

# Public Employer Health Emergency Plan for Town of Moreau

March 30, 2021

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 Civil Service Employees Association, Inc. (CSEA) Local 1000, 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.

The Town reserves the right to modify the plan as necessary, with notification to the respective collective bargaining unions.

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As the authorized official of the Town of Moreau 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 to address public health emergency planning requirements.

Signed on this day: 3-30-21

By: Theodore T. Kusnierz

Signature: Theodore T. Kusnierz

Title: Town Supervisor

# 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. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020 and 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 Town of Moreau ("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. The scope of this plan is based on a Federal, State, or local public health department mandated shutdown of the Town buildings, grounds, and facilities.

### Situation Overview

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 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

## Concept of Operations

The Supervisor of the Town of Moreau, 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 Supervisor.

Upon the Town Board's approval of this plan, all employees with town-provided e-mail addresses will receive an e-mail directing them to the plan's location on the Town's website. Employees without town-provided e-mail addresses will be directed by their Department Heads to the plan's location on the Town's website. All contractors of the Town shall be notified by their Town contact and directed to the plan's location on the Town's website, with additional information and updates provided on a regular basis. The general public and the South Glens Falls Central School District will be notified of pertinent operational changes by way of postings on the front door of Town Hall as well as the Town's website. In addition, Town employees will be given information to be provided when the general public calls into Town facilities

The 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 the public health emergency, the 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 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.

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

Essential Function	Description
Supervisor	The Supervisor's Office ensures the oversight and management of the functions performed by employees to ensure the continuation of regular business operations, human resource management operations, and related operations, along with the day-to-day business of the Town.
Highway	The Highways Department ensures that personnel and equipment necessary for the maintenance of the roads within the Town for public safety are properly used, maintained, and stored.
Building and Grounds/Recreation	The Building and Grounds/Recreation department ensures that the Town buildings and grounds are properly maintained, regularly cleaned, and disinfected as necessary to ensure the safety of all essential employees, contractors and visitors. The Recreation Department additionally maintains all recreational land, including public parks, beaches and trails.
Water/Sewer	Provides essential water and sewer services to Town and Village residents and businesses
Transfer Station	The Transfer Station acts as the processing site for waste and recycling in the Town.
Town Clerk	The Town Clerk's Office is responsible for maintaining all records of the town, collect the water/sewer rents, property and school taxes, issue licenses, postings, notices and general town business.
Building/Planning	The Building and Planning Department ensures that new construction and building modifications are built in a manner which promotes public safety and preserves the vision of the Town. In addition, the Department is responsible for health and safety violations and inspections, as well as code compliance.
Assessor	The Assessment Office is responsible for the assessment of all real property within the Town and Village of South Glens Falls.
Town Court	Legal services

It is important to note that Town Court is a vital component of town government, with Town 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 Town Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Town 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 Town Court personnel to ensure safe and effective continuity of Town Court.

### 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
Supervisor	<ul style="list-style-type: none"> <li>Supervisor</li> </ul>	Management and Operation of Town
Highway	<ul style="list-style-type: none"> <li>Superintendent</li> <li>MEOs</li> <li>Laborers</li> </ul>	Public Safety
Building and Grounds/Recreation	<ul style="list-style-type: none"> <li>Recreation Director</li> <li>Laborers</li> </ul>	Public Safety
Water/Sewer	<ul style="list-style-type: none"> <li>Superintendent</li> <li>Laborer</li> </ul>	Public Safety
Transfer Station	<ul style="list-style-type: none"> <li>Booth Attendant</li> <li>Laborer</li> </ul>	Sanitation and Public Safety
Town Clerk	<ul style="list-style-type: none"> <li>Town Clerk</li> </ul>	
Building/Planning	<ul style="list-style-type: none"> <li>Building Inspector/Code Enforcement Officer</li> <li>Zoning Administrator</li> </ul>	Public Safety, Code Compliance
Assessor	<ul style="list-style-type: none"> <li>Assessor</li> </ul>	
Town Court	<ul style="list-style-type: none"> <li>Town Justices, in accordance with NYS Office of Court Administration guidance</li> <li>Town Court Clerks, in accordance with NYS Office of Court Administration</li> </ul>	Maintain and process court docket, including traffic tickets, criminal matters, small claims, and local code violations. Receives fines and fees.

### 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 will be done by the Supervisor and Town Board. The list below identifies the positions that are non-essential and able to be staffed remotely, as necessary, to ensure continuity of operations while maintaining compliance with Federal, State and/or local regulations and/or laws:

Deputy Town Clerk  
Principal Account Clerk  
Billing Coordinator  
Confidential Secretary  
Building Department Clerk  
Senior Assessment Clerk  
Court Clerk

2. Approval and assignment of remote work will be made by the Department Head, with the final determination to be communicated to the Town Supervisor to ensure employee time and attendance is tracked accurately.
3. Equipping staff for remote work will be managed by the Department Head and the current IT consultant, and 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

### **Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties that 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 will ensure that 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
2. Approval and assignment of changed work hours.

### **Identification of Positions with Staggered Work Hours and Approval Process**

Certain employees may be assigned to staggered shifts to ensure job duties and responsibilities are able to be fulfilled safely and/or to meet business needs. The identity of which essential workers can work staggered shifts and the details of the staggering will be determined by the Supervisor and the Town Board.

The assignment of changed work hours must be prepared by the Department Heads and approved by the Supervisor. Factors such as staffing levels, the ability to provide for adequate physical distancing, and ways to improve efficiency and/or effectiveness will be considered in the decision-making process.

## 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
- Gloves

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. 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
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

### Identification of PPE Based on Job Duties

The need for PPE is required for all identified essential employees.

### Procurement of PPE

The Town will have sufficient PPE to provide at least two pieces per employee per day with a six-month supply. The Supervisor's Office will maintain the PPE and supply it to the Department Heads for distribution to their employees throughout the continuation of this plan. The Supervisor's Office and Department Heads will keep track of the inventory on a regular basis. When inventory gets low (defined as having less than two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months), the Department Heads will notify the Supervisor's Office who will contact one or more of the vendors on the Town's approved suppliers list to procure the necessary PPE. The Town will maintain and periodically updates the supplier list in an effort to mitigate supply chain disruptions. For unforeseen supply disruptions or shortages, the Town will work with the Saratoga County Public Health Department for assistance.

### Storage of PPE

The PPE will be stored in accordance with the manufacturer's guidelines in order to prevent degradation. In the event of an emergency, Department Heads are to collect necessary PPE from the

Supervisor's Office. Each Department Head is responsible for ensuring PPE is properly used and adequately supplied to pertinent employees.

### Cleaning Supplies

Cleaning supplies will be purchased on the needs of Department Heads and Buildings and Grounds.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

The Town will follow established protocols when employee exposure situations occur. If staff is exposed to a known case of a communicable disease which is part of a public health emergency, the employee must notify his/her Department Head immediately, who must thereafter immediately notify the Supervisor. Given the nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive, the Town will follow CDC/public health recommendations and requirements and will coordinate with Saratoga County Public Health Department for additional guidance and support as needed. Exposure protocols will be updated as necessary and/or required and will be communicated to employees and contractors and posted on the Town's website.

### Cleaning and Disinfecting

The Town will follow CDC and public health guidelines for best practices in the cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes, but is not limited to, frequently cleaning high traffic and high touch areas; cleaning areas with soap and water prior to disinfecting surfaces with products that meet EPA criteria; providing cleaning staff with appropriate PPE; and following instructions of cleaning products to ensure safe and effective use. The cleaning staff of each town location is responsible for cleaning and disinfecting common areas. In addition, Buildings and Grounds will ensure that common areas are disinfected when cleaning staff is unavailable. The frequency of cleaning and disinfecting common areas is dependent on the frequency of staff and the level of exposure in the County but will be performed at Town Hall at least once before each working day.

### Employee and Contractor Leave

Unless required by Federal, State or local law. The Town will follow the leave provisions of the respective collective bargaining agreements and/or the leave provisions in the employee handbooks for non-bargaining unit employees.

### 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. Employees will continue using their regular timekeeping systems. If the employee uses a physical timesheet to record their work hours, he/she may submit the timesheet electronically, with a signature still attached. All contractors and visitors will sign in and out of Town buildings and locations to facilitate contact tracing. The Supervisor's Office shall be responsible for the management and handling of this information, which will be in paper and electronic form. This information may be used by the Town, New York State Department of Health and Saratoga County Public Health Department to support contact tracing within the organization and may be shared with State and/or local public health officials.

## 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's essential operations. If such need arises, the Town has the capability to house essential employees on site. The Supervisor's Office shall be responsible for obtaining any equipment necessary for housing employees on site. There is a kitchenette in Town Hall for basic cooking and reheating, and food can be delivered. If the Town is unable to meet the need, the Town will coordinate with the Saratoga County Health Department to help identify and arrange for alternate housing.

March 30, 2021

**TOWN BOARD  
TOWN OF MOREAU**

**RESOLUTION: ADOPTION OF PUBLIC HEALTH EMERGENCY PLAN**

**WHEREAS**, Governor Andrew M. Cuomo signed legislation requiring all public employers to create plans to adequately protect workers in the event of a state disaster emergency involving a communicable disease, and

**WHEREAS**, the Town of Moreau's Public Employer Health Emergency Plan has been developed in accordance with the amended New York State Labor Law section 27-c, and

**WHEREAS**, the Public Employer Health Emergency Plan was developed with the input of the Town's employee labor union as required by the amended New York State Labor Law,

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board of the Town of Moreau hereby adopts the Town of Moreau Public Employer Health Emergency Plan, attached as Exhibit "A", and be it

**FURTHER RESOLVED**, that the Supervisor or his duly authorized representative is hereby empowered to execute any such agreements, documents, or papers, as may be necessary to implement the intent and purpose of this Resolution.

MOTION: Councilmember VanTassel

SECOND: Councilmember Noonan

ROLL CALL:

	Aye	Nay
Councilmember Donohue	X	
Councilmember Hogan	X	
Councilmember Noonan	X	
Councilmember VanTassel	X	
Supervisor Kusnierz	X	

I hereby certify that this Resolution was duly adopted by the Town Board of the Town of Moreau at a Regular Meeting of the Town Board conducted on March 30, 2021

By: Leeann McCabe  
Leeann McCabe, Town Clerk  
Town of Moreau