

Village of Ravena

Public Employer Health Emergency Plan

Adopted: March 16, 2021

This plan has been developed in accordance with the amended New York State Labor Law and New York State Education Law as applicable. No content of this plan is intended to impede, infringe, diminish or impair the rights of our employees.

This plan has been approved in accordance with requirements applicable and is represented by the signature of the authorized individual below.

As the authorized official of the Village of Ravenna, I hereby attest that this plan has been developed, approved and placed in effect in accordance with the New York State Labor Law and the New York State Education Law, as applicable, to address public health emergency planning requirements.

Signed on this 16th day of March, 2021:

A handwritten signature in black ink, appearing to read 'W. Misuraca', is written over a horizontal line. The signature is fluid and cursive, extending to the right of the line.

William A Misuraca

Mayor, Village of Ravenna

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 2016 laws), as applicable. These laws were amended by the passing of legislation S8617B/A10832, which was signed by Gov Andrew M Cuomo on 9/7/2020. The legislation 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, provision of personal protective equipment (PPE) and protocols for supporting contact tracing.

Scope:

This plan was developed exclusively for and is applicable to the Village of Ravena. This plan is pertinent to a declared public health emergency in the New York state 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 developed this plan.

Situation Overview:

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

The health and safety of our employees/contractors is crucial to maintaining our essential operations. We encourage all employees/contractors to use the CDC Guidance for Keeping Workplaces, etc Safe.

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 have been made in the development of this plan:

- The health and safety of our employees/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 require time for us to respond, with appropriate safety measures put into place and adjustments made to our operations to maximize safety
- The public expects us to maintain a level of 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 PPE and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, etc), non-profit organizations, and other governmental agencies and services may also be impacted due to the declared emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon specific circumstances and impacts of the emergency, as well as guidance and direction from public health officials and/or Governor
- Per S8617B/A10832, "essential employee" is defined as a public employee/contractor that is required to be physically present at a work site to perform a job
- Per S18617B/A10832, "non-essential employee" is defined as a public employee/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 Ravenna, or their designee/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 direction of the Mayor or designee/successor.

Upon determination of implementing this Plan, all employees /contractors of the Village of Ravenna shall be notified in person, or by telephone, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The citizens of the Village of Ravenna will be notified of pertinent operational changes by way of social media posts and the official Village website updates. The Mayor will maintain communications with the public as needed throughout the implementation of this Plan.

The Mayor or designee/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, designee/successor will direct normal operations or modified operations to resume as necessary.

Essential Functions:

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

Essential functions are those that enable us to:

1. Maintain the safety of employees/contractors and residents
2. Provide water, sewer, infrastructure, Code Enforcement and Fire Dept services
3. Provide services required by law
4. Sustain Quality operations

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

Essential functions are prioritized according to:

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

The Village of Ravena functions according to priority:

Priority 1 – Mayor's Office = remains available to answer questions and provide updates to the public and Department heads regarding emergency status in the Village and determines what information is posted for the public. The Mayor is responsible for all aspects of Village's response to a declared emergency and thus must remain available to conduct business related to the emergency. Village Board members are part of the Emergency Plan Committee and are responsible for the implementation of any aspect required or mandated by the Mayor.

Water Department = ensure that the Water Plant remains fully operational and respond to any issues

Fire Dept = provide immediate response to emergencies requiring preservation of life and property; direct persons to shelters and assist handicapped

Highway Dept = ensure that the water and sewer infrastructure, roadways and all public facilities and services remain fully operational and in working condition;

Code Enforcement = maintain services mandated by New York State and ensure people and property are securely maintained as well as handling and questions regarding building codes and ongoing projects

Village Office = maintain essential phone & computer services and all hardware/software related to Village's network; ensure that Village business is conducted in a safe manner; maintain available records, documents, plans, etc in relation to Village business; provide services mandated by New York State. Ensure that all financial and other contractual matters are handled in a timely manner.

Priority 2 – Zoning/Planning = provide services mandated by New York State law

Each essential function identified above requires certain positions on-site to effectively operate. The following below lists the positions that are considered essential to be on-site for continued, uninterrupted operation:

Mayor's Office, Water Plant, Highway Department, Code Enforcement and Village Office can run on-site with staggered schedules if/when necessary.

Fire Department will be available on call

Zoning/Planning Board can run on-site only as required

Department heads will continually assess their employees deemed "essential" to determine if any changes need to be made in the context of the specific risks associated with the communicable disease outbreak.

Reduce 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.

Remote Work Protocols:

Employees/contractors able to accomplish their work duties remotely will be enabled to do so at the greatest extent possible. Department Heads will identify who among their staff is able to work remotely and discuss that decision with the Mayor and/or Liaison for approval.

Working remotely requires:

- Identification of staff who will work remotely
- Approval of remote work
- Access to necessary work materials
- A solution of phone communications

Staggered Shifts:

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but possibly performed outside regular core work hours. Management will identify opportunities for staff to work outside core hours as a strategy of limiting exposure. Regardless of changes in start or end times of shifts, the Village of Ravena will ensure that employees are provided with their minimum typical work hour per week.

Staggered shifts require:

- Identification of positions for which work hours will be staggered
- Approval and assignment of changed work hours by the Department Head and Mayor

Should the need arise to implement staggered shifts, the Department head will monitor work schedules, attendance, and productivity to ensure work is being completed. These hours may be shifted to begin earlier, work later or include weekend hours. Overtime will not be accrued for staggered hours unless the employee works over the standard 40 hour week.

Personal Protective Equipment (PPE):

The use of PPE to reduce the spread of infectious disease is important to supporting the health and safety of our employees/contractors. PPE which may be needed can include: masks, gloves, face shields, 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. Covid-19 pandemic has demonstrated the importance of these supplies.

The Village will provide necessary PPE for each employee and employees will have immediate access to additional PPE if the need arises. The supply of PPE will be monitored to ensure usage and availability.

Requests for additional PPE should be made to the Department Heads and they will procure the necessary items.

Staff Exposures, Cleaning and Disinfection:

The Village of Ravenna will follow all CDC guidelines published at the time of the declared Emergency.

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

Cleaning and Disinfecting:

CDC/Public health guidelines will be followed for cleaning and disinfection of surfaces/areas.

Employee Leave:

The “Families First Coronavirus Response Act” provides requirements related to the Covid-19 pandemic which the Village of Ravena will adhere to. This policy may be altered based upon changes in the law or regulations, as applicable.

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 or independent firms are not classified as employees of the Village of Ravena, and as such, are not provided with paid leave by the Village of Ravena, unless required by law.

Each employee, both those working on site and remotely, must account for their time by utilizing the Village time sheets provided.

Contact Tracing:

To support Contact Tracing by the Albany County Department of health, all employees will compile, or have the ability to quickly compile, the following information for meetings held at Village facilities:

- Did the individual travel to a place NYS has designated on an Advisory watch list?
- Does the individual reside with, or have they had close contact with, someone who has traveled to a place on the NYS watch list?
- Has the individual been diagnosed with, or has close contact with, anyone diagnosed with the disease?
- Is the individual experiencing flu-like symptoms (ie..shortness of breath, cough, fever, chills, etc), or other symptoms of the disease?
- Has the individual been directed to quarantine, isolate or self-monitor at home by a doctor, hospital or health agency?
- Name, address, contact info

