

# Public Employer Health Emergency Plan for the

## Village of Brockport, NY



date of approved plan

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

## Table of Contents

Promulgation .....	2
Purpose, Scope, Situation Overview, and Assumptions .....	3
Purpose .....	3
Scope.....	3
Situation Overview.....	3
Planning Assumptions.....	4
Essential Functions.....	5
Essential Workers / Priority Group 1 .....	5
Priority Group 1 identifies the most essential of functions.....	5
Essential Positions - Priority Group 1.....	6
Essential Workers / Priority Group 2 .....	7
Priority Group 2 identifies the most essential of functions.....	7
Essential Positions - Priority Group 2.....	7
Remote Work and Staggered Shifts .....	8
Remote Work Protocols.....	8
Protocols: .....	8
Staggered Shifts .....	8
Personal Protective Equipment .....	9
Staff Exposures, Cleaning, and Disinfection.....	10
Staff Exposures.....	10
Cleaning and Disinfecting.....	11
Employee Leave .....	12
Documentation of Work Hours and Locations .....	13
Housing for Essential Employees .....	13

## 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 CSEA Monroe County Local 828 Village of Brockport Unit #7408 and The Brockport Stetson 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.

As the authorized official of Village of Brockport, 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: Erica L. Linden

Signature:

Title: Manager/Clerk

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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 Village of Brockport. 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 (at recommended distance, 6ft or greater) when possible.
- Wear a mask that covers both the nose and mouth at all times that social distancing of 6ft or greater cannot be maintained.
- 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, and wash your hands.
- 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, Margaret Blackman, of the Village of Brockport, 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 Mayor Margaret Blackman.

Upon the determination of implementing this plan, all employees and contractors of the Village of Brockport shall be notified by in-person, cell phone, and/or email communication, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Department Heads and Superintendents will be notified of pertinent operational changes by way of in-person, cell phone, and/or email communication. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. Manager/Clerk Erica Linden

will maintain communications with the public and constituents as needed throughout the implementation of this plan.

Mayor Margaret Blackman of the Village of Brockport, 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, Mayor Margaret Blackman of the Village of Brockport, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Essential Functions

When confronting events that disrupt normal operations, the Village of Brockport 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:

- Maintain the safety of employees, contractors, and our constituency
- Provide vital services
- Provide services required by law
- Sustain quality operations
- Uphold the core values of the Village of Brockport

The Village of Brockport has identified functions that are critical to providing 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

## Essential Workers / Priority Group 1

Priority Group 1 identifies the most essential of functions.

The mission essential functions for Village of Brockport have been identified as:

Essential Function	Description	Priority
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Information Technology	Provides all hardware and software for the Village. Maintains the Village's network and phone system.	1
Police Department	Public safety	1
Public Works	Provides plowing/maintaining roads, maintain water lines, maintain sewer lines	1
Building Inspector	Public and building safety	1
Manager/Clerk/Treasurer	Payroll, water billing, accounts payable, accounts receivable, FOIL requests, incoming and outgoing mail	1
Courts	As determined by New York State Office of Court Administration	1

### Essential Positions - Priority Group 1

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
Information Technology	Steve Tanner Cell 820-9276 Jeff Kyle Cell 615-5331 The Pinpoint Group 15 E. Buffalo Street PO Box 185 Churchville, NY 14428	The IT manager establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Police Department	Chief of Police Lt. Chief of Police 2 Sergeants 11 Officers	All public safety officers are essential workers.
Public Works	Superintendent Labor Forman Working Forman Meter Reader Mechanic Shift A – 4 Laborers Shift B – 4 Laborers	Public Works/Utility Workers are essential. Plowing/maintaining roads and water lines is essential work. These workers can rotate in two shifts to keep possible exposure limited at any time.
Building/Codes	BICEO	BICEO is essential as public safety official with remote work possible for some functions.
Village Hall	Manager/Clerk, Treasurer, Deputy Clerk	Payroll, water billing/ mailing, accounts payable/receivable, FOIL related records retrieval, and receiving mail delivery, all essential functions can be split between these positions.

		Work can be staggered to limit personnel to one person in the office at a time. All other position related duties can be performed remotely.
Court	Judges/Clerk(s)	As determined by New York State Office of Court Administration

## Essential Workers / Priority Group 2

Priority Group 2 identifies the most essential of functions.

The mission essential functions for Village of Brockport have been identified as:

Essential Function	Description	Priority
Police Department	1 Full time clerk 1 Part time clerk Clerks: non-essential from the physical office/recommendation for remote work	2
Public Works	1 Full time clerk: non-essential from the physical office/recommendation for remote work	2
Building/Codes Department	1 Full time Department Coordinator: non-essential from the physical office/recommendation for remote work	2
Village Hall	Manager/Clerk, Treasurer, Deputy Clerk(s): non-essential from the physical office/recommendation for remote work	2

## Essential Positions - Priority Group 2

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
Police Department	1 Full time clerk 1 Part time clerk	Recommendation for remote work and staggered shifts
Public Works	Clerk Carol McNeas	Recommendation for remote work and staggered shifts

Building/Codes	Coordinator Barbara Krizen	Recommendation for remote work and staggered shifts
Village Hall	Manager/Clerk Erica Linden	Recommendation for remote work and staggered shifts
Village Hall	Deputy Clerk Deborah Herzog	Recommendation for remote work and staggered shifts
Village Hall	Treasurer Dan Hendricks	Recommendation for remote work and staggered shifts

### Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering in office work shifts, we can decrease crowding and density at work sites.

#### Remote Work Protocols

Non-essential employees able to accomplish their functions remotely will be enabled to do so at the greatest extent possible.

#### Protocols:

The employer will follow in order to enable non-essential employees to telecommute or work remotely, including plans to obtain any needed devices or technology such as software, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

The Village of Brockport currently has Google Chrome desktop in place for all department heads and office staff and Office 365 in place for all elected officials, department heads, and office staff. Voice mail for all Village phone lines is retrievable via Outlook on Office 365. Zoom subscription in place for staff and public meetings.

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

**Village Hall:** Employees or any necessary contractors such as the IT consultant will rotate shifts in the office, based on the deadlines related to the essential in-office duties. Shifts can be one-person total in the building at a time, or one in the front office and one in the Building/Code Department.

**DPW:** Personnel will split into two shifts. A shift with the Superintendent as supervisor and B shift with the Labor Forman as supervisor. Each shift will work one week on, one week off, to maintain separation between employees to prevent the entire department from possible exposure.

**Police Department:** Officers will maintain their regular wheel schedule but work out of their vehicles as much as possible to reduce overlap in the office building.

## 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 including N-95 masks
- Face shields
- Gloves
- Disposable gowns and/or aprons
- Safety glasses
- Goggles
- Full face respirator with chemical cartridge
- Non-PPE: cleaning supplies and hand sanitizer

Protocols for providing PPE include the following:

- Identification of need for PPE based upon job duties and work location.
- 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. Public employers must be able to mitigate supply chain disruptions to meet this requirement
- PPE at the Village of Brockport is to be stored at each building in the Safety Storage Cabinet. Employees and contractors must have immediate access to PPE in the event of an emergency. The supply of PPE must be monitored to ensure integrity and to track usage rates.
- PPE supplies to be monitored by Carol McNees, DPW Clerk
- PPE suppliers: Rochester Janitorial, Cintas, WB Mason, and Amazon

## 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:

If employees 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):

- Potentially exposed employees 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.
- 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.

If an employee exhibits symptoms of the communicable disease that is the subject of the public health emergency:

- Employees who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home.
- Employees who exhibit symptoms outside of work should notify their supervisor and stay home.
- 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.
- The Village of Brockport 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.
- 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.

If an employee has tested positive for the communicable disease that is the subject of the public health emergency:

- Apply the steps identified in item B, above, as applicable.
- Areas occupied for prolonged periods of time by the subject employee will be closed off.
- 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.

- Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately (See the section on Cleaning and Disinfection for additional information on that subject).
- Identification of potential employee and contractor exposures will be conducted.
- If an employee is confirmed to have the disease in question, the Manager/Clerk or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
- 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 Monroe County Department of Public Health, (585) 753-2989 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:

- As possible, employees will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
- High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected hourly.
- Manager/Clerk Erica Linden or their designee will be responsible for cleaning common areas in Village Hall in accordance with frequency guidelines from the CDC and or the beginning, middle, and end of work day.
- Superintendent Harry Donahue or their designee will be responsible for cleaning common areas in the DPW in accordance with frequency guidelines from CDC or the beginning, middle and end of work shifts.
- Chief Mark Cuzzupoli or their designee will be responsible for cleaning common areas in the Police Department in accordance with frequency guidelines from CDC or the beginning, middle and end of work shifts.
- The Court Clerk Sue Weiss will be responsible for cleaning common areas in the Court in accordance with frequency guidelines from CDC or the beginning, middle and end of the work day.
- Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.

- Soiled surfaces will be cleaned with soap and water before being disinfected.
- Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
- Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## Employee Leave

The Village of Brockport offers employer provided sick time, where full-time employees earn a set number of hours of sick time per week, which accumulates in a paid time off bank available when needed.

It is our policy that employees of the Village of Brockport will not be charged with leave time for medical testing related to the pandemic.

Specific and or additional provisions for employee leave 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. Public health emergencies are extenuating and unanticipated circumstances in which the Village of Brockport is committed to reducing the burden on our employees and contractors.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village of Brockport, and as such are not provided with paid leave time by the Village of Brockport, unless required by law.

In the case of Covid-19, the Village of Brockport strongly encourages its employees to get vaccinated when the vaccine becomes available to them. To assist in this endeavor, the Village will provide up to 2 hours of (additional) paid time off for each of the 2 dosages required for the vaccine, for a total of up to 4 hours of paid time off in order to attend vaccination appointments, with proof of receiving the vaccine. Any future public health crisis or pandemics will be reviewed for similar incentives but not guaranteed. At the time of the creation of this plan, 4-hour leave per shot is being considered at the state level. If passed by New York State, we will endorse that leave requirement, or other relevant law passed by the state.

Employees may be eligible for sick leave, in place of using earned time off, under the New York State Quarantine Leave Law. Ten paid sick workdays (a period that covers 14 calendar days) are available during the applicable quarantine leave period. This leave may apply to quarantine orders for dependents who require care or supervision and may only be use a second or third time by a single employee upon proof of a positive covid-19 test. (Source: [Guidance on Use of COVID-19 Sick Leave \(ny.gov\)](#) )

The Quarantine Leave Law does not provide benefits to asymptomatic employees who are subject to quarantine or isolation orders but are able to work remotely. It also does not apply to employees who choose to travel and then become subject to quarantine protocols.

## 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 the Village of Brockport to support contact tracing within the organization and may be shared with local public health officials.

**Police Department:** Police Officers clock in and out and maintain a record of what vehicle is used during their shift. Documentation is maintained for each service call, providing a record of off-site responses and interactions.

**DPW:** Workers will have timecards and a list of employees on each shift. Use of equipment is monitored and sanitized regularly. There is an established protocol for vehicle usage, including a cleaning log for each vehicle in use each day.

**Building Inspector/ Code Enforcement Officer:** The BI/CEO will maintain a calendar of off-site appointments documenting locations and contacts for each property should contract tracing become necessary.

**Village Office Staff (Department Clerks/Coordinator/Treasurer/Manager) and Elected Officials:** Calendars of meetings will be maintained as well as time sheets to provide accurate information of work schedules and contacts.

## 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 Brockport'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 Brockport will coordinate with the Monroe County Department of Public Health, (585) 753-2989, Dr. Michael D. Mendoza, 111 Westfall Rd, Room 950, Rochester, NY 14620 to help identify and arrange for these housing needs. Responsible employee: Erica Linden, Manager/Clerk.