

# Public Employer Health Emergency Plan Village of Briarcliff Manor



Adopted Plan in accordance with NYS legislation S8617B/A10832.

March 23, 2021

## 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 the Village of Briarcliff Manor (VBM) local units of the CSEA and PBA (Civil Service Employees Association, Inc., Local 1000, AFSCME-AFL/CIO, Village of Briarcliff Manor Unit (9242) and Village of Briarcliff Manor Policemen's Benevolent's Association), 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 the Village of Briarcliff Manor, 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: 24 March 2021

By: Philip E. Zegarelli

Title: Village Manager (VM)

Signature:



A handwritten signature in black ink, appearing to read "P. E. Zegarelli", is written over a horizontal line. The signature is cursive and includes a small mark above the end of the line.

**Record of Changes**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Implemented by</b>
1 April 2021	Initiate and activate expanded plan	Village Manager

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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 VBM. 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 and/or other infectious diseases which may emerge and cause a declaration of a local or more widespread 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 Westchester County Department of Health (WCDOH) 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 assigned job.

## Concept of Operations

The VM of the VBM as CEO and COO of the Village, 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 VM. In the absence of the VM or his designees (the Police Chief and the Superintendent of Public Works), the Mayor shall assume the role until so determined.

The VBM previously took steps to ensure the health and safety of employees and residents in March 2020. The WCDOH ordered and the VBM established water purity and reporting guidelines not only for the VBM but for the Tri-Village Water Works (VBM, Tarrytown and Sleepy Hollow) which the VM chairs. These reporting procedures were established to protect the fresh water supply and purity during the

current pandemic but applicable for other similar situations. The general procedures were utilized by other Westchester County Water Departments as a "best practice guideline".

In addition, by late August 2020, the VBM established a series of procedures in addressing citizen needs and requests for Village services. While all government facilities have specific guidelines, such as the taking of temperatures and questioning related to possible tracking. As part of this effort, Village Hall hired a "greeter" to interface with public access: this continues to this date.

The VBM has incorporated and continues to comply with the Office of Court Administration (OCA) guidelines regarding all proceedings and reporting. Our Library is fully in compliance with Westchester County Library Services (WLS) mandates and operational standards in providing the public access to "programs and books" on a daily basis.

Within 30 days of the adoption of this policy, the VM with the consent of the Mayor and Board of Trustees shall have established an Emergency Management and Onsite Committee (**EMOC**) to become fully knowledgeable, advise, recommend and participate in providing a wide range of operational and /or professional expertise. The designation of such member it to ensure that each is conversant in the organizational and operational areas of a range of Emergency Management disciplines and sectors. The Committee shall be chaired by the VM and shall include but not be limited to: The Mayor or a member of the Board of Trustees, and such Department Heads (or their designees) as the Chief of Police, Chief of the Fire Department including the Ambulance Service), Superintendent of Public Works, Engineer/Building Department, the President or officer of the CSEA and PBA union locals, and such Village residents with professional disciplines in medicine, engineering or other specialized areas of knowledge or experience. The EMOC shall make themselves available when called upon by the VM. While the VM shall be tasked with the day-to-day mandate of safety and full operational delivery of services and maintenance of facilities, the EMOC shall meet at least quarterly to review, suggest and participate in discussing operating and emergency "best practices" procedures for the continued health and safety of our residents and Village employees who provide such services.

Utilizing all current, enhanced methods of communication and upon the determination of implementing this plan, all VBM employees and contractors shall be notified by VBM's first line e-mail communications and/or through our Nixle account. Postings on our website and other existing and soon to be enhanced communication media will be utilized in addition to the basic cell phone/direct line levels of communications. Reinforcing communications will also be directed to department heads to "backstop" communication links to their subordinates. Contained therein, expanded efforts will be made to provide pertinent details as soon and as defined as possible. Such levels of redundancy will be updated and shared on a regular basis. Information sharing and alerts to our residents are done on a routine basis through the VM (currently issued via e-mail) via the VM's "Friday Report" (and daily supplemental alerts/updates as necessary) with supplemental reposting of these updates on the VBM's website.

In May of 2015, the VBM opened up the William J. Vescio Community Center within the Library complex. This center is also a ground floor accessible warming and cooling center with a, full kitchen, two unisex bathrooms and fully equipped media center for VBM's informational and emergency broadcasts via Cable TV. This facility has been and continues to be available for emergency use. This site was also made available to the 2020 US Census in Westchester County where vital meetings and training were undertaken throughout the pandemic: one of only two facilities made available in our County to the US Census.

We pride ourselves with communicating directly to our residents. Levels of associated constituency groups (such as not-for-profits, civic associations and similar services and/or vendors) who have direct contact and work with or on behalf of the VBM will be treated in the same manner with information of pertinent operational changes by way of parallel identify means of public/constituent notification. Other interested parties, such as commercial and service vendors, will be notified by phone and/or email as necessary. Lastly, the VBM received a grant for and with additional funds constructed a media center in our Community Center for the direct broadcasting of live and recorded information to both cable TV networks within our Village and beyond. We believe our previous and existing efforts have established a multi-level communications network that can disseminate emergency and necessary communication through various modes to all levels of VBM workers and citizens even as we plan for routine updates and more technological enhancements. It is our consensus that the creation of the EMOC makes sense from a basic communication and transparency level and is totally fitting considering that the first responders/front line Village personnel should have the ability to request, discuss and provide input and as well as critique their role since the Village depends on their knowledge and ability to respond to emergencies.

The VM of the VBM, their designee, and/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 VM of the VBM, 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 VBM 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 VBM.

The VBM 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 VBM have been identified as:

<b>Essential Function</b>	<b>Description</b>	<b>Priority</b>
Information Technology	Provides all hardware and software for the town. Maintains the Village’s network and phone system and ability to contact vendors of systems faults or failures.	1
Facility upkeep and operational and building readiness	Ensure that all buildings and facilities are safe and secure. Power, gas and back up services are routinely tested and fully operational.	2
Staff and employee readiness and tasking	Department heads are to ensure that sufficient expertise and responding members are available for daily and emergency response	3
Equipment availability and operational readiness	Department heads are to have ready information as to the operational availability and service capacity for all key equipment necessary for an emergency response	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.

<b>Essential Function</b>	<b>Essential Positions/Titles</b>	<b>Justification for Each</b>
Information Technology	Village Manager, Village Clerk, Building Manager, PD, FD, DPW	Upon identification of an emergency, a designee knowledgeable shall notify the IT manager (thereafter the Village Manager) who is to establish all priorities for IT tasks and to initially alert and organize staff. The Village Manager, IT and Village staff members provide support in setting up hardware and software, network management, and help desk support.
Facility upkeep and operational and building readiness	Superintendent of DPW, Village Engineer, Building Manager, Village Manager	In order to respond to any emergency, designated leadership personnel are mandated to have all relevant responding equipment in top order and if shortfalls are known or suddenly apparent, to have “backstop” procedures in place to fulfill support needs.
Staff and employee	Village Manager, DPW, Building Department, Village	The reliance of any work force to ensure that the proper leadership in each discipline is knowable and especially

readiness and tasking	Clerk, Police Chief, Fire Chief	available. Back-ups are a prerequisite to ensure adequate response levels for each responding department
Equipment availability and operational readiness	Beyond the Manager and DPW, such individuals as the garage mechanics, stand by units of the volunteer Fire and Ambulance services, the building manager and similar levels of the work force are necessary to target a problem and an adequate and focused response.	This level of support is just as necessary as the need for senior leadership. Individuals so identified are the arms, legs and muscle to repair and/or keep vital equipment and services functioning in the event of an emergency. Current staffing provides successive leadership and experience levels to address specific situations on their own level without the need for senior employees who could be better utilized at other sites in addressing more immediate needs.

## 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

With the experience of previous emergency situations and valuable lessons learned, previously we implemented a series of protocols and provided updated data computer enhancements to ensure a steady and efficient work environment off-site. With the exception of the Police and Fire (Ambulance) Departments, these include, but are not limited to, the departmental leadership and personnel (and support staff of) the Village Clerk, Village Treasurer, the Village Building Department, the Village Court, the Library, the Village Librarian, the Recreation Department and the VM. I-Pads, laptops, printers and

scanners have been provided as well as call forwarding features. Our IT provider has ensured safety, access and security. We are and have been fully functional providing a series of enhanced services possible only by such additional equipment and with work capability to assist and service our residents. Lastly, we also have located a series of dispersal sites in which such sectors of our DPW have been able to relocate and fully function at safe distances. Teams were created of matching licensed or experienced personnel for Water, Sanitation, Highway and Parks without a problem and with huge level success for our workers and our residents.

## 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, VBM 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.

Utilizing our commentary in the **Remote Work Protocols**, above, the Village identified all jobs, work routines and matched up the work force in teams of corresponding experience and expertise. Specialty roles mandated by the WCDOH were created to ensure coverage. Likewise, sanitation and recycling coverage was similarly established. We were able to disperse these teams into separate VBM facilities, some even located outside of our corporate boundaries. In other cases, such as the library, we set up separate linkages and processes to pick up books or to enjoy e-based programs at matched parental driven needs. We fully utilized "Zoom-type" sessions where we shared ideas, needs and comments. In all cases, the Department Head reviewed what needed to be proposed and implemented, and shared with the VM before the individual programs were initiated. We also reviewed progress and made suggestions for further refinements. Interestingly, we met with many complimentary comments and support from our residents regarding our ability to function during the Covid-19 pandemic.

## 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 utilizes an electronic based purchase order (PO) system for all acquisitions. The system requires a minimum of three levels of approvals. The Department Head initiates the purchase request, the Village Treasurer identifies the funding source for the purchase and the VM approves the transaction as the Chief Procurement Officer. The entire approval process is documented and monitored. The actual purchase order is sent to the vendor for fulfillment. Upon delivery of the order the goods are inspected and validated as accepted or not. If approved, the payment is made to the vendor. Upon completion of the transaction, the PO is "closed out".

PPE purchases follow this same procedure. In the case of a health crisis or pandemic and related PPE, the VM meets with all Department Heads to determine the various, different and over time changing requirements to provide the highest quality PPE at reasonable rates as possible. Each department may have differing needs for indoor or outdoor use and as to function and purpose. Wherever possible, orders were consolidated for economies of scale. If it was determined that various PPE needs were unique, the specific need was addressed. A high level of reliability to supply all PPE is a major consideration. To ensure our supply chain, the VBM issued PO's to several vendors (3-4) and initially executed PO's for up to 60% of our estimated needs. While price considerations were necessary, quality and reliability of the product and as a source of constant replenishment a major determinant. The varying percentile PO level was to ensure that no vendor became the sole source and to provide for a "ramping up" of a reliable stock pile of PPE for long range planning and use. This was also utilized in the purchasing of cleaning supplies.

For example, and on a departmental basis, DPW requires a significantly higher supply of durable, longer lasting PPE. Supplies are delivered direct to their facilities for distribution and local storage. Similarly, the VH is the central location of PPE for the administrative staff and the Police Department. The Fire and Ambulance Departments have separate requirements for its PPE supplies and stores their requirements at their fire house locations. Recreation and Library have their PPE requirement needs

through the VH and store a reliable level of supplies as necessary. While all supplies are secure, PPE resources are readily available to all employees and contained in secure areas. The VBM has established and continues to have the ability to secure additional supplies as necessary. In the event of an emergency or compromise in our overall supply chain, the Village PPE supply levels are overall sufficient to be re-distributed and/or dispersed to other departments to meet demand. The level the VBM has targeted to maintain is a two-month supply level as a perpetual reserve. All departmental supply areas are to be monitored to ensure adequate resources are on hand and the supplies are rotated to prevent stale or expiry date situations. Records to document usage are to be kept. Routine physical inventories of PPE supplies are to be undertaken as well as spot inspections by the VM or his designee to confirm not only adequate supplies but expiry dates and "freshness" of PPE is maintained. Any PPE that is subject to expiry date issues or recall is to be isolated and discarded as required or mandated, if necessary.

## **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 their illness precludes them from purposeful work.
    - b. Each Department Head (previously identified) is responsible for ensuring all their direct employees and staff are complying. The Village Clerk and the VM must be notified and be alerted of all employee illnesses or the decision/need to follow quarantine protocols. The Village Clerk and VM routinely solicits the health crisis or pandemic related information and protocol updates from our Corporation Counsel and Special Labor/Personnel Attorneys to ensure compliance and address changing procedures and work routines.
    - 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 VM is the ultimate decision maker in this area of responsibility and concern. The VM consults with the relevant person, Department Head and Village Clerk and thereafter confirms their recommendation as to how a specific (each one its own merit) is to be addressed.
- 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 VBM 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 types of pandemics provide 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 VM will be responsible for ensuring these protocols are followed. In consultation with the responsible Department Head (whether staff, employee or contractor) and the Village Clerk shall review all aspects of the person identified. Prior to a decision, a referral to counsel with will be sought before the individual is informed.
- 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 types of pandemics 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 VM shall direct the appropriate Department Head or designee to 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. For purposes of redundancy and good order, the sequence of notifications shall be the VM, the appropriate Department Head, and concluding notice to the Village Clerk.

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 VM communicates directly with the DPW Superintendent and upon inspection and review of the premises and our conclusions, the VM directs the Building Manager to schedule a specialized series of cleaning and disinfecting procedures of all VBM facilities: used by staff and employees. This cleaning/disinfecting regime is in addition to the private cleaning service that the Village contracts with undertaking routine daily cleaning services. Because the VBM has WCDOH licensed employees within our DPW, we engaged them separately on specific cleaning and disinfecting programs while the various facilities are not in use or a "slow time". These periods are before/after normal working hours or on weekends. They are paid accordingly. The specialized disinfecting oftentimes is executed over the weekend to minimize work disruption, contamination process dislocation and/or "wet conditions" due to the disinfecting, as well as to extend the effectiveness of the disinfecting process.
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 VBM 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 VBM 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, the VBM 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, the VBM 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 VBM, 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 the VBM, and as such are not provided with paid leave time by the VBM, 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 VBM to support contact tracing within the organization and may be shared with local public health officials.



The Village utilizes a paper and electronic "time clock" (thumb print and/or "punch-in" a code number) for all employees. Records and the electronic time clocks are maintained at the respective administrative offices or facilities. Due to the circumstances of the Covid response and the Village's decision to disperse employees to remote positions to form up and/or be dismissed for the end of the work day, gaps in the independent records off work hours has occurred. Employees working from home are to operate their records in full compliance of VBM personnel policies and rules. As a back-up confirmation of remote work, IT is able to track computer use into the Village's "Munis and outlook" system verifying work activity or project/internet responses. Lastly, all employee records are subject to their own "sign offs", re-confirming by the Department Head. The Payroll is ultimately approved by the Village Treasurer and the VM, who approves individually.

### **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 VBM'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 VBM will coordinate with the Westchester County Department of Emergency Management to help identify and arrange for these housing needs. The VM shall be the responsible party but will look to and rely on each Department Head to identify and seek out the specific needs of the individual person in need of this resource.

Given as of 16 March 2021.

Non-material changes authorized.

VBM Mayor and Board of Trustees unanimously adopted on Tuesday, 23 March 2021