



*a town for a lifetime*  
**IRONDEQUOIT** *New York*

# Health Emergency Plan for the Town of Irondequoit

Approved March 16, 2021

## **Promulgation**

This plan has been developed in accordance with New York State Labor Law § 27-c, as amended by Chapter 168 of 2020.

This plan has been developed in consultation with CSEA Union and the Irondequoit Nightstick Club, 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.

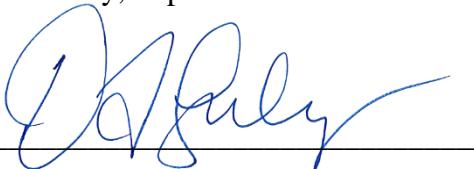
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As the authorized official of Town of Irondequoit, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with Chapter 168 of 2020, which amended New York State Labor Law section 27-c, to mandate public health emergency planning policies for all local governments in New York State.

Signed on this day:

March 16, 2021  
Date

By: David A. Seeley, Supervisor

Signature: 

# Purpose, Scope, Situation Overview, and Assumptions

## Purpose

This plan has been developed in accordance with the amended New York State Labor Law §27-c, as amended by Chapter 168 of 2020, which was signed into law by Governor Andrew Cuomo on September 7, 2020. This new law 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 Town of Irondequoit. 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 updated Center for Disease Control [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 Chapter 168, ‘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 Chapter 168, ‘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 Supervisor of Town of Irondequoit, 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 Supervisor.

Upon the determination of implementing this plan, all employees and contractors of Town of Irondequoit shall be notified by a public announcement, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Town residents and businesses will be notified of pertinent operational changes by public announcement. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Supervisor’s office will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Supervisor of Town of Irondequoit, 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 Supervisor of Town of Irondequoit, 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, Town of Irondequoit 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. Protect the health of our employees, contractors, and constituency
2. Provide for the continued operation of Government under any circumstances.
3. Provide vital services, including but not limited to public safety and maintenance of core town infrastructure.
4. Provide services required by state and federal law.
5. Sustain quality operations.
6. Uphold the core values of the Town of Irondequoit.

The Town of Irondequoit 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 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.

<b>Position Title</b>	<b>Description</b>	<b>Justification</b>
Animal Control Officer	Responds to animal control emergencies and oversees dog licensing	The nature the work requires the officer to report for duty
Building Inspector	Construction document review/approval Construction inspections for open building plumbing permits	Inspections and site visits will require the employee to report for duty
Code Enforcement Coordinator	Code inspections and violation notices and oversight of other code enforcement staff	Inspections and code violation notification will require employee to report for duty
Code Enforcement Officer	Code inspections and violation notices	Inspections and code violation notification will require employee to report for duty
Commissioner of Public Works	Oversees department functions, manages strategic goals and long-term priorities	Duties frequently require in-person supervision and interaction.
Comptroller	Organize staff and establish department priorities.	Duties include voucher approval and payment and revenue collections and deposits and oversight of daily financial matters of the Town.

Court Administrator	Establishes departmental priorities, conducts all financial transactions, performs State-mandated fiscal functions and compliance responsibilities of the Court, organizes staff, Judicial support, and provides coverage for absences.	Duties typically require in-person supervision and interaction and the ability to handle cash and conduct banking.
Court Clerk (3)	Conducts all procedures pertaining to arraignments, sentencing, preliminary hearings, and case system entry and maintenance including Web-DVS (orders of protection). Responsible for communicating case/defendant information to multiple agencies including parole, Monroe County Jail, Family Court, and Public Defenders / DA's Offices, and other police agencies.	Clerks have specialized knowledge regarding case management, system maintenance, and agency communication which can only be conducted on site due to reliance of paper files and system access.
Custodian	Oversight of cleaning and cleanliness of all public facilities.	Duties require in person physical manipulation of equipment and tools.
Deputy Commissioner of Public Works	Assists the Commissioner in overseeing department, capital project management, and many other tasks.	Duties require in-person supervision and interaction.
Deputy Fire Marshal	Review of permit related applications, issuance of fire marshal permits and annual operation inspections	Inspections and site visits will require the employee to report for duty
Director of Community Development	Establishes departmental priorities and organizes staff.	Duties frequently require in-person supervision and interaction.
Director of Personnel	Establishes departmental priorities and organizes staff.	Duties frequently require in-person supervision and interaction.
Dispatchers	Answers resident requests, prioritizes such requests, and relays to management team. Clerical and administrative duties for departmental functions	Duties require in-person interaction with patrons and staff.
Fire Marshal	Review of permit related applications, issuance of fire marshal permits and annual operation inspections	Inspections and site visits will require the employee to report for duty
Labor Foreman	Direct in field workforce and schedule maintenance work	Duties require in-person interaction with patrons and staff.
Librarian	Provides customer service by looking up information, assisting the public with the use of computers, orders library materials, plans educational/cultural programs	NYS requires at least one librarian to be present in the building during open hours. Librarians provide in-person customer service.
Library Assistant	Provides customer service by looking up information, assisting the public with the use of computers, assists library users at checkout desk, collects fine and fee revenue, prepares returned materials for re-shelving	Library Assistants are the most versatile job title and are trained to work at all customer service points in the library.

Library Assistant (Circulation)	Supervises circulation desk (checkout desk) staff, oversees collection of fine and fee revenue, produces schedules, trains new circulation staff.	Job duties frequently require in-person interaction with both library staff and library users.
Library Assistant (Processing)	Prepares new library materials for circulation, repairs damaged library materials, provides customer service by looking up information, assisting the public with the use of computers	The Library Assistant in charge of processing must physically handle library materials in order to prepare them for circulation. The volume of library materials involved makes it logically impossible to complete this function from home.
Library Clerk	Assists library users at checkout desk, collects fine and fee revenue, prepares returned materials for re-shelving	Almost all job duties performed by Clerks involves face-to-face interaction with the public in a customer service capacity, or the physically handling of recently returned library materials.
Library Director	Oversees all operations of library, performs job duties of Librarian and Library Assistant	Job duties frequently require in-person supervision and customer service interactions.
Library Page	Re-shelves library materials	All job duties involve physically handling library materials.
Light Laborer	Cleaning of public facilities.	Duties require in person physical manipulation of equipment and tools.
Maintenance Mechanics 1 and 2	Maintenance and repair of various tools, equipment, and assets.	Duties require in person physical manipulation of equipment and tools.
MEO	Operation of equipment in support of maintenance of construction projects	Duties require in person physical manipulation of equipment and tools.
Office Clerk III (Justice Court)	Answers all incoming phone calls and assists patrons at the Public Service window. Performing clerical duties in support of the Administrator and Court Clerks.	While clerks and the Administrator can monitor the public service window on a limited basis, demands on those staff would become too great without an employee assigned to this "front counter" duties. This position is only essential if the Court remains open to the public.
Police Clerical Support Staff	Input reports and arrests generated by Law Enforcement Officers (LEO's).	Due to confidentiality of information, and in support of the public safety function, employees in this category must work on secured networks, and be readily available to assist LEO's.
Police Officer	Law enforcement	Emergency Responder.
PT/ On Call Dog Officer	On-call personal respond to loose dog or dangerous dog calls on evenings and weekends	The nature the work requires the officer to report for duty
Receiver of Taxes	Collection and processing of property tax payments.	Requires secure cash handling duties and use of proprietary software and.
Recreation Director	Main oversight of department operations and staff	Duties often require in-person supervision and interaction
Recreation Leader/Assistant	Oversight of programming (planning and implementation)	Hands on position that runs programs and works directly with instructors and participants
Safety Officer	Safety monitoring and compliance.	Inspections and site visits will require employee to report for duty.
Senior MEO	Operation of equipment in support of maintenance of construction projects	Duties require in person physical manipulation of equipment and tools.

Sr. Auto Mechanics and Mechanics	Maintenance and repair of vehicles.	Duties require in person physical manipulation of equipment and tools.
Town Assessor	Run Assessor's Office & produce assessment roll	Requires in office presence for both tasks. Physical files require access.
Town Clerk	Oversees department functions, legal filings, licensing, and permit issuance.	Duties frequently require in-person supervision and interaction.
Working Foreman	Direction of crews in the field and operation of equipment in the field in support of maintenance and construction projects.	Duties require in person physical manipulation of equipment and tools.

It is important to note that Justice Court is a vital component of town government, with Justice Court functions budgeted and supported by the Town Board and Town Supervisor. However, we recognize that the New York State Office of Court Administration holds dominion over Justice Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Justice Courts operate; which may not fully align with this plan or other measures taken by the Town Board or Town Supervisor. As such, the Town Board and Town Supervisor will coordinate as necessary with Justice Court personnel to ensure safe and effective continuity of town Justice Court.

## 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. Forwarding telephone lines to off-site staff.

Front-line supervisors and Department Heads are responsible, in consultation with the IT Department, for determining technology needs for each non-essential worker. Procurement of requisite equipment will follow normal purchasing procedures and approvals, unless a State of Emergency is declared.

As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of Town 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 Town 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 Monroe County and New York State Health Departments, 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, Town of Irondequoit 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.

Department heads will exercise their discretion while abiding by contractual obligations to determine when staggered shifts and/or staggered start and end times are appropriate and effective in limiting exposure.

## **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

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 on a departmental level.
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. A list of established suppliers will be maintained by the Commissioner of Public Works, or their designee.
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 will have immediate access to a 60-day supply of PPE in the event of an emergency, with an additional 4-month supply readily available
  - c. The supply of PPE will be monitored by the Commissioner of Public Works, or their designee, to ensure integrity and to track usage rates

## 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. These protocols may be superseded state, county or federal public health guidelines established:

- 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):
  - a. 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.
    - i. As possible, these employees will be permitted to work remotely during this period if they are not ill.
    - ii. The Director of Personnel must be notified and will ensure these protocols are followed.
    - iii. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
  - b. 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.
    - i. 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.
    - ii. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - iii. 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.
    - iv. If at any time they exhibit symptoms, refer to item B below.
    - v. The Director of Personnel is the decision-maker in these circumstances 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:
  - a. 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.
  - b. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  - c. 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.
  - d. Town of Irondequoit 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.

- e. 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.
- f. The Director of Personnel 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:

- a. Apply the steps identified in item B, above, as applicable.
- b. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
  - i. 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.
  - ii. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
  - iii. See the section on Cleaning and Disinfection for additional information on that subject.
- c. Identification of potential employee and contractor exposures will be conducted
  - i. If an employee or contractor is confirmed to have the disease in question, the Director of Personnel or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
  - ii. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

D. The Director of Personnel must be notified in these circumstances and is responsible for ensuring these protocols are followed.

E. Should the Federal, State or County government(s) establish contract tracing procedures and/or mandatory quarantine guidelines similar to those utilized during the COVID-19 pandemic, the Town shall determine if the internal guidelines established above are consistent with any such Federal, State or County guidelines.

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. The Building Manager is responsible for ensuring cleaning of common areas, and the frequency of such.
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 Town of Irondequoit is committed to reducing the burden on our employees and contractors. All existing leave policies remain in full force and effect as well as any additional provisions which 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 Town of Irondequoit, and as such are not provided with paid leave time by the Town, 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 and off-site visits. This information may be used by Town of Irondequoit to support contact tracing within the organization and may be shared with local public health officials. This protocol will be managed via existing timekeeping policies and procedures for employees. Contractors are required to sign in and out of each facility.

## 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 Town of Irondequoit'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, Town of Irondequoit will coordinate with the Monroe County Office of Emergency Management to help identify and arrange for these housing needs. The Commissioner of Public Works is responsible for coordinating this effort.