

TOWN OF NORTH DANSVILLE **POLICIES AND PROCEDURES**

Continuation of Operations during a Public Health Emergency

I. SUBJECT:

Preparation of policies and procedures in the event of certain declared state disaster emergencies involving public health.

II. ADOPTED: April 13, 2021.

III. PURPOSE:

As a public employer in the State of New York, Town of North Dansville is required to prepare a plan for the continuation of operations in the event the Governor declares a state disaster emergency involving a communicable disease.

IV. DEFINITIONS

The following definitions are to be used for the purpose of this policy:

- a. "Personal Protective Equipment" (PPE) shall mean all equipment worn to minimize the exposure of hazards, including but not limited to gloves, masks (as example N-95, cloth, disposable or other as required based on job duties and/or Department of Health recommendations), face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
- b. "Essential" shall refer to a designation made that a public employee is required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer. This designation shall apply regardless of employment status (FT, PT, on-call, temporary, per-diem or etc.)
- c. "Non-Essential" shall refer to a designation made that a public employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer. This designation shall apply regardless of employment status (FT, PT, on-call, temporary, per-diem or etc.)
- d. "Communicable Disease" shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent

or its toxins that occurs through the direct or indirect transmission of the infectious agent or its product from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

V. GENERAL POLICY:

- 1. The following types of positions are considered essential in the event that the Governor declares a state disaster emergency involving a communicable disease¹:**

Department	Types of Essential positions
Town Board	Supervisor
Town Courts	Senior Justice, Court Clerk
Town Clerk	Town Clerk
Highway	Highway Superintendent, MEO 'S, Laborer's

Real Property	Assessor

2. The Town of North Dansville is committed to ensuring that our residents receive necessary services during a state disaster emergency involving a communicable disease. To accomplish this goal, non-essential employees, as defined in section IV of this policy, may require access to technologies, including but not limited to hardware, software, data, and telecommunications. Technology will be deployed as available.

Non-essential employees may request technology pursuant to this policy. All requests shall be approved by the Department Head . Once approved, the Department Head will coordinate delivery of the requested

3. To the extent possible, in the event of a declared state disaster emergency involving a communicable disease, The Town of North Dansville will utilize staggering work shifts. Plans will be developed by the Department Head and communicated to essential employees based upon Department of Health guidelines and essential job duties.

4. The Town of North Dansville will maintain a PPE stockpile sufficient to withstand the need for Departments based upon peak COVID-19 usage. This stockpile is located in a secure facility and in an environment appropriate to prevent degradation to the PPE.

This stockpile will provide the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors. The personal protective equipment provided to each essential employee and contractor shall be in a quantity sufficient to provide at least two pieces of each type of personal protective equipment during any given work shift for a period of at least six months depending upon availability and funding.

Department Heads will determine the specific PPE needs of their essential employees based upon existing State and Federal laws, rules, regulations, guidelines, and/or existing executive orders. Department Heads will request the appropriate amount and type of PPE for their Department's essential employees if needed.

5. In the event that an employee is exposed to a known case of the communicable disease, exhibits symptoms of such disease, or tests positive for such disease, the following protocol shall be immediately enacted:

Step 1: Isolate and excuse the sick employee from the workplace. The infected or exposed employee should remain at home until tested or resolution of symptoms. If the employee was deemed a close contact by the Livingston County Department of Health, he/she will only be permitted to work at his/her worksite if he/she is deemed essential and is not exhibiting symptoms, otherwise he or she must remain in quarantine.

Step 2: Contact the Department of Health to provide assistance with identifying those individuals who worked in close proximity of the positive employee. Follow Department of Health guidance regarding which employees would need to be placed in quarantine. Only those who test positive or were in close contact with a positive are under quarantine.

Step 3: Contact Central Services for purposes of cleaning impacted work area(s). Central Services will utilize a cleaning plan that meets Department of Health and CDC guidance related to the specific communicable disease.

Step 4: Notification to employees: Following a confirmed case, the Department of Health, Town Supervisor or the Department Head will notify all employees who work in the location or area where the sick employee works. All applicable State and Federal law, rules, and regulations regarding the disclosure of any confidential medical information will be followed.

6. The Town of North Dansville will utilize all means at its disposal to document the hours and work locations for essential employees, including off site visits, for the purpose of disease contact tracing. Such means shall include, but are not limited to:

- a. Time Clocks and/or Time Sheets (if applicable)
- b. Door Access Records/Security Camera Records
- c. Daily Sign-in Logs/Report

7. All protocols identified in this policy are subject to change pursuant to guidance provided by the Livingston County Department of Health, the New York State Department of Health, and the CDC based upon the specific communicable disease characteristics.

VI. REPORTING POLICY VIOLATIONS

Any violations of this policy shall be reported to an immediate supervisor, Department Head or the The Town Supervisor or via procedures established by the New York State Department of Labor. Reports may be made verbally or in writing.

VII. EFFECTIVE:

This policy is effective April 13, 2021