

Public Employer Health Emergency Plan for the Village of Pleasantville.



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 Pleasantville PBA and CSEA, 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.

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As the authorized official of the Village of Pleasantville, 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: Eric Morrissey

Signature: _____

Title: Village Administrator

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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 Pleasantville. 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/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 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 Village Administrator of the Village of Pleasantville, 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 Village Administrator.

Upon the determination of implementing this plan, all employees and contractors of the Village of Pleasantville shall be notified by email or phone, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Resident and community stakeholders will be notified of pertinent operational changes by way of the Village's listserv. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Village Administrator will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Pleasantville, 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 Pleasantville, 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 Pleasantville 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 Pleasantville

The Village of Pleasantville 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 Pleasantville have been identified as:

Essential Function	Description	Priority
Police Department	Operation of the department is essential in providing public safety.	1
Dept. of Public Works & Dept. of Parks	The Sanitation, Water and Highway Divisions provide essential functions to the community to ensure sanitary conditions, potable drinking water and maintenance of roadways. The Parks Dept. maintains Village parks and recreation facilities, as well as provides cross-support for sanitation and highway divisions.	1
Administration	Manages Village operations and communications	2
Finance Department	Manages fiscal operations of the Village, payroll and accounts payable.	2
Building Department	Oversees all building construction activity in the Village and acts of the Village's Code Enforcement Officers	1
Seniors	Provides supportive services to residents 55 years or older, including meal delivers.	2
Justice Court	Handles filings of civil, small claim and criminal matters, including orders of protection	3
Recreation Dept.	Develops and oversees recreational programming	3

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 Safety/Police Dept.	<ul style="list-style-type: none"> • Chief • Lieutenants • Detectives • Patrol Officers 	<ul style="list-style-type: none"> • The Chief and Lieutenants. manage the Departmental operations. These management positions can work remotely on a rotating basis, if necessary • The Detectives oversee investigations and can be utilized as patrol officers when required. • The Officers patrol the Village and respond to emergency calls.
Dept. of Public Works & Parks Dept.	<ul style="list-style-type: none"> • Superintendent of DPW • Highway Foreman • Water Foreman • Mechanic/Asst. Mechanic • MEO Spec./MEO • Water Grade I • Water Grade II • Water Maint. • Laborer CDL/Laborer • Parks Foreman • Parks MEO • Office Assistant 	<ul style="list-style-type: none"> • Superintendent manages Departmental operations. • Highway Foreman oversees Highway Division and works to maintain Village roadways. • Water Foreman oversees Water Division and works to maintain the Village’s water infrastructure. • Mechanic/Asst. Mechanic work to ensure the maintenance and operation of the Village’s vehicle fleet. • MEO Spec./MEO operate equipment and machinery. • Water Grade I/II works to maintain Village’s water infrastructure. • Laborer CDL/Laborer works to maintain Village roadways, sanitation services and other essential functions. • Parks Foreman, MEO and Laborers are responsible for the maintenance of Village parks, fields, recreational facilities and trees in the municipal right-of-way. Onsite work is required, and a lack of maintenance of these items could pose a risk to the public. *Dependent on severity of pandemic. Furthermore, the Parks staff is utilized for cross-support of sanitation and highway functions. • Office Assistant assists the Superintendent of DPW, processes payables, answers phones, liaisons between DPW and residents. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely.
Administration	<ul style="list-style-type: none"> • Village Administrator/Clerk • Administrative Aid/Deputy Village Clerk 	<ul style="list-style-type: none"> • Village Administrator/Clerk oversees the operations of the Village government and manages all official communications. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely. • Administrative Aid/Deputy Village Clerk assists in the operation of the Village government and helps to manage all official communications. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely.

<p>Finance Department</p>	<ul style="list-style-type: none"> • Treasurer • Deputy Treasurer • Office Assistant • Water Clerk • Tax Clerk 	<ul style="list-style-type: none"> • The Treasurer is the Chief Fiscal Officer of the Village and maintains all financial records, audits all transactions, conducts payroll, and reports results of fiscal performance. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely. • The Deputy Treasurer assists the Treasurer in their duties as the Chief Fiscal Officer. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely. • The Office Assistant manages accounts payable for the Village. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely. • The Water Clerk is responsible for the water billing and collection, along with administrative support for the Water Fund. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely. • The Tax Clerk is responsible for the tax billing and collection, along with administrative support for the Finance Department. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely.
<p>Building Department</p>	<ul style="list-style-type: none"> • Building Inspector • Assistant Building Inspector/Code Enforcement Officer • Office Assistant 	<ul style="list-style-type: none"> • The Building Inspector oversees all building construction in the Village, is responsible for site inspections, issues building permits and issues final Certificates of Occupancy. They are also responsible for code enforcement in the Village. The work requires site visits and access to documents in the office. • The Assistant Building Inspector/Code Enforcement Officer assists the Building Inspector. The work requires site visits and access to documents in the office. • Office Assistant assists the Building Dept. by processes payables, answers phones, and liaisons with residents. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely.
<p>Seniors</p>	<ul style="list-style-type: none"> • Director of Senior Services • Office Assistant • Rec. Assistant • Cook 	<ul style="list-style-type: none"> • Oversees and manages Departmental operations, which includes meal programs and wellness checks during emergencies. Some of this work requires this position to be onsite, while other responsibilities can be done remotely. • Office Assistant provides operation assistance to the Director of Senior Services and is a liaison to the public.

		<p>Some of this work requires this position to be onsite, while other responsibilities can be done remotely.</p> <ul style="list-style-type: none"> • Recreation Assistant provides programmatic support to the program and assists with community outreach and meal deliveries. Some of this work requires this position to be onsite, while other responsibilities can be done remotely • The cook produces meals for Village residents 55 years or older who are in need. This requires that the position be staffed onsite.
Justice Court	<ul style="list-style-type: none"> • Court Clerk • Asst. Court Clerk 	<ul style="list-style-type: none"> • The Court Clerk is responsible for managing the operation of the Village Court, including the filing of civil, small claims, and criminal matters. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely. • The Asst. Court Clerk assists the Court Clerk in managing the operations of the Village Court, and provided administrative support. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely.
Recreation and Parks Department	<ul style="list-style-type: none"> • Superintendent of Recreation and Parks • Parks Foreman 	<ul style="list-style-type: none"> • The Superintendent oversees the administration and operation of all recreational programming within the Village, the maintenance and upkeep of all Parks facilities, and supervision of all groups and organizations which utilize those facilities outside the operation of the department. Some of the work and responsibilities requires access to documents and equipment at the office, while some functions can be performed remotely. • The Parks Foreman ensures that all Parks facilities are maintained properly, equipment is in safe and working order, and responds to emergencies as necessary in the event of damage by weather events or other causes. When operationally practical, the Parks Department will assist the DPW in general and emergency maintenance operations.
	<ul style="list-style-type: none"> • 	

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. Departments with clerical positions have been provided the capability to work remotely. When work requires employees to be onsite, Departments Heads will be responsible for developing staggered shift schedules to be approved by the Village Administrator.

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. Non-essential staff from all Village departments will be provided equipment and/or access to email enabling work to be done from home.
2. Department Heads will submit work from home request to the Village Administrator's Office for approval.
3. Department Heads will be responsible for procuring and purchasing all necessary equipment and access needed for working remotely, which includes:
 - a. Internet capable laptop, or access to Village email accounts via outlook.
 - b. Requests to access to VPN and/or secure network drives will be submitted by the Department Head to the Village Administrator's Office for approval and coordination with the Village's IT consultant.
 - c. Village phones can be forwarded to off-site staff. Department Heads will be responsible for deciding whether employees should have calls forwarded, or check voicemails on a regular basis.
 - d. Department Heads will be responsible for continuous oversight and management of employees working from home.

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. If 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 Pleasantville will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Department Heads, in consultation with the Village Administrator, will determine which positions can be subject to staggered shifts. This will be dependent on a variety of variables, including current projects, workflow and assignments. Depending on the severity of the public health emergency, on-site staffing may be rotate into the office so that there is reduced density in the office.
2. Staggered shifts must be approved by the Village Administrator and union representation must be advised accordingly.
3. All Village buildings can be accessed during off-hours. No employee will be required to work alone in a building.

Personal Protective Equipment

Protocols for providing PPE include the following:

1. The Village will procure and supply employees with PPE. This will include face masks, face shields, gloves and gowns, if needed. Department Heads will be responsible for identifying the PPE required for their operations in order to respond to the unique needs of each Department. Orders can be placed on a Departmental level through normal procurement processes, or if the need exists, via a bulk-purchasing initiative on a Village-wide level.
2. Procurement of PPE
 - a. The Village has identified various sources of PPE in an effort to avoid any disruptions to the supply chain, including shared services contract pricing for PPE with Westchester County.

- b. In emergent situations, the Village’s procurement policy allows for streamline purchasing processes.
- 3. Storage of, access to, and monitoring of PPE stock
 - a. Each Department will store PPE stockpiles in temperature controlled environments.
 - b. PPE stockpiles will be assessable at all time to Department Heads and at least two other designees.
 - c. Department Heads will be responsible for monitoring the integrity of the PPE stockpile and tracking usage.
 - d. The Village will plan to keep a 6-month stockpile of PPE at all times, which will include reusable PPE like cloth facemasks.

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 10 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees are expected to work remotely during this period of time if they are not ill.
 - 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 Village Administrator and the pertinent Department Head will be the decision-makers in these circumstances and be 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 Pleasantville will not require sick employees to provide a negative test to 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 Village Administrator, in conjunction with the pertinent Department Head, will be 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 Village Administrator or pertinent Department Head 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.

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 daily.
 - b. The Village's custodial contractor will be responsible for cleaning public areas on a daily basis.

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 Pleasantville is committed to reducing the burden on our employees and contractors. These policies may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Village of Pleasantville will not be charged with leave time for testing. Employees will be provided with up to two weeks (70/80 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. Paid leave time will be provided for a second or third time only if the employee tests positive for Covid-19, as per the NYS Department of Labor.

Further, Village of Pleasantville will provide up to two weeks (70/80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Village of Pleasantville will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Village of Pleasantville, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

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

During public health emergencies the Village will implement sign-in logs at each municipal facility for employees to track their attendance along with their temperature. These logs will be recorded by Department Heads and submitted to the Village Administrator on a weekly basis. Work logs and calendars will be maintained for off-site work by Village employees. These logs will be maintained by Department Heads. Visitors to Village buildings will be required to complete a questionnaire to include their name and contact information. These logs will be recorded by Department Heads and submitted to the Village Administrator on a weekly basis.

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 Village of Pleasantville'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 Pleasantville will coordinate with the Westchester County Department of Emergency Management to help identify and arrange for these housing needs. The Village Administrator will be responsible for coordinating this.