

Public Employer Health
Emergency Plan for the
Town of New Windsor

date of approved plan

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

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 the CSEA, Local 1000 AFSCME, ALF-CIO, Town of New Windsor Unit, Orange County Local 836, Unit #7917; the Patrolmen's Benevolent Association of New Windsor, New York, Inc.; and the New Windsor Superior Officers' Bargaining Unit, 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 the Town of New Windsor 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.

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As the authorized official of the Town of New Windsor, 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: date

3/4/2021

By: George J. Meyers

Signature:



Title: Town Supervisor, Town of New Windsor

Record of Changes

Date of Change	Description of Change	Implemented by

Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions	4
Purpose	4
Scope.....	4
Situation Overview.....	4
Planning Assumptions.....	4
Concept of Operations.....	5
Mission Essential Functions	6
Essential Positions.....	7
Reducing Risk Through Remote Work and Staggered Shifts	9
Remote Work Protocols.....	9
Staggered Shifts	10
Personal Protective Equipment	10
Staff Exposures, Cleaning, and Disinfection	12
Staff Exposures	12
Cleaning and Disinfecting	14
Employee and Contractor Leave.....	14
Documentation of Work Hours and Locations	15
Housing for Essential Employees	15

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, which require 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 the Town of New Windsor (hereinafter, "the Town"). 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 when possible
- 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
- 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 Town Supervisor of the Town of New Windsor, 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 the Town Supervisor.

Upon a determination to implement this plan, all employees and contractors of the Town shall be notified by Department Heads either in-person or via email, text, or whatever other electronic means available, with details provided as possible and necessary and additional information and updates provided on a regular basis.

Town residents and businesses will be notified of pertinent operational changes by way of the Town's Social Media pages, with further direction and regular updates posted on the Town's website and/or provided during Town Board meetings. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor, their designee, or their successor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor, 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 any public health emergency, the Town Supervisor, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Town 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:

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

The Town has identified as critical only those priority functions that are required or are necessary to provide 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

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Town have been identified as:

Essential Function	Description	Priority
Daily Administration (Town Supervisor)	Management and oversight of daily operations of all town services	1
Law Enforcement	Maintenance of public order and safety in town	1
Animal Control	Enforcement of town dog control ordinances and A&M regulations	4
Justice Court	Adjudication of misdemeanor criminal matters, as well as claimed violations, traffic violations, code violations and small claims matters	3
EMS	Provides emergency medical services, as needed, throughout town	1
Water services	Ensures safe and adequate supply of water available for town users	1
Sewer services	Ensures safe and effective operation of town sewer systems	1
Building permits, inspection services and other property related matters	Review of and assistance with applications for building permits, sign permits and other property related permits and required approvals; and provides inspections for approvals sought related to same	2
Fire Inspection services	Ensures safety of and within all structures and places of public assembly in town	1
Legal services	Provides legal advice and services to all town departments	2
Engineering services	Assists town with management of all public works and development	2

Financial management	Provides accounting services and general oversight of revenue collection, bill payment, payroll, budget and other general fiscal management services	1
Tax Collection	Preparation, mailing, and collection of utility bill and property tax payments	2
Property Assessments	Establishes value of real property in town and provides guidance to town regarding same; also administers to and provides guidance to town residents on availability of various real property tax exemptions	3
Information Technology	Management of all town computer network and phone systems; maintenance and operation of town website and social media accounts, necessary for daily communication with town residents and business owners	1
Records Management	Maintain all town records and retrieve as requested	4
Publication of Legal Notices and Bid Openings	Ensures proper publication of legal notices and bid openings necessary for town to conduct business in conformity with applicable law	3
Building & Property Maintenance	Maintenance, including cleaning and sanitization, of town owned and leased property. Clearing and plowing of all municipal parking lots.	1
Road Maintenance	Maintenance of and snow removal on all town owned roadways	1
Garbage collection	Collection and disposal of garbage, recyclables and other refuse in all garbage districts throughout town	2

Essential Positions

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
Daily Administration	<ul style="list-style-type: none"> • Town Supervisor • Office staff 	The Town Supervisor is the Chief Executive for the Town. He oversees the daily operations of all town departments, which oftentimes requires a physical presence. His staff may be necessary in order to implement policy and directives, but may be able, at times, to work by remote access
Law Enforcement	<ul style="list-style-type: none"> • Police Chief • Deputy Police Chief • Lieutenants • Sergeants • Detective Sergeant • Detectives • Patrolmen • Dispatchers • Staff 	Law enforcement can't be done remotely. Clerical staff may, at times, be able to work by remote access.
Animal Control	<ul style="list-style-type: none"> • Animal Control Officer 	Enforcement can't be done remotely

Justice Court	<ul style="list-style-type: none"> • Town Justices • Chief Clerk • Court Clerks 	In general, the adjudication of criminal and civil matters requires all parties appear in person. Procedures are now in place to conduct some court proceedings via remote access and some administrative functions can be handled off-site, but others cannot.
EMS	<ul style="list-style-type: none"> • Chief of Ambulance • EMT's • Volunteers 	Emergency Medical Services can't be provided remotely.
Water Services	<ul style="list-style-type: none"> • Operations Manager • Water plant operators 	The production and treatment of potable water can't be done remotely.
Sewer Services	<ul style="list-style-type: none"> • Operations Manager • STP Operators 	Sewage treatment can't be done remotely.
Building permits, inspection services and other property related matters	<ul style="list-style-type: none"> • Head of Building Dept. • Asst. Building Inspectors • Staff 	The review and issuance of building permits will normally require the on-site presence of at least one building inspector.
Fire Inspection services	<ul style="list-style-type: none"> • Head of Building Dept. • Asst. Fire Inspectors 	Fire inspectors cannot perform their duties remotely, but the number of staff required may be limited at times.
Legal services	<ul style="list-style-type: none"> • Town Attorney • Paralegal 	Legal advice and services can, at times, be provided from an off-site location. At other times, an on-site presence will be required (i.e., for document retrieval).
Engineering services	<ul style="list-style-type: none"> • Town Engineer • Staff 	Engineering review and consultation can, at times, be provided from an off-site location. At other times, an on-site presence will be required (i.e., for document retrieval).
Financial management	<ul style="list-style-type: none"> • Town Comptroller • Deputy Comptroller • Payroll Clerk • Accounts Payable • Clerical staff 	Most accounting services and general oversight of revenue collection, bill payment, payroll, budget and other general fiscal management services cannot be conducted remotely; yet they are vital for the ongoing operation of town government and must go on without interruption.
Tax Collection	<ul style="list-style-type: none"> • Receive of Taxes • Deputy Receiver of Taxes • Staff 	Most functions performed by people in these positions must be done on-site, but the presence of all staff may not be necessary at all times.
Property Assessments	<ul style="list-style-type: none"> • Town Assessor • Real Property Data Collectors 	Depending on the time of year, some of the functions performed by people holding these positions could be scaled back and/or performed from off-site locations or via remote access by limited staff.
Information Technology	<ul style="list-style-type: none"> • Chief Information Technology Officer • Deputy Chief Information Technology Officer • Information Technology Officers 	Some work required to manage the town's computer network and phone systems may be conducted from off-site locations or via remote access, by limited staff, but some will still require an on-site presence. All work required to manage the town's social media accounts can be performed remotely or off-site by limited staff.

Records Management	<ul style="list-style-type: none"> • Town Clerk • Deputy Town Clerks 	Any work required for records management must be performed on-site, but staff can be limited.
Publication of Legal Notices and Bid Openings	<ul style="list-style-type: none"> • Town Clerk • Deputy Town Clerks 	Most work required for publication of legal notices and bid openings can be performed off-site, but bid openings themselves must be performed on-site, unless directed otherwise by Executive Order. Bid-openings can, however, be limited to one staff member.
Building & Property Maintenance	<ul style="list-style-type: none"> • Supervisor • Foreman • Staff 	This work requires access to all on-site locations.
Road Maintenance	<ul style="list-style-type: none"> • Highway Superintendent • Secretary • Foreman • Heavy Equipment Operators • Truck Drivers • Mechanics 	This work can't be performed remotely, but could potentially require less staff, depending on the type and amount of work required.
Garbage collection	<ul style="list-style-type: none"> • Highway Superintendent • Secretary • Foreman • Heavy Equipment Operators • Truck Drivers • Mechanics 	This work can't be performed remotely, but could potentially require less staff, depending on the amount of work required.

** It is important to note that Justice Court is a vital component of town government, with Justice Court functions budgeted and supported by the Town Board and Town Supervisor. However, we recognize that the New York State Office of Court Administration holds dominion over Justice Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Justice Courts operate; which may not fully align with this plan or other measures taken by the Town Board or Town Supervisor. As such, the Town Board, Town Supervisor, and Town Clerk will coordinate as necessary with Justice Court personnel to ensure safe and effective continuity of town Justice Court.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

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

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. An internet capable laptop
 - b. Necessary peripherals

- c. Access to a VPN and/or secure network drives
- d. Access to software and databases necessary to perform work; and
- e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

The implementation of remote work protocols shall come at the direction of the Town Supervisor or his designee.

Identification of staff who will work remotely will be done and communicated by Department Heads within 24 hours of a direction to do so.

All Department Heads, in consultation with the Town Supervisor, their designee, or their successor, will work with staff to determine what work can and should be performed remotely; what work must be performed on-site or in the field; who shall perform such work; and when such work will be performed. Subject to the approval of the Town Supervisor, their designee, or their successor, all Department Heads shall have final approval over all such designations and assignments. Regardless of any changes in usual work schedules brought about by remote work protocols put in place due to an applicable emergency, the Town will ensure that all full-time employees are provided with their typical or contracted minimum work hours per week.

Business hours and locations of Town government may be altered to best accommodate actions taken to protect the health of town employees and the public. Alterations to building access and the means by which the public interacts with Town employees may also be made in order to further these goals. Protective actions may include, but not be limited to: the closing of town offices; the limiting of hours town offices shall be open to the public; occupancy restrictions; the installation of protective barriers and/or spacing requirements; requiring all employees and/or member of the public to wear PPE and/or undergo temperature checks before work/entry to town offices/building; and increased work via internet, phone, or other means. Protective actions will be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

Staggered Shifts

Department heads shall implement staggered shifts for personnel when possible and if deemed an appropriate and necessary measure to further limit exposure and protect employees. Regardless of changes in start and end times of shifts, the Town will ensure that all full-time employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered; and
2. Approval and assignment of changed work hours

Department Heads, in consultation with the Town Supervisor, their designee, or their successor, will identify positions for which work hours may be staggered and communicate same to staff, if such shifts are to be implemented.

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
- Face shields

- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. Accordingly, in an effort to best protect the health and safety of the Town's employees and contractors, this Emergency Plan shall also include provisions to secure and maintain such supplies.

Protocols for procuring, maintaining and providing PPE include the following:

1. Department heads shall identify the need for PPE based upon the number of employees under their direction, the job duties of each employee, the work location(s) of each employee; and the anticipated/projected schedules of each employee.
2. Once the type of PPE and number of each such item is identified, all Department Heads shall notify the Head of Procurement regarding same and, in consultation with the Town Supervisor, their designee, or their successor, and in conformity with GML Section 103, orders shall be placed to obtain a sufficient amount of these supplies to meet the demand/necessity identified.
3. The Head of Procurement shall be identified by the Town Supervisor, their designee, or their successor.
4. If economically feasible, PPE and cleaning supplies should be obtained in an amount necessary to meet demand for an eight (8) week period of emergency.
5. The type and amount of cleaning supplies deemed necessary and safe to keep on hand will be determined by the Town's Head of Building and Grounds, in consultation with the Head of Procurement and Town Supervisor, their designee, or their successor.
6. When seeking to identify and procure enough PPE and cleaning supplies, Department Heads, the Head of Procurement and the Town Supervisor, their designee, or their successor, shall consider:
 - a. Recent amendments to Labor Law section 27-c and New York State Education Law section 2801-a, which require that public employers 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;
 - b. All CDC, DOH, and OSHA/PESH guidelines/requirements regarding same; and
 - c. That public employers must be able to mitigate supply chain disruptions to meet this requirement
7. Once acquired, PPE and cleaning supplies shall be stored in a manner reasonably believed to prevent degradation
8. If needed in the event of an emergency, employees and contractors shall be provided immediate access to PPE; and
9. The Head of Procurement shall continuously monitor the amount and integrity of the PPE and cleaning supplies on hand in order to determine whether more is needed to meet anticipated demand. The Head of Procurement shall also maintain a list of suppliers from which replenishment PPE and cleaning supplies can be obtained, if needed, and should make efforts to periodically confirm with such vendors their ability to meet demand upon request, in both times of no active emergency and times of active emergency.

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 issued in response to the COVID-19 pandemic, we have established the following protocols to be employed in any future pandemic response. These protocols are, however, subject to change, based upon whatever guidelines Federal, State or Local health authorities issue in response to such future pandemics.

- A. If an employee or contractor may have been exposed (defined by CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period, starting from 2 days before illness onset - or for asymptomatic patients, 2 days prior to test specimen collection - until the time the patient is isolated) to a known case of communicable disease that is the subject of the public health emergency:
 1. Potentially exposed employees or contractors who do not have symptoms should either (a) remain at home or in a comparable setting and practice social distancing for the lesser of 10 days from the date of exposure, or 7 days if the returning employee or contractor has a negative test result within 48 hours of the final day of the 7 day quarantine (or in other words, at least 5 days following exposure); or (b) quarantine for however long applicable CDC/public health guidance for the communicable disease in question may be.
 - a. When possible and if not sick, employees who have been exposed will be permitted to work remotely during the quarantine period.
 - b. Any employee, Department Head, contractor or employee of a contractor, who becomes aware of a potentially exposed employee or contractor working for the Town, must immediately notify a Department Head or the Town Supervisor upon learning of such potential exposure. If a Department Head receives such notification, they must immediately inform the Town Supervisor. Upon notification, the Town Supervisor shall be responsible for ensuring all protocols are followed.
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public. In general, these guidelines shall be followed for future pandemic emergencies. Additional precautions, which are subject to change based on the nature of subsequent pandemics, and federal, state and/or local health guidelines issued for same, shall include:
 - a. A requirement that the subject employee or contractor, as well as others working in their proximity, wear appropriate PPE at all times to limit the potential of transmission.
 - b. Limiting in-person interactions with the subject employee or contractor as much as possible.
 - c. Disinfection of any work area in which the subject employee or contractor is present, as practical (see "Cleaning and Disinfection" section below for more information on this issue).
 - d. If at any time they exhibit symptoms, refer to item B below; and

- e. The Town Supervisor shall be responsible for ensuring compliance with these protocols and retain all final decision-making authority concerning procedures to be followed in dealing with those potentially exposed.

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

1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
3. Employees who exhibit symptoms 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.
4. The Town of New Windsor will not require sick employees to provide either a negative test result for the disease in question or a 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.
5. 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 control.
6. The Town Supervisor shall be informed of any such cases and thereafter be responsible for ensuring compliance with the above protocols are followed in dealing with same.

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

1. Apply the steps identified in item B, above, as applicable.
2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. 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.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See "Cleaning and Disinfection" section below for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Town Supervisor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained, as required by law.
 - b. Apply steps identified in item A, above, as applicable, for all potentially exposed personnel.

4. The Town Supervisor shall be informed of any such cases and thereafter be responsible for ensuring compliance with the above protocols are followed in dealing with same.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. Accordingly, the Town will follow CDC/public health recommendations and requirements and coordinate with our local public health office 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:

1. For as long as a public emergency exists, Town Hall and all other Town owned properties that shall remain in use during the pandemic will be cleaned and disinfected daily.
 - a. The Buildings and Grounds Department will be responsible for cleaning all common areas of Town Hall and the Police Department and their own facilities.
 - b. The Highway & Sanitation Department will be responsible for cleaning all common areas of the Town Highway & Sanitation facilities.
 - c. The Town's Water & Sewer Operator will be responsible for cleaning all common areas of the Town's water and sewer facilities.
 - d. The Town's Recreation Department and Building & Grounds will be responsible for cleaning all common areas of the Town's Recreation facilities and coordinate amongst themselves to ensure this is done.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances for which the Town is committed to reducing the burden on its employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which provide the basis for the policies outlined below. These policies may be altered based upon changes in law or regulation, as applicable.

It is the Town's policy that employees will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for any period during which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Town will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons

related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Town will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed by the Town for at least 30 calendar days is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision⁹ may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and/or guidance and requirements put in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

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

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 Town to support contact tracing within the organization and may be shared with local public health officials.

If deemed necessary by the Town Supervisor, each Department head will be responsible for determining how to best document employee work hours and locations, and for maintaining such records and making them available for contract tracing, if deemed necessary.

Housing for Essential Employees

There may be circumstances during a public health emergency when it is prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease and protect employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Town'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 Town will coordinate with the Orange County Department of Emergency Management to help identify and arrange for these housing needs. Either the Town Supervisor, the Town of New Windsor Police Chief, or either of their designees shall be responsible for coordinating this initiative.