

# Public Employer Health Emergency Plan



## Town of Orangetown

Date approved: March 23, 2021. This plan has been developed in cooperation with the Orangetown Emergency Management Committee, as well as Department Heads or their designees, 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 Orangetown Police Benevolent Association (PBA) and Civil Service Employees Association (CSEA), 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.

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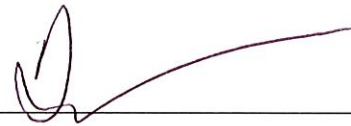
As the authorized official of the Town of Orangetown, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 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: 3/23/2021

By: Teresa M. Kenny

Title: Supervisor, Town of Orangetown

Signature: \_\_\_\_\_



Record of Changes

Date of Change	Description of Change	Implemented by

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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 the Town of Orangetown. 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 Orangetown, 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 the determination of implementing this plan, all employees and contractors of the Town of Orangetown shall be notified via email and notices, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Town departments will be notified of pertinent operational changes by way of email and notices. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor or designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Orangetown, 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, the Town Supervisor of the Town of Orangetown, 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 of Orangetown 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 of Orangetown

The Town of Orangetown 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, as identified, and building the internal capabilities necessary to increase and eventually restore critical, and eventually all other 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 of Orangetown have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the town. Maintains the town's network and phone system. Provides support for mobile phones and other peripherals.	1
Tax Assessment	Review and provide assessment values for all properties; review building permits; process exemptions; answer public inquiries; provide guidance for tax certiorari court cases; adjudicate small claims assessment review cases; calculate town, county, and school tax rates for each municipal budget year	
Personnel	Assists all employees and retirees with day-to-day operations	3
Legal	Town Attorney and staff provide legal support to the Supervisor and department heads. Necessary to review, interpret, and assist in implementation of Federal, State, and Local states of emergency; provide guidance regarding personnel and emergency response issues.	
Building, Zoning, Code Enforcement, Fire Prevention	The administrative and enforcement agency for THE administration and enforcement of all laws of the State of New York and all local laws and ordinances of the Town of Orangetown relating to building construction, building operation and building maintenance.  Land Use Boards - Coordinate the functions of the Planning Board, the Zoning Board of Appeals, the Architecture and Community Appearance Board of Review, the Shade Tree Commission, the Orangetown Historic Areas Board of Review, the Citizens Zoning Advisory Committee and such other boards, agencies and advisory committees	

	<p>as may hereafter be created by the Town of Orangetown dealing with planning and zoning in the Town.</p>	
Parks, Recreation, & Building Maintenance	<p>Administration – Interacts directly with the public. Coordinates purchase of supplies for park and building maintenance. Provides admin functions, payroll, accounts payable, etc.</p> <p>Park Maintenance – Provides maintenance services to all Town parks. Performs safety checks in Town parks. Supplement building maintenance staff.</p> <p>Building Maintenance – Provides custodial and maintenance (HVAC, pleating, electric, carpentry, etc.) to Town buildings. Coordinates with outside contractors for services. Performs disinfecting of Town buildings and vehicles when needed</p>	
Department of Environmental Management & Engineering (DEME)	<p>Assure sewer infrastructure is functional. Assure Wastewater Treatment Plant is staffed, functional &amp; maintained. Assure system is functional, maintained &amp; free of occlusion. Assure Town vehicles are maintained and functional for daily use. Assure Plant is functioning in regulatory compliance. Assure any on-going/new projects are remaining on schedule. Address issues as they arise.</p>	
Finance	<p>Responsible for all Finance and Accounting activities for the Town. This includes Department support for purchasing requirements, bidding, and RFP issuance. Also includes budget preparation, bond issuance and communication of Fiscal status to Town Board. Ultimately responsible for all Fiscal activities of the Town including payroll, accounts payable/receivable, audit, banking and preparing government reports.</p>	
Justice Court	<p>Justice Court follows Orders issued by the Office of Court Administration in addition to the Town directives. Provides administration of justice; filing of court documents civil and criminal; conducts arraignments; conducts criminal, civil and traffic court sessions; issues orders of protection; issues and recalls warrants; accepts payments; clear DMV suspensions; deals with public in person, email and via telephone</p>	
Police	<p>Police Administration is responsible for the day to day operation and control of the Orangetown Police Department. Police Records is responsible for the collection, maintenance, and distribution all police records created by the Orangetown Police Officers and maintains compliance with state reporting mandates. Patrol division assists the public and provides police services necessary to the safety and good order for the community. Special Services division encompasses the Detective Bureau, School Resource Officers, and Emergency Management who address various administrative, investigative, and support functions for the Orangetown Police Department. Police</p>	



	Dispatchers are emergency call takers who assist the public and support the police patrol division by providing assets as needed.	
Highway	Administer a \$9 million budget annually which provides more than 40 separate services to Town Residents. Provide Public Information. Develop and distribute Town wide mailings and media information related to Highway services, recycling services and other quality of life issues. Plan and implement public information meetings related to highway, sidewalk and other traffic related projects. Process permits for work within the highway right-of-way and various other special use permits. Maintain personnel records for Department employees. Maintain 21,000 Resident "Drop-Off Center" Permits; Track, record and oversee resident utilization of the Resident "Drop-Off Center." Manage the Town's Recycling Program. Manage of the Town of Orangetown's Green Waste Removal Program and Leaf Removal Program. Administer grant funded projects. Facilitate and track special projects undertaken by the Department. Manage of the Town of Orangetown Geographic Information System. Staff the Emergency Operations Center when activated during a major emergency event. Operational duties associated with emergency operations, snow and ice control, road surface management and maintenance, storm water management and drainage, traffic control, traffic signals, tree removal, green waste program, leaf removal program, road work projects and inspections, drop-off center, and aid to other departments and municipalities.	
Town Supervisor's Office	The Town Supervisor mission is to promote open, fair and affordable local government while responding to residents' concerns and suggestions and supporting outstanding performance by all Town departments.	

### 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
Information Technology	<ul style="list-style-type: none"> <li>Director of Automated Systems</li> </ul>	The Director establishes all priorities for IT tasks and organizes staff. Provides support for end users and maintains networking equipment and servers.
	<ul style="list-style-type: none"> <li>Information Services Specialist</li> </ul>	IT staff member provides support in setting up hardware and software, network management, and help desk support.
Tax Assessment	<ul style="list-style-type: none"> <li>Assessor</li> </ul>	Coordinate and direct office employees within the essential functions of the department

	<ul style="list-style-type: none"> <li>Assessing Clerk II</li> </ul>	Preparation of tax and assessment rolls; provides office management
	<ul style="list-style-type: none"> <li>Real Property Appraiser</li> </ul>	Field review of properties; coordinate with various town and village building departments; property appraising for grievance and small claims cases and general valuation
Personnel	<ul style="list-style-type: none"> <li>HR Coordinator</li> </ul>	Coordinates all medical insurance claims, payroll change approvals, requests for employment verification, postings for all positions, completes PO 27s.
	<ul style="list-style-type: none"> <li>Personnel Clerk</li> </ul>	Handles all Workers Comp claims, received checks from retirees, compiles and completes OSHA annual report for injuries and illnesses and assists the HR Coordinator as necessary.
Legal	<ul style="list-style-type: none"> <li>Town Attorney</li> </ul>	Provides legal support and guidance to the Supervisor and department heads. Interpretation and implementation of federal, state, and local states of emergency. On-site presence essential in order to address issues as they come in and effectively communicate with emergency response leadership.
	<ul style="list-style-type: none"> <li>Deputy Town Attorneys (5)</li> </ul>	Assist Town Attorney in functions as set forth above. (remotely if possible)
	<ul style="list-style-type: none"> <li>Legal Secretaries (2)</li> </ul>	Provide support to Legal Department in functions listed above. (remotely if possible)
Building, Zoning, Code Enforcement, Fire Prevention	<ul style="list-style-type: none"> <li>Director</li> </ul>	In charge of the administration and enforcement of laws and ordinances for land use, building construction and building use as well as coordinating responsibility for the functioning of all concerned boards and commissions. Supervision of department staff.
	<ul style="list-style-type: none"> <li>Deputy Inspector</li> </ul>	Reviews and issues permits and C of O's, performs building inspections, issues violations and acts in place of the Director in their absence.
	<ul style="list-style-type: none"> <li>Asst. Inspectors (4)</li> </ul>	Reviews permit applications and drawings, performs building inspections, issues violations
	<ul style="list-style-type: none"> <li>Code Enforcement (2)</li> </ul>	Reviews permit applications and drawings, performs building inspections, issues violations Performs inspections to determine state and local code compliance, issues violations.
	<ul style="list-style-type: none"> <li>Fire Inspectors (2)</li> </ul>	Performs inspections to determine state and local code compliance, issues violations. Performs inspections to determine state and local code compliance, issues violations. Performs fire inspections at fire

Land Use Boards	<ul style="list-style-type: none"> <li>• Secretary Asst II</li> <li>• Senior Clerk</li> <li>• Chief Clerk</li> <li>• Admin. Aide</li> <li>• Senior Clerk</li> </ul>	<p>scenes and is liaison to several agencies including Police department, Fire Districts and County Fire Coordinators</p> <p>Secretarial duties, clerical processing work, payroll, staff scheduling, fee processing, reports directly to Director.</p> <p>Clerical processing work in receiving, recording and processing all applications and permits and associated paperwork to support the daily functions of the department. Assists the public.</p> <p>Administers laws and ordinances for land and building use and coordinates the functioning of all land use boards and commissions. Attends meetings and drafts board decisions. Supervision is exercised over clerical employees.</p> <p>Responsibility for serving one or more boards and commissions concerned with the administration of laws and ordinances for land and building use. Performs a variety of related administrative research tasks. Attends meetings and drafts board decisions.</p> <p>Clerical processing work in receiving, recording and processing all applications and associated paperwork to support the daily functions of the department. Assists the public.</p>
Parks, Recreation, & Building Maintenance	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Recreation Supervisor</li> <li>• Principal Clerk</li> <li>• Foreman</li> <li>• Sr. Groundsworker</li> <li>• Mechanic</li> <li>• Groundsworkers (4)</li> <li>• Build. Maint. Mechanic</li> <li>• Custodians (3)</li> </ul>	<p>Overall administration of the department. Coordinates with staff on the priority of tasks. Approves special work details. Inspects work when completed.</p> <p>Functions as Deputy to the Superintendent. Runs department in the absence of the Superintendent. Department representative in the EOC.</p> <p>Monitors and coordinates office functions if/when open to the public</p> <p>}          }          }          } Performs tasks of a physical nature required to be on site.          }          }          }</p>
D.E.M.E	<ul style="list-style-type: none"> <li>• Commissioner</li> </ul>	<p>Assure essential staff is notified/positioned that Plant, Collection System, Auto Garage have staff to service The Town's needs.</p>

	<ul style="list-style-type: none"> <li>• Chief Plant Operator</li> <li>• Asst. to Cmsr.</li> <li>• Road Crew Supv.</li> <li>• Auto Garage Supervisor</li> <li>• Supvr, Engineer, Lab Tech, Plant Operator, Buddy, Press Operator, MEO, Laborer, Auto Mechanic</li> <li>• Lab Technician</li> <li>• Engineer</li> </ul>	<p>Manage/direct employees to most efficiently function the Treatment Plant, Collection System &amp; Laboratory.</p> <p>Assure all communications are relayed to all essential personnel. Project Management and support functions to entire Dept.</p> <p>Manage/direct required employees to assure proper functionality of sewer infrastructure; Collection System &amp; Wastewater Processing Plant.</p> <p>Manage/direct required garage employees to assure that The Town's vehicle are properly serviced/repared for safe daily usage.</p> <p>Each employee services the sewer infrastructure; Be it daily maintenance of collection systems, operation of waste water processing plant or repairing required parts/equip to said process.</p> <p>Assure Wastewater plant is functioning properly in compliance with regulatory agencies/permits.</p> <p>Assure all projects are continuing as scheduled &amp; top problem solve any daily issues that arise.</p>
Finance	<ul style="list-style-type: none"> <li>• Director of Finance (FD)</li> <li>• Supervisor of Fiscal Services (SOFS)</li> <li>• Principal Account Clerk (PAC)</li> </ul>	<p>Ensures the functions of the Finance Department are carried out. Oversees all personnel. The FD ensures all Fiscal activities of the Town are processed in a timely manner.</p> <p>Second in command to the Director of Finance. This position provides critical support to outside Departments for payroll, purchasing and general finance questions. Additionally, this role is the primary preparer of fiscal statements such as the CAFR and other government mandated reports. The SOFS maintains the general ledger and is responsible for maintaining the Town's bank accounts.</p> <p>PAC reports to the SOFS and is mainly responsible for preparing the payroll checks for the Town, including year-end statements for tax filings. Additionally, the PAC will prepare cash receipts for deposit and support the SOFS in preparing journal entries</p>

and general accounting. Finally, the PAC supports the outside departments with employee time accruals and payroll questions.

- Accountant 2 (A2) A2 reports to the SOFC. A2 works with all department's overseeing/processing accounts payable/receivable for the Town, ensuring that the Town's procurement policy is adhered to. A2 also supports the SOFS in preparing journal entries and general ledger maintenance.

Justice Court	<ul style="list-style-type: none"> <li>• Court Clerk</li> <li>• Asst. Court Clerks</li> <li>• Senior Court Typist</li> </ul>	<p>Prioritizes tasks and instructs staff with any new directives from Office of Court Administration and the Town; accepts filings of documents from various police agencies and the public; prepare files and all documents for all court sessions in person and virtual; open new files; print criminal histories; print new vtl tickets; prepares legal documents for filing with the county; answers inquiries from attorneys, defendants and the public; answers telephones; prepare and review monthly reports for filing; prepare and file criminal dispositions; manages Misdemeanor Drug Court sessions; manages parking program; maintains bail account; orders supplies; prepares payroll; make bank deposits</p> <p>Handles ministerial matters in the absence of the Court Clerk; responds to telephone and in person inquires; instructs the public in understanding procedures and completing documents; schedules traffic court sessions with various police agencies; monthly bank account reconciliations; prepares bank deposits; prepares for jury trials and impanel jurors; files appeals with Appellate Term; seals certain court records; manages credit card payments and daily reconciliation; prepares and files civil judgments; prepares and submits TSLED daily report; process digital recording requests</p> <p>Accepts payments; answers telephone; processes mail; matches traffic ticket pleas, enters all pleas in Courtroom program and files same; suspends drivers' licenses; docketing end of month DMV monthly report, filing and scanning of same; send letters for traffic court and fine notices</p>
Police (Administrative)	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Captains (2)</li> </ul>	<p>Responsible for the enforcement of all applicable laws, ordinances and regulations and the overall administration and operational control of the police department</p> <p>Responsible for the enforcement of all laws and ordinances, Department rules and regulations, orders, procedures, discipline, punctuality, attendance, appearance, good order and efficiency of the members of the Orangetown Police department.</p>

<p>Police (Operations)</p>	<ul style="list-style-type: none"> <li>• Detective Sergeant</li> <li>• Civilians (4)</li> <li>• Lieutenants (4)</li> <li>• Detective Sergeant</li> <li>• Sergeants (11)</li> <li>• Detectives (6)</li> <li>• Police Officers (51)</li> <li>• Police Dispatchers (4)</li> </ul>	<p>Responsible to perform duties and submit reports as may be required of them by the orders of their commanding officers and by the rules, regulations, and orders of the department.</p> <p>Provides clerical services in support of police operational functions under their respective unit or division supervisor.</p> <p>Responsible for the squad which they are assigned in assuring that all departmental rules, regulations, and orders are adhered to by members assigned to said squads and any other duties assigned by a superior officer.</p> <p>Administratively responsible for the Detective Division in the absence of the Captain and will assure all departmental rules, regulations, and orders are adhered to by members of the Detective Division.</p> <p>First level supervisor responsible for exacting the proper performance of police duty from patrol officers and to assure that all departmental rules, regulations, and orders are adhered to.</p> <p>Responsible for the continuation of criminal investigations that are initiated by the patrol division and assist members of the patrol division in their preliminary investigations whenever possible.</p> <p>Responsible for the efficient performance of required duties conforming to departmental rules, regulations and orders not limited to general police responsibilities necessary to the safety and good order for the community.</p> <p>Responsible for taking all calls for service and dispatching the appropriate units to respond to the situation.</p>
<p>Highway</p>	<ul style="list-style-type: none"> <li>• <b>General Foreman / HIGHWAY MAINTENANCE SUPERVISOR III (1)</b></li> </ul>	<p>Responsible for coordinating procedures, staff and resources in order to implement policies and procedures for the operation of an emergency preparedness plan and emergency response for the Highway Department and the citizens of the Town of Orangetown. General direction is received from a Superintendent of Highways. The HMS III is a Supervisory Position involving the planning and coordination of a variety of projects, consisting of work ranging from unskilled to skilled necessary in the maintenance of streets and roads and other public systems and facilities and to provide for the most timely, efficient and economical use of personnel, equipment and</p>

	<ul style="list-style-type: none"> <li>• Asst. General Foreman / Highway Maintenance Supervisor II (1)</li> </ul>	<p>materials. Direct supervision is exercised over a number of first and second level supervisors; Schedules, directs and inspects work of supervisors in the maintenance of streets and roads, storm drainage systems, culverts, and other such facilities; Schedules and directs crews in snow and ice control work; Communicates with other agencies for planning and coordinating work projects; Directs the care and maintenance of equipment, buildings and grounds; Investigates more difficult complaints to determine responsibility and need and takes appropriate action; Patrols streets to inspect for needed maintenance; Directs the use and inventory of parts, supplies, and materials; Maintains operating records and prepares reports; Reviews and Updates Snow and Ice Control Operations Policy; Conducts Snow and Ice Control Operations Training; Coordinates Snow and Ice Control Operations; Monitors weather for storm preparation; Assigns Road Preparation Prior to Weather Events; Assign 25 snow and ice control Routes for 200 miles of roads; Prepares Snow and Ice Control Equipment Assignments; Assigns Wing Plow Operators; Assigns Mechanic Shop and Yard Maintenance; Monitors Road Condition Prior to &amp; During Weather Events; Manages Workforce Hours For Storm Duration; Assigns 24 miles of sidewalk cleanup by plows and hand shoveling; Assigns the cleaning and maintenance of 25 bus shelters; Assigns post emergency crews for debris cleanup; Provides Fuel Management Oversight.</p> <p>Supervision is received from a Superintendent of Highways and Highway Maintenance Supervisor III; Receive plan from General Foreman and implements/ oversees it to fruition; Assist General Foreman in all Duties; Assume duties of General Foreman in his absence; Supervises three Highway Maintenance Supervisor I; Supervises Welders, Mechanics, MEO's, and Laborers; Conducts Snow and Ice Control Operations Training; Patrols road crew work zones to ensure efficiency/ adherence to policy; Supervises Mechanical Maintenance &amp; Repair; Assigns &amp; Supervises Labor for Snow Plow Repair, facility snow maintenance and distribution of melting agents; Assigns &amp; Supervises Labor for equipment changeover from leaf removal to snow removal; Assigns &amp; Supervises Labor for storage and winterization of leaf equipment; Assigns &amp; Supervises Labor before, during and after emergency event; Respond and troubleshoot all emergencies during an emergency event; Assigns and supervise response to emergencies during a weather event; Monitor and review Vehicle Location Software; Implements &amp; Supervises 24 miles of safety sidewalk maintenance and cleanup.</p>
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<ul style="list-style-type: none"> <li>• Foreman / Highway Maintenance Supervisor I (3)</li> </ul>	<p>24 Hour Emergency Availability; Respond to Police Department Call Outs for Icy Conditions, Potholes &amp; Other Hazards; Supervise MEO's, Maintenance Mechanics and Laborers; Patrol Rds. For maintenance issues/hazards; Supervise and monitor road conditions throughout the Town; Provide snow and ice control for municipal parking lots; Organize and implement snow and ice control for 25 Bus Shelters and 24 miles of Safety Sidewalks; Organize and Implement Snow Removal for the Town Business Districts; Supervise Spreader and Plow Maintenance During and After Event; Supervise SNIC Materials and Storage; Inspect Utility Contractors working within the Road Right of Way; Address Resident Requests For Service; Assign &amp; Supervise Clearing of debris from Catch Basins; Supervise and Monitor Tree Removal from Road Right of Way; Supervise the Removal of Storm Debris After An Emergency Event; Inspect MEO's, Maint. Mechanics and Laborers for Proper Personal Protective Equipment.</p>
<ul style="list-style-type: none"> <li>• Maintenance Supervisor Automotive (1)</li> </ul>	<p>Supervisory work which involves the scheduling, direction and training of personnel in the care and upkeep of gasoline and diesel automotive and motor equipment and other internal combustion powered tools and equipment. Provides personal participation in maintenance activities. Supervise 4 Automotive Mechanics I and 1 Welder Fabricators; Organize, plan, assign mech. repairs. Supervise work performed &amp; provide assistance when required; Communicate with operations on status of equipment; Order all parts for repairs, and all highway equipment requiring parts. Including all lubricants and fluids for equipment. Organize, maintain and stock adequate replacement parts for parts room and critical parts for emergency work; Maintain repair records and preventative maintenance scheduling; Maintain fuel records along with maintenance, repairs and regulations of fuel island; Provide records to General Foreman for outside fuel usage and key status; Organize and prioritize readiness equipment for seasonal work; Research and provide written reports for Superintendent and General Foreman; Direct involvement with all on road breakdowns and emergencies involving highway vehicles; Make sure all highway owned tools and are kept in safe and good working order.</p>
<ul style="list-style-type: none"> <li>• Automotive Mechanic (4)</li> </ul>	<p>Provides skilled work which involves maintenance and repair responsibility to insure mechanical efficiency and safety of automotive equipment. Responsible For Keeping All Highway Equipment on the Road and Operational; Makes Any and All repairs During Operations as Needed and Preventative Maintenance When Assigned; Responds To Emergency Road Highway Equipment Failures &amp; Repairs; Assume Repair Duties</p>



<ul style="list-style-type: none"> <li data-bbox="375 405 591 470">• Welder/Body Repair (1)</li> <li data-bbox="375 716 639 781">• Motor Equipment Operator III (4)</li> <li data-bbox="375 1125 639 1190">• Motor Equipment Operator II (20)</li> <li data-bbox="375 1472 591 1566">• Highway Maintenance Mechanics (2)</li> </ul>	<p data-bbox="688 237 1393 365">of the Supervisor in His Absence; Supports Entire Department During snow and ice control operations; Remove and Replace Damaged Snow Plow Equipment; Load snow and ice control Materials.</p> <p data-bbox="688 405 1401 674">Provides skilled work that involves performing a variety of welding, body repair, and maintenance on highway and road construction vehicles and equipment. Removed From Mechanics Welding Shop to Operate Snow Plow Trucks During snow and ice control events; Reassigned From Welding Mechanics Shop When Needed To Operate Any Piece of Highway Equipment during an emergency; Research, Design and Custom Fabricate Unattainable Parts.</p> <p data-bbox="688 716 1414 1079">Provides skilled work in the operation of trucks, including those over 26,000 lbs. Gross Vehicle Weight Rating, (GVWR) as well as other motorized equipment for hauling material, carrying men and transporting equipment to jobs. Transport debris for disposal; Operate power shovels, cranes, bulldozers, excavators and tractor trailers used for towing more than 10,000 lbs.; Apply Liquid Brine to Anti-Ice the Roadway Prior to a Weather Event; Perform snow and ice control operations on Assigned Snow Plow Run; Operate Equipment After the Storm for Removal of Snow from Business Districts, bus shelters and safety sidewalks.</p> <p data-bbox="688 1125 1414 1423">Provides skilled work in the operation of trucks, including those over 26,000 lbs. Gross Vehicle Weight Rating, (GVWR) as well as other motorized equipment for hauling material, carrying men and transporting equipment to jobs. Transport debris for disposal; Apply Liquid Brine to Anti-Ice the Roadway Prior to a Weather Event; Perform snow and ice control operations on Assigned Snow Plow Run; Operate Equipment After the Storm For Removal of Snow From Business Districts, bus shelters and safety sidewalks.</p> <p data-bbox="688 1465 1414 1829">Provides semi-skilled labor work of a complex nature particular to road construction and maintenance. Operate Wing Plow During snow and ice control operations for MEO; Operate Bombardier Sidewalk Snow Plow, Compact Utility Loaders, Snowblowers, Snow Plows; Mount Plows and Spreaders Prior to the Winter Season; Apply Anti-Ice Chemicals on Department Yard Parking Lots and Sidewalks; Clean snow and ice control operations equipment; Re-fill Salt Barrels at Hills and Intersections Throughout the Town; Clean Catch Basins for stormwater Run-off; Shovel , Clear and Apply Anti-Ice Chemicals at 25 Bus Shelters.</p>
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	<ul style="list-style-type: none"> <li>• Laborers (11)</li> </ul>	Provide Traffic Control; Operate Snow Blowers in the Highway Department Yard; Shovel Administrative Office, Parking Lot and Highway Yard; Apply Anti-Ice Chemicals on Department Yard Parking Lots and Sidewalks; Shovel Snow and Apply Anti-Ice Chemicals Post Storm For Business District Sidewalk Snow Removal, 24 miles of Town wide Safety Sidewalk and 25 Bus Shelters; Operate Wing Plow During snow and ice control operations for MEO; Re-fill Salt Barrels at Hills and Intersections Throughout the Town; Clean Catch Basins for stormwater Run-off.
Town Supervisor's Office	<ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Confidential Assistant to the Supervisor</li> <li>• Intergovernmental Relations Coordinator</li> <li>• Administrative Secretary 1</li> </ul>	<p>Manages the Town Departments, presides over the Town Board and responds to constituent concerns</p> <p>Manages Supervisor's calendar, assists with constituent complaints, manages Supervisor's projects/grants</p> <p>Manages Supervisor's public relations, develops programs for citizen engagement, processes film permits, manages office purchasing, plans economic development strategies</p> <p>Provides administrative support to Town Supervisor</p>

## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and/or by staggering work shifts, we can decrease crowding and density at on-site work locations and minimize use of public transportation

### Remote Work Protocols

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 able to work remotely based upon on-site staffing needs;
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

The Supervisor's Office will coordinate with the Information Technology Department and Department Heads to ensure staff that will be working remotely will have necessary equipment or capability to work remotely. Each Department Head will be responsible for ensuring that any personnel who are working remotely are able to perform their duties remotely as may be necessary.

### 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 Town of Orangetown will strive to ensure that employees have the opportunity to work typical minimum number of work hours per week. Staggering shifts requires:

1. Identification of positions for which work exists that can be performed on staggered hours or days
2. Availability of required equipment;
3. Approval and assignment of changed work hours

Department Heads shall advise the Supervisor of the positions and/or operations for which work hours will be staggered and the Supervisor shall have final authority to approve such staggered work shifts.

### 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 Town 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. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location in accordance with Federal, State and Local requirements.
2. Procurement of PPE
  - a. 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
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency

- c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Town of Orangetown shall maintain a stockpile of PPE, including, but not limited to, the aforementioned items. The variety and needs of required PPE shall vary by department/organization based on number of personnel, job requirements, guidelines for the particular communicable disease, and work environments. Such stockpile shall either be managed in-house through coordination with the Town Supervisor's office and the Town Emergency Management Committee OR through a managed inventory program utilizing a designated outside vendor. A managed inventory program would be subject to contractual agreement between the Town of Orangetown and a selected supply vendor. A primary vendor shall be selected in accordance with adopted procurement procedures for the Town of Orangetown. Secondary vendors shall be utilized if needed PPE is not available from the primary vendor. A list of approved and/or possible vendors shall be kept on file by the Emergency Management Committee. Emergency procurement of PPE supplies shall be authorized at the discretion of the Town Supervisor or his/her designee. An eight week stockpile of PPE shall be readily available to meet the needs of all respective Town departments, as well as the Fire and EMS agencies that serve the Town of Orangetown.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms, as related to the specific communicable disease that is the subject of the public health emergency.

The protocols concerning staff exposure to communicable disease shall be in accordance with the latest CDC guidelines and in compliance with applicable Federal, State or Local emergency orders in place in the event of another public health emergency.

The Town will follow CDC and/or other applicable Federal, State or Local guidelines with respect to an employee who is experiencing symptoms of the communicable disease or tests positive. Notwithstanding same, the employee will be sent home immediately. In accordance with established guidelines referenced above, the Town will likewise determine when an employee shall return to work should said employee be sent home sick and be required to quarantine.

To the extent that an employee has been exposed (as established by the CDC and/or other applicable Federal, State or Local guidelines) to the communicable disease, said employee shall notify their Department Head of the circumstances surrounding such exposure prior to returning to work. Based upon the individual's specific circumstance, including but not limited to, circumstances involving the extent of exposure, current mandates and guidelines, level of essential duties performed by the employee, and applicable Federal, State or Local Emergency Orders that are the subject of the public health emergency, direction will be given by the Office of Personnel or the Supervisor's Office, in consultation with the Office of the Town Attorney, on whether the employee may return to work or will be directed to quarantine.

1. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, as that term shall be defined depending upon the particular public health emergency, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.

- a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
  - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
  - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
  - d. If at any time they exhibit symptoms, refer to item A below.
  - e. Department heads shall be informed of individual employee circumstances, and as necessary, the Office of Personnel or the Supervisor's Office in consultation with the Office of the Town Attorney, will provide guidance to the Department Heads concerning the appropriate protocols to be followed.
- A. 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 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 as consistent with applicable Federal, State or Local Emergency Orders that are the subject of the public health emergency.
  4. The Town of Orangetown will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to return to work unless there is a recommendation from the CDC, a public health official or implementation of a Federal, State or Local Emergency Order that is the subject of the public health emergency.
  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 one other than COVID-19, CDC guidelines, applicable Federal, State or Local Emergency Order that is the subject of the public health emergency, and other public guidance shall be referenced.
  6. Department heads or their designees must be informed in these circumstances and are responsible for ensuring these protocols are followed
- B. 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 A, 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 the section on Cleaning and Disinfection 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, department heads should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  4. Department heads must be notified in these circumstances and are responsible for communicating same to the Office of Personnel and the Supervisor's Office and ensuring these protocols are followed.

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 our local public health office for additional guidance and support as needed.

### Cleaning and Disinfecting

CDC/OSHA Hazcom/NYS Right to Know and 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. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. The Town Supervisor or his/her designee shall assign appropriate department staff who will be responsible for the cleaning of common areas on a regular basis.
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 of the products.

### Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Orangetown is committed to reducing the risk on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, in addition to New York State and Rockland County Department of Health regulations and guidelines.

The Town of Orangetown will continue to adhere to all Federal, State and Local laws, regulations and guidelines regarding employee leave as required during the current and any future national or regional public health emergency.

## 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, off-site visits. This information may be used by the Town of Orangetown to support contact tracing within the organization and may be shared with local public health officials.

Each Department Head, in conjunction with the Information Technology and Finance Departments will keep appropriate records of work hours and locations, including providing for sign in/out logs to the extent practicable, and report same as necessary to support contact tracing as may be required.

## 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 Town of Orangetown'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 of Orangetown will coordinate with the Rockland County Office of Fire and Emergency Services to help identify and arrange for these housing needs. Department heads or their designees are responsible for coordinating this effort.

