

Public Employer Health Emergency Plan for Village of Corinth

Date of Adoption: March 17, 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 CSEA Local 1000 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.

The Village of Corinth reserves the right to modify the plan as necessary, with notification to the respective collective bargaining unions.

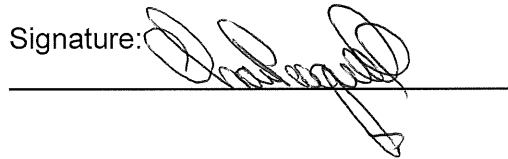
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As the authorized official of the Village of Corinth I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c to address public health emergency planning requirements.

Signed on this day: 3/17/2021

By: Charles Pasquarell

Signature:



Title: Mayor

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. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, and require 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 Village of Corinth (“the Village”). 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. The scope of this plan is based on a Federal, State, or local public health department mandated shutdown of the Village buildings, grounds, and facilities.

Situation Overview

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 Department Head or the Mayor 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 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

Concept of Operations

The Mayor of the Village of Corinth, 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 Mayor.

Upon the Village Board's approval of this plan, all employees will be provided a hard copy, directed to the Village website for an electronic copy of the plan and a hard copy will be posted in Village Hall. All contractors of the Village shall be notified by their Village contact and directed to the plan's location on the Village's website, with additional information and updates provided on a regular basis. Employees, contractor/vendor personnel and the general public will be notified of pertinent operational changes by way of the plan being posted on the Village's website.

The Mayor, 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 Mayor, 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 Village 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 Village

The mission essential functions for the Village have been identified as follows:

Essential Function	Description	Priority
Clerk's Office	The Clerk's Office is responsible for maintaining all records of the Village, collecting the water/sewer rents, property taxes, issuing licenses, postings, notices, processing payroll, coordinating public safety functions and general Village business.	
Public Works	Personnel and equipment necessary for the maintenance of the roads within the Village for public safety.	
Water/Wastewater Treatment Plant	Provides essential water and sewer services to Village and Village residents and businesses	
Building/Planning	The Building and Planning Department issues all building permits, sees to the remedy of all violations, and ensures adherence to State Building & Property Maintenance Codes as well as Village Code.	
Fire Department	Provides emergency fire fighting to Village and Town residents	

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

Essential Function	Essential Positions/Titles	Justification for Each
Public Works	<ul style="list-style-type: none"> • Superintendent • MEOs • Laborers • Mechanic 	<p>Superintendent – decision maker for all daily operations and emergency calls for public safety</p> <p>MEOs/Laborers – public safety</p> <p>Mechanic – Safety and functionality of all equipment and vehicles.</p>
Water/Wastewater Treatment Plant	<ul style="list-style-type: none"> • Superintendent • WWTP/Water Operators 	<p>Superintendent – decision maker for all daily operations and emergency calls for public safety</p> <p>WWTP/Water Operators – public safety</p>
Village Clerk	<ul style="list-style-type: none"> • Village Clerk-Treasurer • Deputy Clerk-Treasurer • Account Clerk 	<p>Clerk staff processes payments, payroll, public safety functions</p>

Building/Planning	<ul style="list-style-type: none"> • Building Inspector/Code Enforcement Officer 	Public Safety, Code Compliance, Health and Safety violations, inspections
Fire Department	<ul style="list-style-type: none"> • Fire Chief, Assistant Chiefs, Captains, Lieutenants, all fire fighting personnel 	Responds to fire emergencies, directs fire personnel, maintains department, vehicles

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 will be done by the Mayor and Board of Trustees. The Village has not identified any positions that are non-essential and able to be staffed remotely, as necessary, to ensure continuity of operations while maintaining compliance with Federal, State and/or local regulations and/or laws.
2. Approval of remote work will be made by the Mayor. Assignment of remote work will be made by the Department Head and communicated to the Clerk-Treasurer to ensure employee time and attendance is tracked accurately.
3. Equipping staff for remote work will be managed by the Department Head and the current IT consultant, and 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

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that 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 Village will ensure that employees are provided with their typical or contracted minimum work hours if possible. Staggering shifts requires:

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

Identification of Positions with Staggered Work Hours and Approval Process

Certain employees may be assigned to staggered shifts to ensure job duties and responsibilities are able to be fulfilled safely and/or to meet business needs. The identity of which essential workers can

work staggered shifts and the details of the staggering will be determined by the Mayor in consultation with Department Heads and the Clerk-Treasurer.

The assignment of changed work hours must be prepared by the Department Heads and approved by the Mayor. Factors such as staffing levels, the ability to provide for adequate physical distancing, and ways to improve efficiency and/or effectiveness will be considered in the decision-making process.

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. 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

Identification of PPE Based on Job Duties

The need for PPE is dependent on the position duties and work location of Village personnel.

Procurement of PPE

The Village will have sufficient PPE to provide at least two pieces per employee per day with a six-month supply. PPE will be maintained at Village Hall and the Village Garage and will be supplied to employees throughout the continuation of this plan. The Clerk-Treasurer and Superintendent of Public Works will keep track of the inventory in their respective locations on a regular basis. When inventory gets low (defined as having less than two pieces of each required type of PPE to each essential

employee and contractor during any given work shift for at least six months), the Department Heads will notify the Clerk-Treasurer who will contact one or more of the vendors on the Village's approved suppliers list to procure the necessary PPE. The Village will maintain and periodically updates the supplier list in an effort to mitigate supply chain disruptions. For unforeseen supply disruptions or shortages, the Village will work with the Saratoga County Public Health Department for assistance.

Storage of PPE

The PPE will be stored in accordance with the manufacturer's guidelines in order to prevent degradation. In the event of an emergency, Department Heads are to collect necessary PPE from the Village Hall or Village Garage. Each Department Head is responsible for ensuring PPE is properly used and adequately supplied to pertinent employees.

Cleaning Supplies

Cleaning supplies will be purchased on the needs of Department Heads and will include CDC and NYSDOH-approved materials.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

The Village will follow established protocols when employee exposure situations occur. If staff is exposed to a known case of a communicable disease which is part of a public health emergency, the employee must notify his/her Department Head immediately, who must thereafter immediately notify the Clerk-Treasurer and the Mayor. Given the nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive, the Village will follow CDC/public health recommendations and requirements and will coordinate with Saratoga County Public Health Department for additional guidance and support as needed. Exposure protocols will be updated as necessary and/or required and will be communicated to employees and contractors and posted on the Village's website.

Cleaning and Disinfecting

The Village will follow CDC and public health guidelines for best practices in the cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes, but is not limited to, frequently cleaning high traffic and high touch areas; cleaning areas with soap and water prior to disinfecting surfaces with products that meet EPA criteria; providing cleaning staff with appropriate PPE; and following instructions of cleaning products to ensure safe and effective use. The staff of each Village location is responsible for cleaning and disinfecting common areas. The frequency of cleaning and disinfecting common areas is dependent on the frequency of staff and the level of exposure in the County but will be performed at least once a day.

Employee and Contractor Leave

Unless required by Federal, State or local law, the Village will follow the leave provisions of the respective collective bargaining agreements and/or the leave provisions in the employee handbooks for non-bargaining unit employees.

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. Employees will continue using their regular timekeeping systems. All contractors and visitors will sign in and out of Village buildings and locations to facilitate contact tracing. The Clerk-Treasurer shall be responsible for the management and handling of this information, which will be in paper and/or electronic form. This information may be used by the Village, New York State Department of Health and Saratoga County Public Health Department to support contact tracing within the organization and may be shared with State and/or local public health officials.

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 Village's essential operations. If such need arises, the Village has the capability to house essential employees on site. The Mayor's Office shall be responsible for obtaining any equipment necessary for housing employees on site. There is a kitchenette in Village Hall for basic cooking and reheating, and food can be delivered. If the Village is unable to meet the need, the Village will coordinate with the Saratoga County Health Department to help identify and arrange for alternate housing.