

Public Employer Health Emergency Plan for Village of Cayuga Heights

Promulgation

This plan has been developed by the Municipality in accordance with the amended New York State Labor Law Section 27-c.

This plan has been developed with the input of the Village of Cayuga Heights Teamsters Union and the Village of Cayuga Heights Police Benevolent Association as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the Municipality or its 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 Cayuga Heights I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law Section 27-c, to address public health emergency planning requirements.

Signed on this day:

3/29/21 By: Linda

Woodard

Title: Mayor

Signature: *Linda Woodard*

Record of Changes

Date of Change	Description of Change	Implemented by

Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions	4
Purpose	4
Scope	4
Situation Overview	4
Planning Assumptions	4
Concept of Operations	5
Mission Essential Functions	5
Essential Positions	7
Reducing Risk Through Remote Work and Staggered Shifts	7
Remote Work Protocols	8
Staggered Shifts	8
Personal Protective Equipment	9
Staff Exposures, Cleaning, and Disinfection	10
Staff Exposures	10
Cleaning and Disinfecting	12
Employee and Contractor Leave	12
Documentation of Work Hours and Locations	12
Housing for Essential Employees	13

Purpose, Scope, Situation Overview, and Assumptions

Purpose

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. This plan has been developed in accordance with amended laws to support continued resilience in response to a continuation of the spread of the Corona virus or for other infectious diseases which may emerge and cause a declaration of a public health emergency. 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 Cayuga Heights (the “Village”). This plan is pertinent to a declared public health emergency in the State of New York which may impact the Village’s 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

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 immediate superior immediately and go home once your position or shift is covered.
- 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 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 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 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 Mayor of the Village of Cayuga Heights, 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 implementation of this plan, all employees and contractors of the Village of Cayuga Heights shall be notified by email with details provided as possible and necessary, and with additional information and updates provided on a regular basis as such information becomes available. Residents of the Village of Cayuga Heights will be notified of pertinent operational changes by updates to the Village's website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Village Clerk or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Cayuga Heights, their designee, or their successor will review information, direction, and guidance from public health officials and the Governor's office and direct the changes to this plan as necessary.

When it is safe to do so, and in accordance with guidance from public health officials and the State, the Mayor of the Village of Cayuga Heights, their designee, or their successor will direct the resumption operations, either as normal or modified as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Village of Cayuga Heights is committed to ensuring that essential functions continue 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 Village of Cayuga Heights has identified as critical only those priority functions that are required or are necessary to provide essential services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the essential 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 on 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 Village of Cayuga Heights have been identified as: This priority is based on the circumstance of the emergency and may change accordingly.

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the Village of Cayuga Heights. Maintains the Village’s network and phone system.	3
Emergency Services (Police & Fire)	Provide protection to people and property, provide emergency medical assistance.	1
Water/Sewer Service	Responsible for infrastructure maintenance of the water and sewer systems and operation of water and sewer treatment facilities	2
Garbage	Responsible for trash removal	3
Building maintenance/janitorial services	Responsible to maintaining a clean and safe workplace for other employees to carry out functions.	4
Streets	Responsible for maintenance of roads including road repair and debris/snow removal	1
Code Enforcement	Enforce building and property maintenance codes, particularly those relating to health and safety	4
Clerk’s Office	Responsible for maintaining all records of the municipality. Facilitates inter and intra-office communications. Serves as main point of contact with the general public.	2
Court	Handling of all essential court matters with a particular focus on criminal matters to the extent such matters cannot be handled remotely.	3
Treasurer	Responsible for maintenance of all financial obligations and records	4

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> Village Clerk Village Deputy Clerk Police Clerk 	<p>The IT coordinator establishes all priorities for IT tasks and organizes staff.</p> <p>IT members provide support in setting up hardware and software, network management, and help desk support.</p>
Emergency Services	<ul style="list-style-type: none"> Chief of Police Fire Chief 	<p>The Chief of Police establishes all priorities for EMS tasks and duties and organizes staff.</p> <p>The Fire Chief provides the emergency services to the community.</p>
Water/Sewer	<ul style="list-style-type: none"> Director of Public Works 	Operates and maintains water and sewer systems
Garbage	<ul style="list-style-type: none"> DPW Staff 	Collects and disposes of trash
Building maintenance/janitorial services	<ul style="list-style-type: none"> Village Engineer Village Clerk 	Establishes priorities for cleaning, maintenance, and repair and identifies high travel areas requiring additional cleaning/sanitization; oversees cleaning, maintenance and repair of buildings.
Streets	<ul style="list-style-type: none"> Director of Public Works DPW Staff 	<p>The Director of Public Works prioritizes and directs road repairs and debris/snow removal</p> <p>DPW Staff carries out repairs and debris/snow removal</p>
Code Enforcement	<ul style="list-style-type: none"> Village Engineer 	Necessary for ensuring individuals have healthy and safe residences and that businesses carry on in a safe and healthy manner.
Clerk's Office	<ul style="list-style-type: none"> Village Clerk Village Deputy Clerk 	<p>Clerk supervises the carrying out of record keeping and communications</p> <p>Clerk and staff maintain records and serve as main point of contact between municipality and the general public.</p>
Treasurer		Responsible for maintenance of all Financials
Court	<ul style="list-style-type: none"> Judge/Justice Staff 	Handles essential matters based upon NYS guidance with a particular focus on handling criminal 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.

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 if handling sensitive information
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Phone lines may need to be forwarded to off-site staff

Equipment

Contractors will be required to provide their own equipment and internet/phone services. Employees will be required to utilize their personal internet/phone service while working remotely. Employees will be required to utilize their personal computers and laptops and peripheral equipment to perform their functions to the extent they possess such items. IT will assist employees in installing any and all required software or applications for the employees to carry out their functions. Employees who require computers, laptops and/or peripheral equipment to perform their function and who do not possess such items shall promptly notify their immediate superior. The Village of Cayuga Heights has computers and laptops and peripheral equipment that will be distributed as needed, in the sole discretion of the Department Head or their designee. The Village of Cayuga Heights may reallocate the distribution of such computers and laptops and peripheral equipment from time to time as needed, in the sole discretion of the Mayor or their designee. The Clerk or their designee shall maintain a list of all equipment and where such equipment is located.

Troubleshooting/ Communication

The IT department will be available by email, phone, and video call to help address IT issues.

Communications between employees shall be maintained through email, phone, and video call. Departments shall implement regular conference calls via phone or video.

Employees are expected to communicate to their immediate superior any workflow and operational issues and any delays arising from working remotely.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but 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 Cayuga Heights 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

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. Necessary PPE may include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Amount of PPE for Essential Employees and Contractors

Based on the list of essential functions and positions set forth in this document the Village of Cayuga Heights shall develop a list of required inventories and amounts of such inventory as set forth below:

PPE Item	Number of essential employees/contractors requiring PPE item	Total number of PPE required
Masks (N95s?)		45
Gloves		500
Face shields		
Gowns		
Other? (plastic shielding, amounts of cleaning supplies/hand sanitizer?)		A years wor

Storage of PPE

An emergency supply of PPE shall be stored at Marcham Hall, Village Department of Public Works and the Cayuga Heights Fire Station. Employees shall be able to immediately access the emergency supply of PPE and shall promptly notify the Clerk any time the supply is accessed. The Clerk shall maintain an inventory of all PPE within the emergency supply. On a yearly basis the Clerk or their designee shall review the PPE supply and dispose and replace any expired or unusable PPE.

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 of 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 in accordance with current CDC/public health guidance for the communicable disease in question.
 - a. These employees and contractors will work remotely during this period of time as they are able to.
 - b. These employee and contractors shall promptly notify their immediate superior and the Clerk in the event of potential exposure.
 - 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 the Village's 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. Village of Cayuga Heights Board of Trustees are the decision-maker in these circumstances, and such employee's immediate superior is 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, contractors, members of the public and visitors. They should

immediately be sent home once their position is covered and recommend they contact their physician.

2. Employees and contractors who exhibit symptoms outside of work should notify their immediate superior 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. Unless advised otherwise, employees will comply with applicable provisions of the Village's Handbook, the Teamster's Contract, and PBA Contract as they relate to absence due to illness, the use of sick leave and returning to work. In accordance with applicable provisions of the Village's Handbook, the Teamster's Contract, and PBA an ill employee will be expected, if the employee is able, to promptly notifying their immediate superior and the Clerk of absence due to illness. The Village may require medical verification or a doctor's note before applying sick time or allowing an employee to return to work.
 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 Clerk must be informed in these circumstances and is 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 Clerk or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Clerk 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. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High touch surfaces will be disinfected regularly, at least every two hours, and
 - b. High traffic areas and areas that are accessible to the public/constituents will be disinfected regularly; additional disinfection shall occur on an as needed basis.
 - c. Each employee, or their designee, shall be responsible for ensuring that common/high traffic areas that their work in or near are cleaned and disinfected regularly.
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 communicable disease 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 Cayuga Heights is committed to reducing the burden on our employees and contractors. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Village of Cayuga Heights have access to all paid and unpaid leave time for testing, quarantining, and caring for dependents as they are entitled under the Village's Handbook or applicable law. The Village of Cayuga Heights may, in its own discretion, provide additional paid or unpaid leave time to employees in the event of a public health emergency.

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

The Village of Cayuga Heights shall track the hours and locations of employees who work in-person using the following method, which may be paper-based or electronic logging, tracking via a smartphone app, or other.

The Clerk or their designee shall be responsible for handling and maintaining such records.

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 of Cayuga Heights essential operations.

If such a need arises, The Village can provide housing at the Village of Cayuga Heights Fire Station and if needed the Village Department of Public Works. 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 Village of Cayuga Heights will coordinate with the Tompkins County Office of Emergency Management to help identify and arrange for these housing needs. The Mayor and Board of Trustees will be responsible for coordinating these arrangements.