

## **Public Safety Standard Operating Guidelines or SOG'S 2020**

### ADMINISTRATIVE OVERVIEW

- When employees are onboarded, especially under the designation of “essential” they must be educated as to the hazards and how to avoid getting sick. This needs to be specific to the job that they will conduct.
- ***Worker Training OSHA***
  - Train all workers with reasonably anticipated occupational exposure to COVID-19 (as described in this document) about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training should include information about how to isolate individuals with suspected or confirmed COVID-19 or other infectious diseases, and how to report possible cases, including Verbal Screening pursuant to the following:
    - **Verbal screening for symptoms of COVID-19 and contact with COVID-19 cases should include the following questions:**
      - *Today or in the past 24 hours, have you had any of the following symptoms?*
        - *Fever, felt feverish, or had chills?*
        - *Cough?*
        - *Difficulty breathing?*
      - *In the past 14 days, have you had contact with a person known to be infected with the novel coronavirus (COVID-19)*
  - Training must be offered during scheduled work times and at no cost to the employee.
  - Required PPE must be identified by Supervisor and requested pursuant to Administrative guidelines. Workers required to use PPE must be trained by Supervisor. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE. Applicable standards include the PPE ([29 CFR 1910.132](#)), Eye and Face Protection ([29 CFR 1910.133](#)), Hand Protection ([29 CFR 1910.138](#)), and Respiratory Protection ([29 CFR 1910.134](#)) standards. The OSHA website offers a variety of [training videos](#) about respiratory protection.
- Employees will be required to adhere to any Executive Order from the Governor of the State of New York and/or the Mayor of the Village of Saltaire, and the guidelines will be automatically updated to properly reflect adherence to those directives.

- Employees will be briefed on sick leave and concerns as it relates to the Covid Virus at the work place by the Village Safety Personnel.
- Employees will be encouraged to voice any COVID concerns directly to their supervisor.
- Requests for proper PPE will be submitted to the Village Inventory Manager **at least** two weeks in advance of when needed.
- All staff will be trained **remotely** on the new CPR COVID guidelines.

### **1: While on Duty**

- Every officer must comply with the Department's General Safety Standard Operating Guidelines.
- Maintaining 6-foot Social Distancing and wearing a facemask while in the company of multiple individuals is a must. Hand washing for 20 seconds following CDC guidelines posted at sink will be performed at the beginning of every shift. Hands will be washed frequently during the shift and in any of the following situations:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before and after eating or preparing food.
  - After contact with people, animals, or any objects handled by others.

The use of hand sanitizers when running water is not available will be encouraged. Signage reminding employees of this practice will be displayed prominently. All high-touch areas in the office space will be wiped down with **Bioesque** disinfectant at the end of every shift and throughout each shift as needed.

Officers using a bike should wipe down the handlebars and seat if it will be used by another Officer, and wiped down at the end of each tour. Golf carts as well. Adequate supplies will be maintained for these mandated protocols and the Chief or his representative will communicate with the Office pursuant to their guidelines to requisition needed supplies.

### **2: Interaction and Communicating with the Public and VOS personnel**

- All Officers shall comply with all NYS mandates, and all Village mandates regarding social distancing and wearing of a face cover, which as of the date of adoption of these SOGs requires face coverings be worn at ALL times. Social Distance Face Coverings (both pullover and KN95 Masks will be distributed to each employee for this purpose.)
- Conduct **all** communication remotely, adhering to 6-foot personal distance recommendations when direct communication is absolutely necessary, and while wearing issued Face Coverings.

- Ps Officers will don N95 masks in ALL situations when INTERACTION WITH THE PUBLIC REQUIRES CLOSE-CONTACT OR PHYSICAL CONTACT. All Officers MUST be trained in the proper donning and doffing of N95 Masks.
- Administrative face-to-face contact between all departments and their associated facilities is discouraged. The main office is on lock down by executive order, so all communication will be conducted via cell phone or video conference.

### **3: Dock Traffic**

- Public Safety will have one officer placed at the foot of the ferry dock near Broadway, and will advise any pedestrian entering the dock area that they must be wearing a mask.
- Public Safety will have one officer placed near the ferry off-loading area to count traffic and assist passengers, and advise anyone entering the Village that they must wear a mask.
- All PS Officers will keep maximum distance from passengers at all times and maintain social distancing when meeting ferries.
- Public Safety will set up barriers on the Dock to direct the flow of traffic as follows: Foot traffic **to** the ferry will be on the North side around the wagon rack; and foot traffic **from** the ferry will be on the South side, leading off the dock. Barriers will separate both to create proper social distancing perimeter.

### **4: Transports and Courtesy Cart**

Prior to May 22<sup>nd</sup>, while we remain under New York Pause mandates there will be no transportation in the courtesy cart.

When directed by the Board, the Courtesy Cart will be phased in again with the following restrictions:

#### **For transport to and from the ferry:**

- The cart must be **reserved at least 2 hours in advance.**
- **NO** family members or additional passengers, other than a **medically necessary aid or assistant**, will be allowed on the cart.
- Passenger and driver must both have mask/face shield in place. Officer will wear the KN95 that has been issued.
- **NO** luggage, only small personal airplane-sized carry on or carry-bag.
- Requests will be handled by Public Safety officers, upon responding to request they will ask:
  1. If passenger has had fever, cough or temperature in last 72 hours.
  2. If they have been isolated or quarantined by doctor's order.
  3. If they have travelled out of the country.
  4. A close contact that has recently been quarantined.
  5. How much luggage they'll have, and will they need any assistance with either luggage or to get into their house.

If the respondent answers YES to any of the first four questions, or refuses to answer one or more questions, such individual will be advised that transport CANNOT BE PROVIDED. Regarding the fifth question, if the respondent has luggage that cannot be accommodated under this policy or asks to be accompanied by more than one person, such individual will be advised that transport cannot be provided unless he or she complies with the limits on each set forth by these SOGs.

Any Officer who is scheduled to operate the Courtesy Cart will disinfect the vehicle and then wash hands prior to operating the Cart and will at all times wear his or her KN95 mask. The Cart will be stocked with hand sanitizer, gloves if needed, and disinfectant (**Bioesque**). Officers will have a small bottle of hand sanitizer on their person as well as a pair of disposable gloves at all times. Following the use of the Cart, an Officer will again wash hands and disinfect the vehicle, as per procedure.

- Passengers will be placed in the seat farthest away from driver.
- Officers will NOT handle any bags or personal items at the ferry or at the home.
- Officers will NOT enter any private residence.
- If more requests for transport than can safely be handled at one time have been granted, additional trips will be made. The vehicle will be disinfectant after each use, including between multiple transport runs. Officer will wash hands before and after glove removal and before the next scheduled pick-up.

**For other Courtesy Cart transport:**

Other than to and from the ferry, no Courtesy Cart transport of any kind is contemplated at the time of the adoption of these SOGs. Should this policy be altered the SOGs will be modified as necessary. However, all persons requesting such transport will be asked the same questions as are indicated (or as may be applicable to other situations) above for ferry transport, as well as the intended purpose and destination of their request, and the same policies regarding the refusal of transport (either for a refusal to answer or for an inappropriate or unpermitted request) shall apply.

**5: Market**

Public Safety will set up barriers or other systems directing the flow of traffic on the deck to guide residents picking up supplies at the Market. This system will be designed to ensure proper distance is maintained. Public Safety will be on hand to direct and aid compliance. The deck area will have a hand sanitizing system available for all to use. No one will be permitted on the deck except when on line to pick up their Market orders, and Officers will make sure that people leave the deck once they have their orders in hand. No more people will be allowed on the deck than is consistent with accepted social distancing policy, i.e., so that all persons keep at least 6 feet distance between one another.

**6: Fire or Medical Emergencies**

When responding to an emergency at a residence, the Officer must remain outside the home until SVFC arrives. Response will be directed from a distance of six feet and via radio or phone. This will be updated to reflect Fire Department requests.

### **7: Bike registrations**

CANCELLED FOR THE SUMMER.

### **8: Marina**

- Boat owners are to be contacted to pick up their permits at Public Safety via the Service window to avoid in person contact.
- Public Safety will not board any boat or assist in launching or docking of the boat.

### **9: Code Enforcement**

- Residents must at all times keep to Social Distance guidelines, including those established in the Beach Operating Guidelines when on a Village beach. Public Safety will have at least one PS Officer patrolling on the beach during all lifeguard hours.
- All Officers will as needed, and from at least a 6-foot distance, advise all persons, including but not limited to beach-goers, bike riders, dog walkers and all other persons out in public, and who are observed to be in violation of a Code provision or Executive Order, to maintain proper social distancing and/or wear a mask pursuant to an Executive Order and/or the Beach Operating Guidelines, or to obey the pertinent provisions of the Village Code, as each situation may call for.

Upon violation that is not being corrected, the Public Safety Officer will advise the alleged violator of the following, in this order:

- That they are in VIOLATION of a State or Village Executive Order or Code provision.
- That they are subject to a fine for such violation(s), a court summons for which may be issued at a later date based on all information collected.

In responding to each such situation the Officer will use his or her discretion as to what to advise the alleged violator so as not to escalate tensions or resistance to the Officer's request. However, no Officer should hesitate to inform such individual of each of these facts if he deems it necessary in the circumstances to do so.

### **10: Reporting**

Public Safety will keep a log of all responses to Covid-19 activity.

### **11: Ferry ticket distribution**

- Ferry Ticket distribution will take place in Village Hall, first floor Library first window to the right of front door.
- Public Safety Officer and Office staff will coordinate so that Safety officer is onsite during ferry ticket distribution times. The officer will arrive 15- 30 minutes before start of scheduled distribution to set up social distancing reminders and chalk off designated areas for residents to queue. Hand sanitizer in no-touch dispenser placed in position near window.
- Public safety shall wear face shield (N95 not needed).
- Residents will be allowed to the window one at a time, officer will insure only one on the ramp at a time and that face shields are worn. Officer will direct flow of traffic and insure personal distance requirements are not violated.
- At the end of every shift Public Safety will disinfect the area on the deck side of the ticket window and will remove the hand sanitizing station.

### **12. Shift change**

- Final hand-washing at the end of shift- 20 sec
- The hand-washing area will be disinfected at the end of each shift by the Officer assigned to that shift. Gloves will be worn for disinfecting procedures and hand sanitizer used after glove removal. It is the responsibility of those employees to monitor supplies and to communicate to the central supply pursuant to office administrative procedures if additional supplies are needed.
- If the vehicle is required for a shift change (and at all other times when it is used), both Officers will wear KN95 masks and will separate as much as possible in the vehicle and keep windows open for air exchange.
- Chief will investigate getting permission to park and to leave bikes at Field 5 or the Checkpoint, and implement if approved.
- The vehicle will be disinfected after each use or after any change in driver or occupant.

## **Procedures for Calling in Sick and Reporting Illness**

- If you develop **any** symptoms of illness at home **DO NOT REPORT TO WORK**, notify

supervisor **ASAP** and report your symptoms and wait for further instruction.

- If a close contact or family member has symptoms that warrants testing please, **DO NOT REPORT TO WORK** call supervisor and await further instruction.
- If you develop **any** symptoms of illness during your shift please isolate yourself, notify your supervisor immediately for further instruction. (Severe symptoms like shortness of breath, **Call 911 DO NOT DELAY!**) Familiarize yourself with the symptoms associated with COVID -19. CDC info here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- The Village has investigated and tested a telemedicine company HeyDoctor: <https://www.heydoctor.com/> Hey Doctor provides expert medical advice remotely. Right now during the COVID epidemic they will provide free advice based upon your symptoms and medical history. It is as good way to determine if symptoms warrant further medical care or when they require you to stay at home. You will need to provide photo and to upload ID (driver's license)