

# Village of Saltaire



## Public Health Emergency Operations Plan

Updated 1/5/2021 ML

This plan is made in accordance with NYS legislation S8617B/A10832 (NYS Labor Law 27C)

---

Village of Saltaire

PO Box 5551

Bay Shore, NY 11706

## **Table of Contents**

1. Purpose, Scope, and Planning Assumptions
2. Essential Positions and Services
3. Non-Essential Positions and Services
4. Personnel and Workflow
5. Employee Exposure Procedure
6. Employee Leave
7. Public Meetings and Community Interactions
8. Purchasing and Costs
9. Personal Protective Equipment
10. Cleaning and Disinfection
11. Emergency Housing

# 1. Purpose, Scope, and Planning Assumptions

## A. Purpose

This plan has been developed in accordance with the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, and NYS Labor Law 27C requiring public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. This plan includes the identification of essential positions, facilitation of remote work and staggered work schedules, procurement of personal protective equipment, required documentation, and employee leave policies.

This document has been prepared as a guide and source of information to be used in conjunction with the Village of Saltaire Emergency Response Plan and other supporting documents. The intent of this document is to provide guidelines for a coordinated, unified, and controlled response to minimize the impact of a public health emergency on the Village of Saltaire.

## B. Scope

This plan provides guidelines on how to implement and maintain effective management of a pandemic for the protection of the life, health, and safety of the citizens of the Village of Saltaire and the officials and employees of the Village. This plan is pertinent to a declared public health emergency in the state of New York which may impact the Village's operations; and it is in the interest of the safety of our employees and the continuity of Village operations that the Village has promulgated this plan. The Village of Saltaire is committed to ensuring that essential functions will be continued even under the most challenging circumstances. Essential services are those functions that enable the Village to:

1. Maintain the safety of employees, contractors, and the public.
2. Provide vital services.
3. Provide services required by law.
4. Sustain quality operations.
5. Uphold the core values of the Village of Saltaire.

The Mayor or Village Administrator, or the Mayor's designee, 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 Mayor and/or Village Administrator, or the Mayor's designee.

### C. Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of adoption. 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 the Village to respond to, with appropriate safety measures to put into place and adjustments to make to operations to maximize safety.
- The public and our constituency expects the Village to maintain a level of essential operations.
- 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.

## 2. Essential Positions and Services

Essential Services and Positions	Description
<p><b>Village Office</b></p> <p>Village Administrator</p> <p>Village Clerk, Village Treasurer, and Deputy Village Clerk Treasurer</p> <p>Board of Trustees</p> <p>Office Assistant(s)</p>	<p>Communications to Village residents, Contractors, Village Board, Staff.</p> <p>Coordinate with Mayor (or the Mayor’s designee) and Board, implement Directives, and direct and communicate with Board on operations.</p> <p>Payroll, Budget Preparation, Employee Management.</p> <p>Develop Goals and Action Plan.</p> <p>Receive mail and payments, Billing, Purchasing, Employee Management.</p> <p>Cleaning and disinfecting of office spaces, obtain and distribute PPE.</p>
<p><b>Code Enforcement</b></p> <p>Code Enforcement Official(s)</p>	<p>Inspections of current construction.</p> <p>Code violations and/or emergencies.</p> <p>Issuance of new permits.</p>
<p><b>Fire &amp; EMS</b></p> <p>Fire Marshal</p> <p>Fire Company Personnel</p>	<p>Inspect structural and electrical damage caused by fire.</p> <p>Respond to Fire &amp; EMS emergencies.</p> <p>Respond to Fire &amp; EMS emergencies.</p>
<p><b>Maintenance</b></p> <p>All maintenance employees</p>	<p>Trash and Recycling collection.</p> <p>Maintenance of Village-owned properties and public rights-of-way (mowing, snow removal, tree trimming, debris removal, etc.).</p> <p>Water system and well pump maintenance and repairs.</p> <p>Servicing weather-related damages including by flood, wind, snow/ice.</p>

Village of Saltaire

PO Box 5551

Bay Shore, NY 11706

<b>Public Health</b>  Pesticide Applicator(s) and Technician(s)  Doctor's Office and/or Clinic	Control of pests including ticks and mosquitoes.  Management and implementation of 4-Poster Program.  Diagnose and treat medical problems and injuries.
<b>Post Office, Carting</b>	Distribute mail, packages, and freight.
<b>Public Safety</b>  All employees	Provide necessary services to residents.  Maintain peace, order, and public security.  Enforce the Code of the Village of Saltaire.
<b>Medical Advisory Committee</b>  As Appointed	Provide medical expertise and guidance to the Board.  Assist with Planning and Action Plans in Response to Emergency.  Provide Guidance on Public Messaging.

### 3. Non-essential Positions and Services

Court System, including Court Clerk and Judge.

Library Program.

Recreation Program.

---

Village of Saltaire

PO Box 5551

Bay Shore, NY 11706

## 4. Personnel and Workflow

### A. Personnel

Preventing the spread of illness is a community responsibility and a priority of the Village of Saltaire. **We encourage all employees and community members to practice the following healthy behaviors:**

- Frequent handwashing with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth.
- Maintain safe distance when possible.
- Wear a mask and other Personal Protective Equipment (PPE) as recommended by health officials.
- Cover coughs or sneezes with your elbow.
- Stay home when sick and seek medical attention when necessary.
- Avoid close contact with people who are sick or exposed.
- Clean and disinfect frequently touched surfaces such as counters, phones, doorknobs, and light switches.
- Follow CDC, NYS, and Suffolk County Health Department guidelines.

Employees are to complete a daily self-assessment of their health prior to the start of each work shift. See attached for optional template log. A log will be kept of employees' daily health assessment for each day that the employee completed the self-assessment. This document will be securely stored and may be used for contact tracing.

Employees shall notify their supervisor and not report to work if they show symptoms of the illness that is the subject of the public health crisis, such as fever, cough, acute respiratory illness. The Village may require additional assessments be taken, such as, but not limited to, clinical test, quarantine, isolation, vaccination, etc., if it has been determined the employee has been infected or exposed to the virus. Each circumstance will be handled individually and confidentially while working under all guidance from the CDC, NYS and Suffolk County Health Department.

- Emphasize staying home when not feeling well, educate on respiratory etiquette and proper hand hygiene by all employees.
- Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds.

- Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations and in high-traffic locations to encourage hand hygiene.
- Advise employees before traveling to check the CDC’s Traveler’s Health Notices and NYS for the latest guidance and recommendations for each state and/or country to which the employee will travel.

## B. Workflow

Based on the type and scope of the public health emergency, the Village will identify essential and non-essential positions and services that will function during a public health crisis. Essential and/or non-essential employees may be advised to work from home via laptop devices and remote access. The Village Administrator may devise a staggered work schedule for essential positions to decrease the density of employees in shared work space. Options for staggered work schedules may include staggered shifts and/or staggered workdays to minimize contact between employees. This may include work during non-traditional workdays/workhours.

Remote working: The Village will provide both essential and designated non-essential employees the necessary resources to work remotely when required. The Village Administrator will determine schedules for departments and employees as necessary. Department heads will keep a daily log, (optional to use the attached template), detailing employees’ time spent on the public health crisis, including procuring materials to be purchased by the Village, completing extra safety measures, creating policy, addressing issues, meetings, and discussions.

Employees and contractors able to accomplish their work remotely will be enabled to do so upon approval of the Village Administrator. Working remotely requires:

1. Approval of remote work.
2. Equipping staff for remote work, which may include:
  - a. Internet-capable laptop.
  - b. Access to secure network drives.
  - c. Access to software and databases necessary to perform their duties.
  - d. Access to technology help through the Village’s chosen company.
3. Log of remote work.
4. Thorough communication with the employee’s department head to ensure adequate oversight.

## 5. Employee Exposure Procedure

If an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, the employee shall notify their Department Head, who is responsible for reporting to the Village Administrator. The Village Administrator will consult with the Mayor (or the Mayor's designee) to put in place an action plan for that employee. Factors listed below will be considered on a case-by-case basis for all potentially exposed personnel.

- a. If the employee does not have symptoms they will be instructed to follow CDC/Public Health Guidance for the communicable disease in question. These employees will be permitted to work remotely during this period if they are not ill.
- b. Essential Employees may be permitted to continue work following a potential exposure, provided they remain symptom-free and take additional precautions to protect themselves, other employees, and the public.
- c. If an employee exhibits any symptoms of the disease that is the subject of the public health emergency the employee shall be immediately sent home with a recommendation to contact their health care provider. Employees who exhibit symptoms outside of work shall notify their immediate supervisor and stay home. Employees shall not return to work until they have met the criteria to discontinue home isolation per CDC and/or New York State Department of Health and/or Suffolk County Department of Health Services guidance and have consulted a healthcare provider.
- d. If an employee has tested positive for the communicable disease that is the subject of the public health emergency: Follow the steps identified in item (c.), above, as applicable. Areas that were occupied for prolonged periods of time by the subject employee will be thoroughly disinfected and/or closed off.
- e. Essential employees and contractors shall be required to document work hours and locations in order to aid in tracking the disease in question. Documentation shall be provided to the Village Administrator who shall designate an employee to maintain the provided forms and information.

**Contract Tracing:** If an employee is confirmed to have the disease in question, the Village Administrator or their designee shall notify the Suffolk County Department of Health to confirm that the Department is aware of the situation in order to allow it to inform all contacts of their possible exposure, while maintaining confidentiality as required by HIPAA.

## 6. Employee Leave

The Village of Saltaire Employee Public Health Emergency Leave will be enforced for all employees from the date of publication of this document absent any law that states differently, which would supersede this document.

An employee is eligible to receive these benefits if they are under a mandatory or precautionary order to quarantine issued in writing on the letterhead of and by either the State of New York, the Suffolk County Department of Health, or any other governmental entity duly authorized by a federal agency or by New York State or Suffolk County to issue such order due to the communicable disease. All employees will receive full job protection and benefits for the entirety of their quarantine period so required in writing by one of the above-described agencies.

**Full-time employees** will be compensated at their regular rate of pay and this leave will not be classified as sick leave or count towards accrued leave. To the extent remote work is possible, the employee shall perform those tasks during quarantine without any additional remuneration.

**Part-time employees** will be compensated for the entirety of their quarantine period with a salary calculated based on average weekly compensation during the preceding 12 months with full job protection.

**Seasonal Employees** will not be compensated for the duration of their quarantine period.

The Village will maintain flexible policies that may permit employees to stay home to care for sick family members, to be evaluated and determined on a case-by-case basis.

The paid benefits under this policy do not apply when an employee has not yet been issued a written mandatory or precautionary order pursuant to these guidelines or to an employee who has been issued a written mandatory or precautionary order to quarantine but can perform their job functions through remote access or through similar means. If an employee cannot perform their job functions remotely, then the employee must notify their department head and indicate that they are taking paid sick days under this policy.

If an employee is sick due to reasons other than the current public health emergency or chooses to self-quarantine *in an abundance of caution* without a written directive from an official, as mentioned above, the employee must use their own accrued sick leave.

All other scenarios involving paid or unpaid time off due to the public health emergency will be handled on a case-by-case basis as part of a collaboration between the employee, the employee's department head, and the Village Administrator.

---

Village of Saltaire

PO Box 5551

Bay Shore, NY 11706

## 7. Public Meetings and Community Interactions

### A. Public Meetings

The Village of Saltaire will follow the Governor's directives on Public Meetings. The Village will offer remote meetings accessible by all. The option for in-person board meetings will be reevaluated periodically throughout the crisis.

### B. Community Interactions

The Village of Saltaire will exercise all due care and caution when providing essential services. The Village will have a drop box outside for residents to deliver items to the Village contact-free. This box will be checked regularly by essential employees as designated by the Village Administrator. The option to open public facilities will be reevaluated periodically throughout the crisis in consultation with the Mayor and the Board of Trustees.

## 8. Purchasing and Costs

The Village of Saltaire will use purchasing processes consistent with its own Procurement Policy and the GML, employing emergency purchasing procedures when deemed necessary.

When purchasing, the Village may use any or all of the following methods:

- Private primary and/or secondary vendors.
- State and/or County Contract Vendors.
- State Office of Emergency Management.

The Village will track all costs throughout and related to the event (labor, products, increased public service, etc.) for possible reimbursement from FEMA, New York State, Suffolk County, or any other agencies.

## 9. Personal Protective Equipment

Based on availability, the Village will make its best efforts through public and private sources to obtain and then maintain a minimum 4-to-8-week supply of PPE for all employees based on the various tasks and needs of each employee in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least a six-month period of time. The Village will keep all PPE properly and securely stored in an appropriate environment. The Village will follow CDC, NYS, and County guidelines on mandating employees wear the appropriate PPE. The Village may implement more restrictive

---

Village of Saltaire

PO Box 5551

Bay Shore, NY 11706

PPE requirements if deemed appropriate by the Mayor or the Board of Trustees with government agency approval. Department-specific use of PPE may vary.

PPE to be used by Village employees includes all equipment worn to minimize exposure to hazards, including but not limited to:

- N95 masks.
- Surgical masks.
- Cloth masks.
- Disposable gloves.
- Reusable gloves.
- Face shields.
- Respirators.
- Disposable gowns and aprons.

PPE is to be requested by department heads and recorded.

PPE is to be received, distributed, and logged by Village administrative employees.

## 10. Cleaning and Disinfection

The Village shall follow CDC/Public Health guidelines with consultation of the Mayor and the Board of Trustees for cleaning and disinfection of surfaces and areas, which may include but not be limited to:

- Employees will clean and disinfect their own workspaces in the beginning and end of their shifts at a minimum.
- High traffic/high touch areas and areas which are accessible to the public will be disinfected daily or twice daily.
- The Village Administrator or their designee will determine a cleaning schedule to be provided to all departments and include every Village of Saltaire-owned space.
- Staff will be provided and required to wear PPE appropriate to the task.
- Surfaces will be cleaned as well as disinfected.
- Surfaces will be disinfected with products that meet the EPA criteria for use against the communicable disease in question and which are appropriate for the surface they are to be used upon, and to the extent possible shall have minimal impact on the environment.
- Public use areas will be evaluated on their exposure risk to residents and when open, will be cleaned as stated in the cleaning schedule.

---

Village of Saltaire

PO Box 5551

Bay Shore, NY 11706

## 11. Emergency Housing

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which would 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 Saltaire's essential operations. The Village Administrator, or their designee, upon confirmation by the Mayor and Board of Trustees may assign available emergency housing on an as-needed, case-by-case basis throughout the public health crisis.