

Public Employer Health Emergency Plan for the **Town of Coeymans**



March 25, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832

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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 Council 82 and CSEA, 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 Town of Coeymans, 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 25, 2021

By: George McHugh

Signature: _____

Title: Supervisor

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, which was signed by Governor Andrew M. Cuomo on September 7, 2020. The legislation requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work 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 Coeymans. 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.
- Practicing 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 and cough or sneeze into the crook of your arm or a tissue; the latter of which should be disposed of immediately
- Cleaning and disinfecting 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 Supervisor of the Town of Coeymans, 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 Coeymans shall be notified in-person or by telephone, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Village of Ravena Mayor will be advised directly by the Supervisor. The citizens of the Town of Coeymans will be notified of pertinent operational changes by way of social media posts and official Town of Coeymans website updates. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Supervisor of the Town of Coeymans, 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 Coeymans, 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 Coeymans 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 Coeymans

The Town of Coeymans 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 Town 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 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 the Town of Coeymans have been identified as:

Essential Function	Description	Priority
Information Technology - BAS	Provides all hardware and software for the town. Maintains the town's network.	1
Information Technology – State Tel	Provides essential phone system services.	1
Public Safety – Police Department	Ensures that security of people and property is maintained. Addresses any issues preventing safe travel and movement of the motoring public.	1
Public Safety – EMS	Provides immediate response to emergencies requiring preservation of life.	1
Public Safety – Fire Departments	Provides immediate response to emergencies requiring preservation of life.	1
Public Safety – Highway Department	Ensures that maintenance and improvement of existing roadways and facilities is conducted.	1
Public Information – Supervisor	Remains available to answer questions and provide updates to the public regarding the status of the emergency in the Town. Determines what information is posted to the Town's official website.	1
Continuity of Government – Supervisor's Office/Town Board	Ensures that essential Town business is conducted in a safe manner. Responsible for the maintenance, and availability of records, procurement of documents, plans, and other materials required to discharge their duties	1
Continuity of Government – Town Court	Remains available to handle law enforcement matters such as arraignments, trials and other proceedings according to New York State Law.	1

Continuity of Government – Town Clerk	Provides services mandated by New York State Law for the duration of the declared emergency. Responsible for the maintenance, and availability of records, procurement of documents, plans, and other materials required to discharge their duties.	2
Continuity of Government – Assessor	Provides services mandated by New York State Law for the duration of the declared emergency.	4
Continuity of Government – Planning & Zoning	Provides services mandated by New York State Law for the duration of the declared emergency.	4
Continuity of Government – Sewer Department	Ensures the waste treatment plant remains fully functional for the duration of the declared emergency.	2
Continuity of Government – Human Resources	Ensures that financial and other contractual matters are handled.	1

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.

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

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology - BAS	<ul style="list-style-type: none"> Staff 	BAS staff members provide support in setting up hardware and software, network management, and help desk support. Occasionally requires on-site response.
Information technology – State Tel	<ul style="list-style-type: none"> Staff 	State Tel staff members provide support in setting up phones, fax machines, and other equipment. Occasionally requires on-site response.
Public Safety – Police Department	<ul style="list-style-type: none"> Chief Records Clerk Sgt Detectives Officers (11) 	The continuing functionality of the police department is essential to maintain public order, control traffic, control population movements, direct persons to shelters, assist handicapped, provide critical life saving measures, and enforce laws.
Public Safety – EMS	<ul style="list-style-type: none"> Medics 	Respond to calls for critical life-saving measures and ensure safe transport to local hospitals.
Public Safety – Fire Departments	<ul style="list-style-type: none"> Chief Asst Chief Volunteer Firefighters 	Direct persons to shelters, assist handicapped, and provide critical life saving measures.
Public Safety – Highway	<ul style="list-style-type: none"> Highway Supt Deputy Highway 	Direct action to check, restore, and maintain essential public facilities and services, such as streets, bridges, public buildings

Department	<ul style="list-style-type: none"> Supt Foreman Mechanic Equipment Op 1 Equipment Op 2 	and other community services.
Public Information – Supervisor	<ul style="list-style-type: none"> Supervisor Confidential Secretary 	Decides what information is shared with Town residents, the mechanism, and the timeframe to do so. Leads all departments in information dissemination.
Continuity of Government – Supervisor/Town Board	<ul style="list-style-type: none"> Supervisor Board members (4) Clerk to the Supervisor 	The Supervisor is responsible for all facets of the Town’s response to a declared emergency and thus must remain available to conduct essential business related to the emergency. Town Board members are part of the Emergency Management Committee and are responsible for the implementation of the Emergency Preparedness Plan. The Clerk to the Supervisor handles financial matters that are inherently critical to an emergency response.
Continuity of Government – Town Court	<ul style="list-style-type: none"> Justices Clerks 	The Justices and Senior Clerk need to be available for in-person arraignments, handling of official court documents, coordination with the District Attorney’s Office and other legal counsel, as well as other matters before the court.
Continuity of Government – Town Clerk	<ul style="list-style-type: none"> Town Clerk 	Responsible for the maintenance and availability of essential records, documents, and other materials as required during the declared emergency.
Continuity of Government – Assessor	<ul style="list-style-type: none"> Assessor 	Must be available to answer inquiries from the public regarding property management.
Continuity of Government – Planning & Zoning	<ul style="list-style-type: none"> Code Enforcement Officers 	Handles building permits, inspections, and fields questions from the public regarding building codes for essential ongoing projects.
Continuity of Government – Sewer Department	<ul style="list-style-type: none"> Chief Operator 	Must be available to monitor the waste water plant and respond to any issues.
Continuity of Government – Human Resources	<ul style="list-style-type: none"> Clerk 	Ensures that all employees are paid and leave is tabulated correctly. Remains available for consultation with employees regarding contractual and other human resource matters.

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. Department Heads will identify who among their staff is non-essential and discuss that designation with the Supervisor for approval. 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

As feasible and recognizing the critical need to ensure the security of the Town's computer systems, BAS will work with Department Heads to develop secure access to electronic Town files for employees working from their personal computers at remote locations. As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of Town government may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the public interacts with Town employees may also take place to support these protections. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

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 Coeymans 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

Should the need arise to implement staggered shifts, the Supervisor will consult with Department Heads to determine the viability of off-hours work to allow for continued essential services to Town residents. If staggered shifts are implemented, Department Heads will monitor work schedules, attendance, and productivity to ensure the objectives of their respective offices are being met. These hours may be shifted to begin earlier in the day, end later in the evening, or include time during the weekend. Comp time will not be accrued for shifted schedules unless the employee works longer than their standard work week. Overtime will not be earned for shifted schedules unless the employee works longer than the standard 40 hour work week.

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 the 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 Director of Emergency Management will coordinate the procurement, stocking, and distribution of necessary Personal Protective Equipment (PPE) for employees and authorized contractors based on health guidance from the Centers for Disease Control, NYS Department of Health and Albany County Department of Health at the time of the emergency. On a normal basis, the town will maintain a 60-day inventory of selected PPE and cleaning products. Purchasing and restocking of new PPE and cleaning items will be based on protective needs, circumstances, and products available at that time. PPE and cleaning products will be distributed to employees and departments as needed.

Requests for additional PPE or specialized products that may be necessary due to the specific risks associated with the communicable disease outbreak should be made to an employee's immediate supervisor, who will then notify their Department Head. The request will then be forwarded to the Director of Emergency Management, who will review existing inventories and will endeavor to locate, purchase, and stock additional PPE and cleaning products as needed, again based on guidance from the Centers for Disease Control, NYS Department of Health, and Albany County Department of Health.

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. Any exposed employee or contractor must notify their respective Department Head, who will be responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and 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, 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 Supervisor shall maintain oversight and decision-making authority in determining which of these protocols will be followed based on guidance from the CDC, NYS Department of Health and Albany County Health Department.

- 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 Coeymans 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. In all instances referenced above, the Supervisor must be notified.
- 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 Department Head should inform all contacts of their possible exposure in coordination with the State Department of Health. Confidentiality shall be maintained as required by law.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. In all instances referenced above, the Supervisor must be notified.

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 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 on a regular basis, consistent with the volume of activity.

- b. Each Department must prioritize the cleaning of common areas, taking a team approach if necessary to getting it accomplished. Ultimately, each Department Head is responsible for their respective common areas.
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. Hand sanitizer will be available at facility entrances, public counters, and offices.

Employee and Contractor Leave

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

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 Coeymans, and as such are not provided with paid leave time by the Town of Coeymans, 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 both on-site and off-site locations. This information may be used by the Town of Coeymans and State Department of Health to support contact tracing within the organization.

Each employee or contractor must account for their time. In general, this will be accomplished by utilizing the time clock "punch" system. For employees or contractors deemed essential and reporting to their respective offices, a sign in/sign out sheet may be used in addition to, or instead of, the time clock "punch" system. For employees or contractors working remotely, contact with their immediate supervisor shall be necessary at the beginning and end of their assigned work day.

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 Coeyman'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 Director of Emergency Management will coordinate with the American Red Cross and Salvation Army to help identify and arrange for these housing needs.

Contact Tracing

To support contact tracing by the Albany County Department of Health, all employees will compile, or have the ability to quickly compile, the following information for meetings held in Town facilities and for volunteers working in Town facilities. The final list will be tailored to address the specific risks associated with transmission of the communicable disease and guidelines issued by the CDC, NYS Department of Health, and Albany County Health Department. A standard form will be developed if meetings are regularly held in person.

- Did the individual travel to a place the State of NY has placed on an advisory watch list?
- Does the individual reside with, or have they had close contact with, someone who has travelled to a place the State of NY has placed on an advisory watch list?
- Has the individual been diagnosed with, or had close contact with, anyone diagnosed with the disease?
- Is the individual experiencing flu-like systems (such as cough, shortness of breath, fever of 100°F or more, or chills), or other systems symptomatic of the communicable disease?
- Has the individual been directed to quarantine, isolate, or self-monitor at home by a doctor, hospital, or governmental health agency?
- Name, address, contact information.