

# TOWN OF HINSDALE

## “Public Employer Health Emergency Plan ”

**March 8, 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 the Teamster’s Local #264 and employees, 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 Town of Hinsdale, 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: March 8, 2021**

**By: Jeffrey M. VanDeCar**

**Signature:** \_\_\_\_\_

**Title: Town Supervisor**

Record of Changes

Date of Change	Description of Change	Implemented by
2/10/2021	"DRAFT" Initial Plan Document out for Review	Town Supervisor
3/6/2021	Amendment of Changes from Teamsters and other affected parties.	No Suggestions or Changes
3/8/2021	Adopted Plan Document	Town Board

## Table of Contents

Promulgation .....	2
Record of Changes .....	3
Purpose, Scope, Situation Overview, and Assumptions .....	5
Purpose .....	5
Scope .....	5
Situation Overview .....	5
Planning Assumptions .....	6
Concept of Operations .....	6
Mission Essential Functions .....	7
Essential Positions .....	8
Reducing Risk Through Remote Work and Staggered Shifts .....	8
Remote Work Protocols .....	8
Staggered Shifts .....	9
Personal Protective Equipment .....	10
Staff Exposures, Cleaning, and Disinfection .....	11
Staff Exposures .....	11
Cleaning and Disinfecting .....	13
Employee and Contractor Leave .....	13
Documentation of Work Hours and Locations .....	14
Housing for Essential Employees .....	14

## 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 Hinsdale. 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 expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Town Supervisor of the Town of Hinsdale, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Hinsdale shall be notified by both verbal and written notification, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Teamsters Local #264, Cattaraugus County Administrator, Town Attorney and the general public will be notified of pertinent operational changes by way of written notification and publication of such operational changes in the town's legal newspaper; Olean Times Herald. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor and/or Town Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Hinsdale, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Town Supervisor of the Town of Hinsdale, 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 Hinsdale 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 Hinsdale

The Town of Hinsdale 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

Priorities 1, 2 and 3 identify the most essential of functions, with priority 4 and 5 identifying functions that are essential, but least among them.

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

<b>Essential Function</b>	<b>Description</b>	<b>Priority</b>
- Highway Public Works	Performs maintenance to roads and infrastructure owned by the Town of Hinsdale to include snow plowing, road surfaces, drainage, culverts and sluice pipes.	1
Water Department	Maintains the municipal water system to provide potable water and fire protection to the residential, commercial and commercial properties of the Hinsdale Water District	2
Administration	Provides administrative functions and services to the general public and other essential agencies and organizations.	3
Dog Control	Provides dog control services to assist the general public and law enforcement.	4
Code Enforcement	Provides code enforcement of all town codes and local laws to assist the fire service and law enforcement.	

## 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>
- Highway Public Works	<ul style="list-style-type: none"> <li>Highway Superintendent</li> <li>Class B Drivers</li> </ul>	<p>Superintendent of Highways supervises and directs to the employees of the highway department.</p> <p>Class B Drivers are responsible for the operation of the highway trucks and equipment to safely maintain the town's roads for public use and emergency response.</p>
Water Department	<ul style="list-style-type: none"> <li>Water Superintendent</li> </ul>	Responsible for the safe operation of the municipal water system to include pumping, chlorination and system infrastructure and equipment.
Administration	<ul style="list-style-type: none"> <li>Town Supervisor</li> <li>Town Clerk</li> </ul>	Responsible for all communications to the town employees and general public. Processing of all orders, payment of bills, and assisting outside agencies and organizations with requests for information and documents.
Dog Control	<ul style="list-style-type: none"> <li>Dog Control Officer</li> </ul>	Responsible to respond to all calls for dogs that are running at large, dog bites, injured dogs and assistance to law enforcement.
Code Enforcement	<ul style="list-style-type: none"> <li>Code Enforcement Officer &amp; Building Inspector</li> </ul>	Enforces all town building, property maintenance and flood plan laws and ordinances. Issues building permits and performs inspections of properties. Assists the fire department, County Health Department when needed.

## 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

Although most of the employees of the Town of Hinsdale can be successfully work remotely, some positions do require the essential employees to report to work.

## **HIGHWAY PUBLIC WORKS (Superintendent of Highways and Class B Drivers/ Equipment Operators)**

The Highway Superintendent and Class B Drivers/Equipment operators must report to work to complete all required work to maintain the town roads and infrastructure for the public safety and emergency vehicles. When these employees report to work, all CDC and other Public Health standards, recommendations and guidelines will be followed. Each employee will be assigned their own vehicle or piece of equipment to avoid close contact and potential of disease spread. At all times practical with limited exceptions, vehicles and equipment will be occupied by one employee. If two or more employees must occupy a vehicle or piece of equipment, all employees must wear the required PPE as defined by the CDC and other healthcare agencies. At the completion of each shift or trip, vehicle(s) and equipment will be cleaned and sanitized by the operator. Employee breaks and close contact should be avoided whenever possible. If safe distancing is not possible employees must wear the appropriate PPE and congregate locations should be cleaned and sanitized at a minimum of each hour. PPE and cleaning supplies will be purchased, stored, and provided by the Town of Hinsdale to all employees. No visitors may enter the buildings and contractors and sales people must make an appointment.

## **ESSENTIAL OFFICE OFFICIALS AND STAFF (Town Supervisor, Town Clerk, Court Clerk, Town Justice, Water Superintendent, Code Enforcement Officer and Dog Control Officer)**

Due to the small size and singular positions of each department/function within the Town of Hinsdale, essential employees can safely work in their personal assigned office or work space to avoid direct contact with any other employees, contractors or the public when practical. These essential employees should work remotely if there is no immediate need to report to their work site or office. The town offices will remain locked at all times and any in-person meetings of the public or contractors is discouraged and will only occur if an appointment is scheduled in advance. Upon completion of a work period, each employee is to sanitize their work space and any other space they occupied during their work period. Whenever possible, essential and non-essential employees should work remotely. The Town of Hinsdale will coordinate with the Cattaraugus County Emergency Services and Information Services departments to ensure each employee has the necessary equipment, communication devices and internet access to perform their job duties. The Town of Hinsdale has upgraded its telephone system which allows for forwarding of calls to the remote work-sites and retrieval of messages remotely. No visitors may enter the buildings and contractors and sales people must make an appointment.

## **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, the Town of Hinsdale will ensure that employees are provided with their typical or contracted minimum work hours per week. The Town of Hinsdale may also assign employees to remain at home and be on call during their regular work hours in the event of emergencies. Employees on call will be expected to report to work within one (1) hour of being notified to report. Employees will be paid their regular hourly rate for all of their schedule hours they remain on call and hours worked.

## **Employee Staggering shifts requires:**

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The employees assigned to the highway department may be assigned to work staggered shifts or on call status with approval and direction of the Highway Superintendent and Town Supervisor. The assignments of shifts will be made based on the sonority of the employees. In the event staggered shifts or on call status will continue for periods of greater than one (1) week, the employees will rotate on a weekly basis. These scheduling options will only be used in the event of severe outbreaks or at the direction of the Federal, State or Local health agencies.

## **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
- Alcohol based hand sanitizer
- Disinfectant cleaners and sprays

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 Town of Hinsdale will maintain a minimum of a three (3) month supply of all PPE and cleaning and sanitizing supplies. The on-hand quantities will be sufficient to provide all essential workers with PPE for each day or shift scheduled to work. The supplies will be maintained in a secure storage closet in the

town office building and highway superintendent's office. The supplies will be stored in sealable clear plastic containers to protect the PPE from contamination and pests or rodents. The Town Supervisor and Highway Superintendent will maintain the supplies in their respective buildings and ensure each employee has sufficient PPE for each shift scheduled. The Town Supervisor will ensure the appropriate quantities are maintained and will reorder when necessary.

## **PPE and Sanitizing Supplies**

The PPE supplies and quantities for our thirteen (13) essential workers to be kept in inventory will include:

- a. Approved masks and face coverings – 600
- b. Face Shields – 48
- c. Non – Latex Gloves – 300 Each – Medium, Large and X-Large
- d. Personal Hand Sanitizer Spray Bottles – 150
- e. Hand Sanitizer Refills – 3 Gallons
- f. Wall Mount Hand Sanitizer Refills – 2 Gallons
- g. Sanitizer Wipes – 9 Containers
- h. Bleach Based Sanitizer Cleaner – 12 Containers
- i. Disposable paper towels – 500

## **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. The Town Supervisor and immediate supervisor must be notified immediately to ensure any other employees or contractors may be notified of potential exposure. The employee's identity will be kept confidential to other employees, contractors or the public.
    - b. Based on the CDC, N.Y. State or local health agency protocols, employees may be requested to be tested and directed if they should mandatory or voluntary quarantine.
    - 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 employee's immediate supervisor will be 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, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician or the Cattaraugus County D.O.H..
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician or the Cattaraugus County D.O.H..
  3. Employees should not return to work until they have met the criteria to discontinue home isolation or quarantine per CDC/public health guidance and have consulted with a healthcare provider or the Cattaraugus County D.O.H..
  4. The Town of Hinsdale 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 immediate supervisor must be informed in these circumstances 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, the Town Supervisor or immediate supervisor should inform all contacts of their possible exposure. **Confidentiality** shall be maintained as required by the Americans with Disabilities Act (ADA).
  - b. The Town Supervisor will immediately notify the Cattaraugus County Health Department of the exposure and seek further guidance and direction.
  - c. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

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. Each department or employee is responsible for cleaning common areas and vehicles at the conclusion of each shift.
  - c. If needed the Town of Hinsdale will contract to have all work areas and vehicles deep cleaned when necessary.
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 and CDC 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 Town of Hinsdale 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. The Town of Hinsdale will insure that every employee will not be financially impacted as a result of future pandemics or public health emergencies. As such, the Town of Hinsdale will make all benefits under Federal, State or Local Laws available to ensure continuance of full pay for all scheduled shifts. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Hinsdale will not be charged with leave time for testing. Employees will be provided with paid sick leave at their regular rate for scheduled hours as written in and Federal, State or Local Laws.

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 Hinsdale, and as such are not provided with paid leave time by the Town of Hinsdale, 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 Hinsdale to support contact tracing within the organization and may be shared with local public health officials.

### **Tracking methods**

#### **Highway Department**

- a. The employee time records will be used to account for all hours that the employee was at work.
- b. Each employee will keep a daily log of the work completed and locations visited.
- c. Any individual who enters a town building or property will be required to sign in on a log sheet noting the date, time, and name and telephone number to be used for contract tracing if necessary.

#### **Office Buildings**

- a. All salaried essential office employees will be required to keep a daily log of hours worked.
- b. Any individual who enters a town building or property will be required to sign in on a log sheet noting the date, time, and name and telephone number to be used for contract tracing if necessary.

### **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 Hinsdale'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 Hinsdale will coordinate with the Director of the Cattaraugus County Office of Emergency Services to help identify and arrange for these housing needs.