

# Public Employer Health Emergency Plan for Town of Sodus, NY

March 9, 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 the Town of Sodus, 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: 03/09/2021

By: Scott Johnson

Title: Supervisor

Signature: 

## 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 the Town of Sodus. 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 expect 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 Supervisor of the Town of Sodus, 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 Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Sodus shall be notified by workplace postings in each department, copy to local bargaining representative, Employee manual, each contractor engaged in work for the town, landlord/s, town website and Town's "Legal Board", with details provided as possible and necessary, with additional information and updates provided on a regular basis. Residents and businesses will be notified of pertinent operational changes by way of public notice in official newspaper and website. Other interested parties, such as vendors, will be notified by phone and/or email, as necessary. The Town Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Supervisor of the Town of Sodus, 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 Supervisor of the Town of Sodus, 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 Town of Sodus 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 Town of Sodus

The Town of Sodus 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

The mission essential functions (Priority 1), non-essential (2), for the Town of Sodus have been identified as:

### Sodus Town Board

Essential Function	Description/Position/Title	Priority	Justification
Supervise the function required by the Town to maintain public safety	Town Supervisor	1	Declare State of Emergency. Evoke Emergency powers. Direct Board members. Communicate to the public status & directives.
Take over functions of Town Supervisor	Deputy Town Supervisor	2	Should the Supervisor become incapacitated
Oversee departments under their control	Councilmen	2	Communicate to department heads critical functions as situation changes
Provides Town Supervisor with critical information	Clerk to Town Supervisor	2	Provides Town Supervisor with critical documents, i.e.: budgets and spending. Creates payroll.

Department: **Highway**

Essential Function	Description/Position/Title	Priority	Justification
Supervisor	Highway Superintendent	1	Supervise all operations.
Supervise	Highway Foreman	1	Supervise if Superintendent is absent or crew is separated.
Maintain safe roadways	Motor Equipment Operators	1	Maintain highway for public safety and provide accessible roads for emergency situations.

Department: **Sodus Town Clerk**

Essential Function	Description/Position/Title	Priority	Justification
Vital Statistics	Provides all death certificates to funeral directors, birth, & marriage certificates to individuals upon need and request. (Town Clerk/Deputy Clerk)	1	The Town Clerk & Deputy Clerk provides all vital records for the funeral directors and individuals requesting them.
Taxes	Provides the location for taxpayers to make payments, inquirer, or research current and past year taxes. (Town Clerk/Deputy Clerk)	1	The Town Clerk & Deputy Clerk maintains all tax records and provides payment options in person to all taxpayers.
Licensing	Provides the location for all to obtain licensing that the Town offers and requires. (Town Clerk/Deputy Clerk)	1	Our office is the only office that provides licensing in the Town of Sodus.
Records	Keeps Town records secure and provides them upon request. (Town Clerk/Deputy Clerk)	1	Records are in paper form and more are becoming available by digital services. The Town Clerk and Deputy Clerk are the only two that can make these records available when requested.
Notary Services	We provide Notary Services to all that are in need of it for legal documents. (Town Clerk/Deputy Clerk)	1	Notary Services are an in-person service.
Clerk to the Board	The Town Clerk provides services that need to be carried out by Town of Sodus Board action and help enact whatever may be needed into Local Law. (Town Clerk)	1	All decisions carried, motioned, and adopted by the Town Board meetings have to be given to appropriate parties and agency(s)....etc.
Vouchers-Abstract	The Town Clerk receives bills from vendors, prepares the abstract for payment, and review for all department heads and the Town Board. (Town Clerk)	1	Vouchers have to be paid in the Town of Sodus on a bi-weekly basis and presented to the Sodus Town Board for approval for payment.



Department: **Sodus COURT**

Essential Function	Description/Position/Title	Priority	Justification
Uphold the laws of the USA, State and Town	Town Judge	1	Arraignments, resolve disputes and Hear emergency cases.
Uphold the laws of the USA, State and Town	Town Judge	1	Arraignments, resolve disputes and Hear emergency cases.
Record all Judicial proceedings	Court Clerk	1	Document and file all required court documents with governmental agencies, furnish authorized documents and collect fines and fees.
Act in capacity of Court Clerk if the clerk is incapacitated	Asst Court Clerk	2	In the absence of the clerk assume those duties.

Department: **Sodus Assessment Office**

Essential Function	Description/Position/Title	Priority	Justification
Real Property Valuation	Assessor	1	To Maintain Equitable Roll,
Administer Real Property Tax Law Requirements	Assessor	1	Administer all laws pertaining to real property tax administration. Manage overall operations of the Assessor's Office. Posting all required legal notices.
Maintaining the Assessment Roll	Assessor/Assessment Clerk	1	Provide services of clerical and computer operator function related to the assessment record. Adding, removing denying, and approving exemptions. Entering Sales and owner information. Sending out notices to taxpayers.
Meeting Property Tax Calendar Events Like Grievance Day	Assessor	1	To Follow New York State Laws.

Assisting Taxpayers	Assessor/ Assessment Clerk	2	Providing tax maps, answering questions about properties and property inventory. Assisting taxpayers with information and applying for exemptions.
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Department: **Sodus Planning Board**

Essential Function	Description/Position/Title	Priority	Justification
Recommends on request for land use	Planning Board Member	2	Not a critical function

Department: **Sodus ZBA**

Essential Function	Description/Position/Title	Priority	Justification
Decide if land use violates the Town's code and if a hardship is involved.	Zoning Board of Appeals Member	2	Not a critical function

Department: **Sodus Building and Zoning**

Essential Function	Description/Position/Title	Priority	Justification
Responsible for the enforcement of State and local codes	Code Enforcement Officer	1	Respond to house fires and disasters.
Assist in helping people with information on permits, scheduling inspections and answering questions.	Code Enforcement Clerk	2	Not critical can work remotely

**Essential Positions**

Each essential function identified above requires certain positions on-site to effectively operate. The table above identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function (Priority 1), functions that can be performed remotely (Priority 2).

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.

### 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. All personnel in charts above listed as priority 2 can work remotely if so required. Access to files required will be approved by the Town Clerk and removed from access after the emergency is no longer in affect or job requirements change.
2. The supervisor of the employee will make assignments if other than the regular work normally performed.
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

### Staggered Shifts

There is no needed position that need to be staggered with the exception of the Highway Department for things such as snow plowing. This is standard with present operating procedures. All highway employees are expected to be on-call.

### 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/will include a six month's supply for essential employees of:

- Minimum masks in stock at both the Highway Department (400) and Village Hall (400). Town Clerk and Highway Superintendent will track the supplies to assure adequate supply is always available.
- Minimum face shields (12)
- Disposable gloves in stock at both the Highway Department and Village Hall (400). Town Clerk and Highway Superintendent will track the supplies to assure adequate supply is always available.
- Cleaning, such as Clorox, and disinfecting supplies (in stock at both the Highway Department and Village Hall).
- Masks purchased from (Quill Corporation)
- Face shields purchased from (Amazon-FixOn)
- Disposable gloves purchased from (Quill Corporation)

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.
  - All essential employees when dealing with other employees or public must wear masks.
  - All employees dealing with the public, over the counter, must, in addition to the mask, wear a face shield (*Town Clerk, assistant Town Clerk, Assessor, Assessor Clerk, Code Enforcement Officer, Court Clerk*)
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. PPE will be reordered when stock in above mentioned quantity falls by 10%.
  - 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 will be stored in cabinets with no exposure to sunlight or close contact with personnel.
  - b. Employees and contractors will have immediate access to PPE in the event of an emergency by contacting the Highway Superintendent or Town Clerk's office.

## 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 Town Supervisor and the Deputy Supervisor must be notified by the department head/s of those people who have been exposed or are infected. The deputy supervisor, or a designee by the supervisor, is 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. Town Health Officer is responsible to make these decisions. The Deputy Supervisor, or a designee by the supervisor, is 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 Town of Sodus 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 Supervisor and Deputy Supervisor must be notified by the department head/s of those people who have been exposed or are infected. The deputy supervisor, or a designee by the supervisor, is responsible for ensuring the protocols are followed.
  7. The deputy supervisor, or a designee by the supervisor will notify the Wayne County Health Department of such an occurrence/s.
- 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 employee's or contractor's 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).
4. The Town Supervisor and Deputy Supervisor must be notified by the department head/s of those people who have been exposed or are infected. The deputy supervisor, or a designee by the supervisor, is 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. Public common areas, in a building where space is rented, the landlord is required to clean and disinfect per (a) above. This plan is also required to be presented to the landlord/s.
  - c. The department head is responsible to designate a person or persons to clean area/s and the frequency.
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.
6. Protocol for Highway department.
  - a. Face masks will be required in the office/trailer when entire crew is present unless six feet social distancing can be met.
  - b. During coffee breaks and lunch when six feet distances can't be met without masks, arrangements by the Superintendent for staggered breaks/lunches or different locations will be implemented.
  - c. The only chemicals to be stored in the office/trailer will be cleaning supplies and sanitizers, disinfectant sprays, and hand cleaners.
  - d. **Weekly**, at the start of the week and only once weekly the designated cleaner for that week will vacuum, mop, and remove the garbage in the office/trailer and also clean the restrooms in the water department.
  - e. **Daily**, the designated weekly cleaner at least once per each weekday sanitize all door handles, refrigerator, and any commonly touched areas.
  - f. Anyone who uses the restroom shall clean the toilet after each use. Supplies will be stored in the restroom for this.
  - g. Each employee is responsible to clean the chair and other furniture that is designated to their use.
  - h. When in a multi occupied vehicle, a mask must be worn when the six feet social distance cannot be met.
  - i. Vehicles will have sanitizing spray and paper towels to wipe down the vehicle when the driver is done for the day, sanitize all obvious items such as shifters, steering wheel, door handles, etc.
  - j. Hand sanitizer, disinfectant spray, rubber gloves and face masks are available on the breakroom table.

## Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Sodus 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.

- A. It is our policy that employees of the Town of Sodus 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.
- B. Further, the Town of Sodus 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.

- C. Additionally, to A and B above, the Town of Sodus 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 the Town of Sodus is unable to work due to a bona fide need for leave to care for a child whose school or childcare 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.
- D. Temporary/part time employees will be prorated.
- E. If an individual is in a bargaining unit, this policy supersedes and is in lieu of the contract with Teamsters Local 118.
- F. 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 the Town of Sodus, and as such are not provided with paid leave time by the Town of Sodus, 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 Town of Sodus to support contact tracing within the organization and may be shared with local public health officials.

Employees will be held to the honor system for tracking hours. Supervisor of the employee will be notified whenever the employee's location changes. Location change location will be done by phone and the time worked on a time sheet. Exempt employees are not required to keep a time sheet.

## 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 Town of Sodus'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 Town of Sodus will coordinate with the Wayne County Emergency Management Office and/or the American Red Cross to help identify and arrange for these housing needs. This would be coordinated by the Deputy Town Supervisor or whoever the Supervisor so designates.