

Public Employer Health Emergency Plan for the Village of Millbrook

Plan approved:

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.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Village of Millbrook, 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: 3/10/2021

By: Tim Collopy

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 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 Village of Millbrook. 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. Herein are the generic guidelines that the Village of Millbrook will follow. Specific actions will be tailored to the particular demands of the health emergency and will follow guidance from the CDC and NYS DOH.

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 for 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
- Wearing appropriate PPE when near others
- Notifying your supervisor immediately if you feel symptoms and then leaving work
- Stepping away from others to 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 of each shift
- Conforming to any 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 Village of Millbrook Mayor or his designee has 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 implementation of this plan, all employees, public officials, volunteers and contractors of the Village of Millbrook shall be notified by telephone/text messaging with details provided as possible and necessary, with additional information and updates provided on a regular basis. Operational changes will be provided accordingly. The Mayor or his designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Millbrook or his designee will stay up to date with 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 or his designee will direct the resumption of normal operations with modifications as necessary.

Mission-Essential Functions

When confronting events that disrupt normal operations, the Village of Millbrook 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, volunteers, public officials, 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 of Millbrook

The Village of Millbrook has identified as critical those functions that are required or 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.

Essential functions are prioritized according to:

- The time-criticality of each essential function
- The 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. The mission-essential functions for the Village of Millbrook have been identified as:

Essential Function	Description	PRIORITY
Supervision	Work with department heads to make appropriate decisions as needed	1
Fire/Rescue Ops	Provide public fire & ambulance service	1
Highway Ops	Keep roadways open and safe	1
Police Ops	Provide public safety functions	1
Water/Sewer Ops	Keep all water/sewer operations functioning	1
Payroll & bill paying	Process employee payroll & pay invoices	2
Receipt of revenue	Collect Taxes and Fees	2

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
Supervision	<ul style="list-style-type: none"> • Mayor 	Maintain communication across all village functions with the ability to institute States of Emergency, redirect resources and seek support of outside agencies.
Fire/Rescue	<ul style="list-style-type: none"> • Chief • Volunteer firefighters • NDP 	Maintain response to emergency fire & ambulance calls
Highway	<ul style="list-style-type: none"> • Highway Superintendent • Highway Operators (2) 	Keep roadways open and safe
Police	<ul style="list-style-type: none"> • Officer in Charge • Police officers 	Provide public safety functions
Water/Sewer	<ul style="list-style-type: none"> • VRI 	Maintain water & sewer operations
Payroll & bill paying	<ul style="list-style-type: none"> • Clerk • Deputy Clerk • Sr Acct Clerk 	Process payroll & pay invoices
Receipt of revenue	<ul style="list-style-type: none"> • Clerk • Deputy Clerk • Sr Acct Clerk 	Collect taxes and fees

Reducing Risk Through Remote Work and Staggered Shifts

By assigning certain staff to work remotely and staggering work shifts, we can decrease crowding and density at work sites. If office personnel cannot maintain safe social distancing, we would consider staggering days to assure Village functions are carried out. Certain employees could work from home and/or stagger work days.

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. Defining employees who could work remotely - Mayor
2. Approving and assigning any remote work – Mayor & Department Heads
3. Equipping staff for remote work, which may include:
 - a. Access to VPN and/or alternative secure networks
 - b. Access to software and databases necessary to perform their duties
 - c. Providing a solution for telephone communications

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 Village of Millbrook will ensure that employees are provided with their typical or contracted work hours per week. Staggering shifts may also require staggering of days. Approval and assignment of changed work hours will be determined by the Mayor or his designee.

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

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.

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

Needs for PPE will be determined by Department Heads and will be requested through an individual appointed by the Mayor. Backup supplies will be kept on hand and will be replaced as needed.

Cleaning supplies and PPE will be ordered by the same appointed individual as needed and stored in the Village Hall. The Village will keep a recommended stockpile of eight weeks of PPE to the extent possible.

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, with 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 10 days or other current CDC/public health guidance for the communicable disease in question.
 - a. If possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Mayor or designee must be notified and is 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 provide that critical essential employees (who cannot be replaced) 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. All visitors to Village properties are to attest to being symptom-free and will be required to sign a logbook each day.
- 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 Village of Millbrook will require infected employees to receive a negative test result or a healthcare provider's note to validate their ability to safely return to work; CDC/public health officials may require additional steps at any time.
 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 Mayor or designee will ensure 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
 - a. CDC guidance indicates that a wait period of as long as possible, 24 hours is preferred, before cleaning, disinfecting, and reoccupation of those spaces. 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 as soon as possible.
 - 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 Mayor or his designee should inform all close 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. The Mayor or designee in the organization must be notified in these circumstances and is responsible for ensuring these protocols are followed.

The Village recognizes there may be 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 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. If possible, employees and contractors will clean their own workspaces at the beginning of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected per recommended CDC guidance.
 - b. The Clerk will be responsible for common areas in the Village Hall. The Highway Superintendent will be responsible for common areas and vehicles in the garage. The Officer-in-Charge will be responsible for the police office and vehicles. The President of the Firehouse will be responsible for common areas and vehicles in the firehouse.

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 Village of Millbrook is committed to reducing the burden on our employees and contractors. Currently, the *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. The policy below may not apply to every pandemic or emergency situation and will be altered based upon changes in Federal and State law or regulation, as applicable, at the time.

Employees of the Village of Millbrook will not be charged for leave time or personal time for pandemic testing. Employees will be provided with up to 10 working days of additional paid sick leave at the employee's regular rate of pay when an employee is unable to work due to quarantine. However, regular sick time will be charged if the employee is sick with the infection.

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 Village of Millbrook and as such are not provided with paid leave time by the Village of Millbrook.

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 and off-site visits. This information may be used by the Village of Millbrook to support contact-tracing within the organization and may be shared with local public health officials. This information will be maintained by the Clerk's office.