

## Plan for Operations in the Event of a Declared Public Health Emergency Involving a Communicable Disease

1. A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.
  - Highway department crew: needed to maintain safe roads
  - Town Clerk: can work remotely or via curbside, can stagger times
  - Town Supervisor: can work remotely or can stagger times in the office
  
2. A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, the procurement and distribution of office laptops, desktops and cell phones, as necessary, the downloading and installation of any needed software or data, and the transferring of office phone lines to work or personal cell phones.
  - The Court can be reached with any questions at:
    - Court Phone: 1-607-272-0529
    - Contact the court by email – [enfieldtowncourt@htva.net](mailto:enfieldtowncourt@htva.net)
    - Contact the judge by email – [BPoole@nycourts.gov](mailto:BPoole@nycourts.gov)
  
3. A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.
  - Implement plans to continue essential business functions in case of higher than usual absenteeism.
  - Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
  - Implementing flexible worksites (e.g., telework)
  - Implementing flexible work hours (e.g., staggered shifts)
  - Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
  - Change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Substitute a visit with a quick chat message or video call to reduce face-to-face interactions

- If multiple people need to be in one vehicle together, all must wear masks
- Disinfecting all contact surfaces prior to leaving a vehicle

4. An estimated number of additional parking permits that will be required for essential employees and contractors and a detailed plan for how the employer will procure such permits from state or local governments.

N/A

5. A description of how the employer will procure the appropriate personal protective equipment 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 pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The following will be provided:

- Gloves
- masks
- bleach
- spray cleaners and bleach wipes
- tissues
- no-touch disposal receptacles
- hand soap
- alcohol-based hand sanitizer that is at least 60% alcohol
- plexiglass partitions
- All types of PPE must be:
  - Selected based upon the hazard to the worker.
  - Properly fitted and periodically refitted, as applicable (e.g., respirators).
  - Consistently and properly worn when required.
  - Regularly inspected, maintained, and replaced, as necessary.
  - Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

Employers will:

- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.

- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.

6. A protocol for actions to be taken in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, and/or tests positive for such disease. Such protocols shall be designed to accomplish immediate testing, treatment, and isolation or quarantine of sick or exposed employees and contractors. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched.

- Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility. If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations
- Frequently touched common surfaces will be wiped down at least hourly. It will be up to each department to determine how they will do that and to ensure that they have enough disinfecting cleaning supplies to achieve that requirement.
- For high traffic areas, cleaning those spaces after each transaction or hourly
- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.)
- Inventorying your cleaning supplies and asking Facilities for additional supplies if necessary
- For areas where public interaction happens at a counter, contacting Facilities to design and install a temporary plexi-glass barrier
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use
- If machinery or equipment are thought to be contaminated and cannot be cleaned, they can be isolated. Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard

- (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of 7 days before handling.
- Develop guidelines for employees to understand expectations that hand sanitizer will be used between client interactions, and, at least hourly, employees should wash their hands for 20 seconds with soap and hot water
  - To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19 infection. Determinations of risk are not based on race or country of origin. Maintain confidentiality of people with confirmed coronavirus infection.
  - Maintain sick leave policies that are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
  - A positive COVID-19 test result or a healthcare leave is not required to leave work.
  - Send a group email out explicitly addressing concerns and outlining all the safety precautions that are being taken
  - Call particular employees with underlying health concerns or other fears to talk one-on-one with them
7. A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.
- OSHA 300-logs will reflect any COVID-19 related workplace incidents
  - Ask all employees, at the beginning of their shift to attest the following, if they:
    - Have you had a recent onset of fever, cough, shortness of breath, or body aches?
    - Have you been in the same room with a patient with COVID-19 in the last 14 days?
    - According to a health department advisory or recommendation, have you come into contact with a COVID-positive patient?
  - Create a log of visitors in case they must be contacted as part of a contact investigation
  - Requiring all employees to display County IDs prominently
  - When possible, contacting clients before site visits so they know to expect someone and that the employee will be wearing a face mask per county protocol. Masks are required for all field visits, which may result in apprehension and fear
  - Assigning cars to a limited group of individuals to reduce the contact potential
  - When possible, limiting travel to one person in a vehicle
  - Wearing masks when in the field and having a supply available of disposable masks for clients
  - When possible, after a site visit occurs, washing hands for 20 seconds with soap and water. In the interim, utilizing hand sanitizer

- A log of every person, including employees and visitors, will be maintained. The log should contain contact information, such that all contacts may be identified, traced and notified in the event a visitor is diagnosed with COVID-19.
8. A protocol for how the public employer will work with such employer's locality 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.
- Employees will quarantine at their residents to contain the spread of a the communicable disease in the case of outbreak