

Town of Pendleton

***PANDEMIC
OPERATIONS PLAN***

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PART I INTRODUCTION

A. General Purpose

1. The purpose of this Pandemic Operations Plan (“Plan”) is for the Town of Pendleton (“Town”) to have readily available a plan for the continuation of Town operations and services in the event that the Governor declares a public health emergency involving a communicable disease.
2. The Town reserves the right to amend or modify this Plan at the Town’s discretion and/or as may be required by law.
3. Any questions concerning this Plan should be presented to the Town Supervisor.

B. Exceptions and Conflicts

1. The Town does not guarantee that the policies, protocols and procedures contained in this Plan will be applied in all cases. The Town Board, at its sole discretion, may amend or make exceptions to any part of this Plan where such amendments or exceptions are permissible and/or required by law.
2. This Plan is subject to change in order to comply with Federal, State or local law, including Executive Orders, and guidance issued by the New York State or local Department of Health, the U.S. Center for Disease Control and Prevention (“CDC”), and other appropriate authorities.
3. In the event that a Federal, State or local law, rule, or regulation conflicts with any provision contained herein, then such law, rule, or regulation shall prevail.

C. Definitions

For purposes of this Plan, the following definitions shall apply:

1. Communicable Disease: An illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.
2. Contractor: An individual performing services as a party to a contract awarded by the Town. A contractor is not a Town employee.

3. Department Head:
 - a. The Highway Superintendent / Water and Sewer Superintendent is the Department Head for all employees in the Highway Department and all employees in the Water and Sewer Department;
 - b. The Town Clerk is the Department Head for all employees in the Town Clerk's Office;
 - c. The Building Inspector / Code Enforcement Officer is the Department Head for all employees in the Building Department;
 - d. The Assessor is the Department Head for all employees in the Assessor's Office;
 - e. The Town Justices are the Department Head for all employees in the Justice Court;
 - f. The Town Supervisor is the Department Head for all employees in the Town Supervisor's Office.
4. Employee: A person employed by the Town, including, but not limited to, part-time employees, full-time employees, permanent employees, provisional employees, probationary employees, temporary employees, seasonal employees, and appointed members of a Board or Commission. Elected officials and contractors are not designated as employees for purposes of this Plan.
5. Essential: A designation made by the Town that an employee or contractor is required to be physically present at a work site to perform his or her job.
6. Non-Essential: A designation made by the Town that an employee or contractor is not required to be physically present at a work site to perform his or her job.
7. Personal Protective Equipment (PPE): Equipment worn to minimize exposure to hazards, including gloves, face-coverings/masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

PART II ESSENTIAL EMPLOYEES

The positions listed below are deemed by the Town as essential in the event of a lawfully-ordered reduction of the Town's in-person workforce.

<i>Department</i>	<i>Titles</i>	<i>Justification</i>
Highway Department	Highway Superintendent, Deputy Highway Superintendent, Motor Equipment Operators, Truck Drivers, Mechanic, Laborers	To maintain roadways to allow for the safe and efficient transportation of goods and services, including the travel for health care workers, police, volunteer firefighters, and other essential persons; public health and safety.
Water and Sewer Department	Water and Sewer Superintendent (same as Highway Superintendent), Deputy Water and Sewer Superintendent (same as Deputy Highway Superintendent), Water / Sewer Maintenance Laborers	To maintain a safe water supply and sanitary living conditions for community members.
Town Clerk's Office	Town Clerk*, Deputy Town Clerk*	To provide licensure and permitting services to and serve as an information center for community members.
Building Department	Building Inspector / Code Enforcement Officer (Full-time)*, Building Inspector / Code Enforcement Officer (Part-time)*	To continue home and commercial construction, compliance with building codes, fire safety, and public health and safety.
Justice Court	Town Justices	To continue to orderly operate the Justice Court.
Town Supervisor's Office	Town Supervisor, Secretary to the Town Supervisor*, Personnel Clerk*	To oversee the proper administration of town affairs.

*The Town deems an employee in this position able to work on a **partially remote** basis.

PART III TELECOMMUTING / REMOTE WORK

The protocols listed below are to enable certain non-essential employees assigned by the Town to work remotely.

A. Assignment to Work Remotely

The Town Supervisor, in consultation with each Department Head, shall determine on a case-by-case basis which positions will be designated for telecommuting or remote work (“remote work”) in the event of a lawfully-ordered reduction of the Town’s in-person workforce.

B. Devices/Technology

1. The Town Supervisor’s Office, in collaboration with the appropriate Department Head, shall:
 - a. Equip non-essential employees who are assigned to work remotely with remote access to their worksite devices;
 - b. Provide non-essential employees who are assigned to work remotely with any necessary technology and software to complete their job duties while working remotely, which may include the downloading and installation of certain needed devices, technology and programs; and
 - c. Ensure the transfer of the Department phone calls to non-essential employees working remotely and/or a designated essential employee.
2. Nothing in this Plan is intended or shall be deemed to modify, limit or otherwise restrict the Town’s right(s) to abolish positions or implement furloughs or layoffs, as may be necessary.

PART IV PROTOCOLS FOR THE WORKPLACE

A. Workplace Isolation

The protocols listed below are intended to reduce close contact between and amongst employees and the public. These protocols may differ from Department to Department, and employees should review the applicable section below.

1. Justice Court

The Justice Court must comply with any orders and guidance issued by State officials, including the New York State Chief Administrative Judge, the Fourth Judicial District Administrative Judge, and the Office of Court Administration. If during a public health emergency any of the foregoing officials or agencies have issued orders/guidance applicable to the Justice Court that conflict with this Plan, the Town Justice Court shall follow the State orders/guidance.

- a. Access to Workplace - In the event an essential employee in the Justice Court believes he/she may be experiencing symptoms of a communicable disease (e.g., fever, joint ache, congestion, but may vary depending on the disease), the employee shall not enter the workplace and must immediately notify the Department Head who will arrange for the employee's temperature to be taken and for an assessment of other possible symptoms.
- b. Face-Coverings - The Town shall provide face-coverings to employees. Every employee must wear an approved face-covering any time when in an enclosed area or unable to keep a six (6) foot distance from another employee. Every employee must wear an approved face-covering when amongst the public and in places of business, regardless of the distance.
- c. Distancing - To the extent possible, every employee must keep a distance of at least six (6) feet between themselves and other employees and any members of the public. Employee work stations (desks) will be placed at least six (6) feet apart to extent practicable.
- d. Hand Washing - Employees should frequently wash their hands with soap and water for at least 20 seconds. When soap and running water are not available, the employee should use an alcohol-based hand rub with at least 60% alcohol.
- e. Disinfecting of Shared Equipment – The [REDACTED] shall ensure the daily cleaning, sterilizing, and disinfecting of any shared equipment (e.g., computers, desks, etc.).

- f. Disinfecting of Facilities - The [REDACTED] shall ensure the daily cleaning, sterilizing, and disinfecting of the Court Room and Court offices (doorknobs, light switches, chairs, etc.).

2. Other Essential Employees

- a. Access to Workplace - In the event an employee believes he/she may be experiencing symptoms of a communicable disease (e.g., fever, joint ache, congestion, but may vary depending on the disease), the employee shall not enter the workplace and must immediately notify the appropriate Department Head who will arrange for the employee's temperature to be taken and for an assessment of other possible symptoms.
- b. Isolation - To the extent possible, only one (1) person shall be assigned per Town vehicle.
- c. Shift Staggering - To the extent possible, work shifts of essential employees will be staggered in order to reduce overcrowding at worksites.
- d. Face-Coverings - The Town Supervisor's Office shall provide face-coverings to employees, to the extent not already provided by the employee's Department Head. Every employee must wear an approved face-covering any time when in an enclosed area or unable to keep a six (6) foot distance from another employee. Every employee must wear an approved face-covering when amongst the public and in places of business, regardless of the distance.
- e. Distancing - To the extent possible, every employee must keep a distance of at least six (6) feet between themselves and other employees and any members of the public. Employee workstations (desks) will be placed at least six (6) feet apart to extent practicable.
- f. Break Room - No more than [REDACTED] persons may assemble in a break room. Occupants must wear face coverings (except for eating) and maintain six (6) feet distance from any other occupant.
- g. Hand Washing - Employees should frequently wash their hands with soap and water for at least 20 seconds. When soap and running water are not available, the employee should use an alcohol-based hand rub with at least 60% alcohol.

- h. Disinfecting of Vehicles - The [REDACTED] shall ensure the daily cleaning, sterilizing, and disinfecting of vehicles and equipment (knobs, dash, handles, steering wheels, etc.) that are stationed at or parked at Town Hall. This does not include Police vehicles.
- i. Disinfecting of Facilities - The [REDACTED] shall ensure the daily cleaning, sterilizing, and disinfecting of the Town Hall (doorknobs, light switches, chairs, etc.).

B. Personal Protective Equipment

1. The Town Supervisor's Office shall ensure the procurement of the appropriate PPE for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two (2) pieces of each type of PPE to each essential employee and contractor during any given work shift over at least a six (6) month period of time.
2. The Town Supervisor's Office shall ensure the storage of such PPE to prevent degradation and permit immediate access in the event of an emergency declaration. The PPE will be stored, to the extent space allows, _____.

C. Daily Monitoring

The CDC and the N.Y.S. Department of Health issued guidelines and mandatory practices required for the workplace in the event of a public health emergency. The Town shall adhere to any required and/or recommended practices as closely as possible and as they may change from time-to-time. The practices listed below shall be followed, when required by the government, by all Town employees, contractors and visitors at Town Hall and Town facilities, which may include the screening of temperatures and symptoms.

1. Daily Health Questionnaire: Every employee, and any contractor working at a Town worksite, facility or office, shall complete the Town's Daily Health Questionnaire each workday. The Daily Health Questionnaire shall be signed and submitted by the employee or contractor to his/her supervisor or Department Head prior to the start of each workday. Department Heads shall be responsible for maintaining these records until notified by the Town Supervisor's Office that the records may be disposed.
2. Daily Temperature Testing: Each Department Head shall be trained to review the information provided in the Daily Health Questionnaire and may be

responsible for administering a daily temperature test to their employees or on-site contractors.

- a. If this process is initiated, the Department Head shall administer and record the daily temperature test of each employee and contractor and log their temperature with the Department Head's initials on the employee/contractor's Daily Health Questionnaire.
 - b. In order to avoid viral contamination, there shall be no personal contact between the Department Head and the employee/contractor during the temperature taking process. Both the Department Head administering the temperature test and the employee/contractor being tested must wear protective face coverings. The Department Head shall wear gloves and practice health and safety protocols including surface disinfections and social distancing of employees/contractors while taking temperatures.
 - c. Any employee/contractor with a temperature over **100.4 degrees** Fahrenheit shall immediately leave the workplace and return home. The Department Head shall immediately notify the Town Supervisor who will notify the Niagara County Department of Health for appropriate action (e.g., diagnostic testing; quarantining).
3. Town employees/contractors shall report any unusual health conditions they experience or observe in others to the appropriate Department Head and/or to the Town Supervisor's Office.

D. Suspected and Known Exposures

Employees and contractors who work at a Town facility, worksite or office shall follow the procedure below if he/she is exposed to a known case of a communicable disease that is the subject of a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace.

1. Unverified Illness: Any employee or contractor who is sick should stay home or go home if they become sick at work.
 - a. If the employee or contractor has reason to believe they are experiencing symptoms of a communicable disease that is the subject of a public health emergency, the employee/contractor must immediately notify the Niagara County Department of Health and follow all instructions issued to them by the County Department of Health.

- b. In accordance with applicable Town policies and/or an applicable collective bargaining agreement, to report an absence due to illness as soon as possible before the start of the employee's scheduled reporting time. Unless the absence was pre-authorized, the employee must give notice each day of the absence.
2. Verified Illness: An employee or contractor who tests positive or is otherwise quarantined for a communicable disease that is the subject of the public health emergency must stay home and, as soon as possible, notify the Town Supervisor's Office.
 - a. Unless the diagnostic test was done by the Niagara County Department of Health, the employee or contractor must immediately notify the Niagara County Department of Health and follow all instructions issued to them by the Niagara County Department of Health.
 - b. The Town Supervisor shall review the Daily Log of Visitors and notify the Niagara County Department of Health of every person in contact with an infected person.
3. Disinfecting of Workspace and Equipment: Upon notification of an employee or contractor diagnosed, showing symptoms, or testing positive for a communicable disease that is the subject of the public health emergency, the appropriate Department Head shall ensure that the work area of any employee or contractor known or suspected to be infected is immediately and thoroughly disinfected in accordance with the N.Y.S. Department of Health guidelines. The same applies to any common area surface and shared equipment such employee or contractor may have touched.

E. Contact Tracing

1. Employee Work Records: In the event there is a communicable disease that is the subject of a public health emergency, each Department Head must document the precise hours and work locations, including off-site visits, for essential employees and contractors, for each work day.
2. Daily Log of Visitors: In the event there is a communicable disease that is the subject of a public health emergency, each Department Head must ensure that a daily log is kept of all visitors, delivery personnel, or outside vendors entering Town Hall, worksites or facilities, with records of the date and time they entered and left the location.

3. Notification of Department of Health: If a suspected or known case of a communicable disease that is the subject of a public health emergency is reported to the Town by an employee, contractor, or someone who visited Town Hall, a Town worksite or Town facility, the Town Supervisor's Office shall contact the Niagara County Department of Health to implement "contact tracing".

F. Emergency Housing

If necessary and to the extent applicable to the needs of the workplace, the Town Supervisor will contact the Niagara County Department of Health to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency.

G. Personal Health Data

1. All personal health data collected of an employee is confidential and shall only be used for communicable disease data collection and/or contact tracing by the Niagara County Department of Health.
2. The identification of an employee infected with a communicable disease that is the subject of the public health emergency shall remain confidential to the public and other Town employees unless directed otherwise by the Niagara County Department of Health or other lawful authority.

H. Data Retention

1. All collected communicable disease health data shall be archived by the Town Supervisor's Office and kept in a confidential medical file apart from the employee's personnel files until the data is no longer necessary for public health purposes.
2. Any lost, hacked, stolen or unauthorized disclosure of health or medical information shall be immediately reported to the Town Supervisor's Office.