

Public Employer Health
Emergency Plan for the
Village
of
Cape Vincent

February 9, 2020

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



Developed with support from Emergency Preparedness Solutions, LLC®

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 the Village of Cape Vincent Board of Trustees, 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.

--

As the authorized official of the Village of Cape Vincent, 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:

By: Jerry D. Golden

Title: Mayor

Signature: *Jerry D. Golden*

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	Error! Bookmark not defined.
Reducing Risk Through Remote Work and Staggered Shifts	9
Remote Work Protocols	9
Staggered Shifts	9
Personal Protective Equipment	10
Staff Exposures, Cleaning, and Disinfection	10
Staff Exposures	10
Cleaning and Disinfecting	12
Employee and Contractor Leave	12
Documentation of Work Hours and Locations	13
Housing for Essential Employees	13

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 Cape Vincent. 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/dispersing 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 supervisor 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 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 Mayor of the Village of Cape Vincent, 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 determination of implementing this plan, all employees and contractors of the Village of Cape Vincent shall be notified by their supervisor and/or Village website, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Village of Cape Vincent residents and all Board members will be notified of pertinent operational changes by way of village website and signage will be placed at Village Buildings. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Village Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Cape Vincent, 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 of the Village of Cape Vincent, 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 of Cape Vincent 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 of Cape Vincent

The Village of Cape Vincent 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 organization 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 a 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 Village of Cape Vincent have been identified as:

Police Department- (Part-time Applicable when in service)

Essential Function	Description	Priority
Emergency Calls	In-progress calls with danger to life	1
Emergency Calls	In-progress calls involving criminal property damage	2
General Service Calls	In-progress calls not involving immediate danger to life or property.	3
Non-Critical Calls	Not in progress calls.	4

Department of Public Works

Essential Function	Description	Priority
Obtain water samples and complete mandated reports.	Send water samples for lab testing and forward results to NYS Department of Health. Meet all requirements to ensure safe drinking water for residents, Town of Cape Vincent residents and all users of the Regional Water Line.	1
Maintain streets	Check on road hazards, plow and sand the roads from snow and ice events. Check on Catch basins to make sure the water flowing so roads are not flooded. Maintain grates at culverts crossing.	1
Sustain Sewer Infrastructure	Regularly check and, if necessary, remove blockages from sewer mains.	1
Maintain Water Infrastructure	Regularly check for water main leaks and repair as necessary.	1
Maintain village properties	Maintain buildings to include maintenance and repairs; maintain properties to include plowing, sanding, mowing, and garbage removal.	2
Maintain village walks and Fire hydrants	Snow blow and shovel walks and sand and salts walks for pedestrians to use. Snow blow hydrants after snow in case of a fire.	2

Work Orders for water services	Complete work orders as requested by residents to connect/disconnect or address their concerns regarding their water services.	3
--------------------------------	--	---

Clerk's Office

Essential Function	Description	Priority
Information Technology	Coordinate the maintenance of the village's network and phone system.	1
Cash Receipts	Collect payments for water/sewer bills; taxes; and miscellaneous payments and deposit funds.	1
Payroll	Process payroll for all village employees to include payment of payroll liabilities and state and federal reporting.	1
Information to Village Board	Collect, coordinate, and distribute information to the Village Board and respond on their behalf as directed.	1
Water/sewer billing	Process and distribute water/sewer bills on a quarterly basis.	2
Property taxes	Process and distribute village property tax bills on an annual basis.	2
Accounts Payable	Review and approval of requisitions and monthly processing of village bills.	2
Financial Statements	Prepare annual budgets and financial reports as required by federal, state, and village laws. Regularly monitor budgets and prepare monthly financial statements for the Village Board.	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, unless otherwise noted, for the continued operation of each essential function.

**Police Department- (Part-time Applicable when in service)
Jefferson County Sherriff / State Police responding when not in service**

Essential Function	Essential Positions/Titles	Justification for Each
Emergency Calls	<ul style="list-style-type: none"> • Chief • Patrolman 	Maintain law and order by protecting members of the public and their property, preventing crime, reducing fear of crime and improving the quality of life for Village residents.
General Service Calls	<ul style="list-style-type: none"> • Chief • Patrolman 	Maintain law and order.
Non-Critical Calls	<ul style="list-style-type: none"> • Chief • Patrolman 	Maintain law and order.

Department of Public Works

Essential Function	Essential Positions/Titles	Justification for Each
---------------------------	-----------------------------------	-------------------------------

Obtain water samples and complete mandated reports.	<ul style="list-style-type: none"> Water/DPW Superintendent MEO/Laborer 	The Water or DPW Superintendent will ensure the proper protocols are followed and reports completed. MEOs and/or Laborers will obtain water samples and perform other duties as directed by the Water and/or DPW Superintendent. Water Operator Grade IIA License is required.
Maintain streets	<ul style="list-style-type: none"> DPW Superintendent MEO/Laborer 	The DPW Superintendent will partake and direct the function of maintaining streets for the safety of residents. MEOs/Laborers will perform duties as directed by the DPW Superintendent.
Sustain Sewer Infrastructure	<ul style="list-style-type: none"> DPW Superintendent MEO/Laborer 	The DPW Superintendent will partake and ensure MEOs/Laborers sustain sewer infrastructure as necessary.
Maintain Water Infrastructure	<ul style="list-style-type: none"> Water/DPW Superintendent MEO/Laborer 	The Water and/or DPW Superintendent will partake and ensure MEOs/Laborers maintain water infrastructure as directed. Water Operator Grade D License is required.
Maintain village own parking lots.	<ul style="list-style-type: none"> DPW Superintendent MEO/Laborer 	The DPW Superintendent will partake and ensure MEOs/Laborers maintain village properties.
Maintain village walks and Fire hydrants	<ul style="list-style-type: none"> DPW Superintendent MEO/Laborer 	The DPW Superintendent will partake and ensure MEOs/Laborers maintain village properties.

Clerk's Office

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> Clerk/Treasurer 	The Clerk/Treasurer will coordinate and prioritize the maintenance of the village's network and phone systems and contact the contracted IT provider as necessary. This function can be performed remotely.
Cash Receipts	<ul style="list-style-type: none"> Clerk/Treasurer 	The Clerk/Treasurer will collect cash receipts and the Deputy Clerk will prepare daily deposits.
Payroll	<ul style="list-style-type: none"> Clerk/Treasurer 	The Clerk/Treasurer will perform this function and it is possible to be done remotely. .
Information to Village Board	<ul style="list-style-type: none"> Clerk/Treasurer 	The Clerk/Treasurer will collect, coordinate, and distribute information to the Village Board and respond on their behalf as directed which can be performed remotely. .
Water/sewer billing	<ul style="list-style-type: none"> Clerk/Treasurer 	The Clerk/Treasurer will prepare and distribute water/sewer billing.
Property taxes	<ul style="list-style-type: none"> Clerk/Treasurer 	The Clerk/Treasurer will forward the necessary information to Jefferson County to prepare village tax bills which can be done remotely. The Clerk/Treasurer will compile the documents and mail them to village residents.
Accounts Payable	<ul style="list-style-type: none"> Clerk/Treasurer 	The Clerk/Treasurer will process invoices received and input them into the accounting system. The abstract for payment will be prepared by the Clerk/Treasurer and Village Board will review and approve for payment which can be done remotely. After approval, the Clerk/Treasurer will prepare payments to vendors.

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
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

The Village Board will approve the assignment of remote work and ensure staff has the necessary equipment.

As identified in the Mission Essential Function Section, 'essential' staff has the ability to work remotely to reduce exposures. Further, business hours and locations of Village 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 Village 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 Village of Cape Vincent 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

The Village board will work with the DPW Superintendent to implement staggered shifts as deemed necessary. The Police department and Village Office are only employed with one person as at time.

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
- Hand sanitizer

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

Department Managers will order, monitor and ensure employees are provided with necessary PPE and disinfectant cleaning supplies which will be stored in an accessible area. A minimum of an eight week supply will be kept on hand by Departments at all times.

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. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 - b. The Mayor, DPW Superintendent and Village Clerk will be responsible for ensuring these protocols are followed.
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 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. The Mayor, their designee, or their successor, in conjunction with the Village Board, will decide which critical essential employees will be permitted to work following potential exposure and 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, 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 Cape Vincent 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. The Mayor, their designee, or their successor 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 Mayor or their designee should inform all contacts of their possible exposure. 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. The Mayor, their designee, or their successor must be notified in these circumstances and is responsible for ensuring these protocols are followed.

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, middle, 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 at least hourly.
 - b. Maintenance staff for the law building, DPW crew and Village clerk will be responsible for all common areas within their departments and the frequency of such.Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
2. Soiled surfaces will be cleaned with soap and water before being disinfected.
3. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
4. 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 Cape Vincent is committed to reducing the burden on our employees and contractors. The *NYS COVID-19 Paid Sick Leave* 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 Village of Cape Vincent 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.

Further, the Village of Cape Vincent employees will not be charged with leave time for testing for a declared public health emergency involving a communicable disease. Employees will be provided with up to fourteen days (bi-weekly pay period) 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, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Cape Vincent, and as such are not provided with paid leave time by the Village of Cape Vincent, 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 Cape Vincent to support contact tracing within the organization and may be shared with local public health officials.

Department Supervisors will keep track of the hours each employee works and the proximity of where they work on a daily basis. Contractors, residents and visitors will be required to sign in when they access Village buildings and each Department Supervisor will be required to maintain the documentation.

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 Cape Vincent'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 Village of Cape Vincent will coordinate with the Jefferson County Office of Fire & Emergency Management to help identify and arrange for these housing needs. The Mayor, their designee, or their successor is responsible for coordinating this.