracing within the organization and may be shared with local public health officials.

Department Heads are required to keep track of their staff's hours, days worked, and any locations visited. Paper time records distributed by the Comptroller's Office must be turned in on Monday of the pay week by 9 am. The Comptroller's Office is responsible for providing detailed time reports, if needed. Staff that work off site for residential visits/issues must document locations visited for at least a two (2) week period.

## 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 Town of Elbridge'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, Town of Elbridge will coordinate with the Onondaga County Emergency Management Office to help identify and arrange for these housing needs. The Town Supervisor will be responsible for coordinating any housing needs with Onondaga County Emergency Management.