

Public Employer Health Emergency Plan for

Village of Canisteo

Approved: March 9, 2021

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

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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 NYS Teamsters Local 317 and NYS Law Enforcement Officers Union District Council 82, 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.

As the authorized official of the Village of Canisteo, 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 10 day of March, 2021

By: Monica Recktenwald

Signature: 

Title: Mayor

Record of Changes

Date of Change	Description of Change	Implemented by

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 Village of Canisteo. 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:
 - o After using the restroom
 - o After returning from a public outing
 - o After touching/disposing of garbage
 - o 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 Mayor of the Village of Canisteo, 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 Mayor.

Upon the determination of implementing this plan, all employees and contractors of the Village of Canisteo shall be notified by phone, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Village Residents and Businesses will be notified of pertinent operational changes through the Village's website, social media account, Newspaper Public Notice and Building Notices. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Clerk-Treasurer or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The chief executive officer of the Village of Canisteo, 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 Mayor of the Village of Canisteo, 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 Village of Canisteo 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 Village of Canisteo

The Village of Canisteo 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 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.

PRIORITY	ESSENTIAL FUNCTION	DESCRIPTION
1	MUNICIPAL UTILITY	- PROVIDE MUNICIPAL WATER AND SEWER TO THE PUBLIC IN A SAFE & SANITARY MANNER. MAINTAIN SERVICE AND TESTING AS NEEDED
1	PUBLIC SAFETY	- PUBLIC HEALTH SURVEILLANCE, FIRE/AMBULANCE SUPPORT, ASSIST WITH VICTIM IDENTIFICATION, ASSIST OTHER AGENCIES WITH NATIONAL QUARANTINE ENFORCEMENT & STOCKPILES
2	PUBLIC WORKS	- MAINTANCE OF MUNICIPAL STREETS & BUILDINGS, REPAIR/REPLACEMENT OF MUNICIPAL UTILITY SERVICE LINES
3	INFORMATION TECHNOLOGY	- PROVIDES ALL HARDWARE AND SOFTWARE FOR THE VILLAGE MAINTAINS THE VILLAGE'S NETWORK AND PHONE SYSTEM.
4	CODE ENFORCEMENT	- ADDRESS COMPLAINTS AND ISSUE ORDERS OF REMEDIES, ASSIST PUBLIC SAFETY, ADDRESS ABANDONED VEHICLES AND PROPERTY

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 POSITION/TITLES	JUSTIFICATION FOR EACH
MUNICIPAL UTILITY	<ul style="list-style-type: none"> • WATER OPERATOR • DEPT OF PUBLIC WORKS 	<u>OPERATOR</u> - DAILY SAMPLES: CHLORINE RESIDUAL, & AMOUNT OF GALLONS USED. - 2 SAMPLES FOR COLIFORM AND E-COLI PER MONTH. *DATA REPORTED TO NYS DOH MONTHLY. <u>PUBLIC WORKS</u> - REPAIR/REPLACE BROKEN WATER MAINS, WATER METERS, CURB STOPS
MUNICIPAL UTILITY	<ul style="list-style-type: none"> • WASTEWATER OPERATOR • DEPT OF PUBLIC WORKS 	<u>OPERATOR</u> - DAILY: SAMPLES FOR PH, TEMPERATURE, SETTLEABLE SOLIDS. - BIWEEKLY: SAMPLES FOR CBOD, TOTAL SUSPENDED SOLIDS, TOTAL NITROGEN, NITRATE, NITRITE, PHOSPHOROUS. *ALL SAMPLES MUST BE REPORTED TO DEC ON A MONTHLY BASIS <u>PUBLIC WORKS</u> - REPAIR/REPLACE SEWER LATERALS, CLEAR SEWER BLOCKAGES, INSTALL/REPAIR CLEAN OUTS
PUBLIC SAFETY	POLICE DEPARTMENT <ul style="list-style-type: none"> • POLICE CHIEF • POLICE SERGEANT • PATROLMAN 	<ul style="list-style-type: none"> - POLICE CHIEF & SERGEANT WILL COORDINATE WITH NYS DOH FOR REQUIREMENTS WITH TESTING & CONTACT TRACING - CHIEF WILL WORK WITH MAYOR IN IMPLEMENTING SOCIAL DISTANCING REQUIREMENTS WITH PATROLMAN ENFORCING - PATROLMAN: RESPOND TO COMPLAINTS AND VIOLATIONS AS REPORTED - PATROLMAN: ASSUME CONTROL OF TRAFFIC ACCIDENTS & MAINTAIN TRAFFIC FLOW
PUBLIC SAFETY	FIRE COMPANY (FIRE/AMBULANCE) <ul style="list-style-type: none"> • FIRE POLICE • FIREFIGHTER • CAPTAIN • EMT • CHIEF • ASSISTANT CHIEF 	<ul style="list-style-type: none"> - CAPTAINS: WORK WITH MEMBERS TO ESTABLISH A RESPONSE SCHEDULE TO ENSURE MEMBER AVAILABILITY - CAPTAINS: WORK WITH COUNTY/STATE SET UP SAFE SHELTERS AS NECESSARY - FIRE POLICE/EMT: RESPOND TO 9-1-1 CALLS, RESPOND TO ANY PUBLIC HEALTH AND WELL BEING CHECKS. - CHIEF WORKS WITH VILLAGE MAYOR TO ESTABLISH PROCUREMENT NEEDS AND STOCKED PPE.
CODE ENFORCEMENT	CODE ENFORCEMENT OFFICER	<ul style="list-style-type: none"> - INSPECT PROPERTY SANITARY COMPLAINTS, REMOVE ABANDONED VEHICLES AND SECURE ABANDONED PROPERTIES. - SUPPORT PUBLIC HEALTH AND PUBLIC SAFETY
INFORMATION TECHNOLOGY	IT CONTACTOR	<ul style="list-style-type: none"> - ESTABLISH ALL PRIORTIES FOR IT TASKS AND PROVIDES SUPPORT IN SETTING UP HARDWARE AND SOFTWARE, NETWORK MANAGEMENT, AND HELP DESK SUPPORT.

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. 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 Mayor and Department Supervisor will determine staff that will be working remotely. Staff will be provided necessary IT equipment to all employees working remotely. Employees who are assigned remote work will sign off on revised job duties for a clear understanding of change in duties and work schedule.

The Department Supervisor is responsible for implementation of activities, determining availability of technology, troubleshooting, and equipment accountability. All Village owned equipment distributed will be recorded and assigned using the Village Equipment check-list. All employees must review the Village Equipment Policy prior to being assigned additional equipment.

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 Village of Canisteo 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

DEPARTMENT	CHAIN OF COMMAND & APPROVING AUTHORITIES	BUILDING ACCESS
DEPARTMENT OF PUBLIC WORKS	MAYOR & DEPARTMENT SUPERVISOR	<ul style="list-style-type: none"> - EMPLOYEES WILL HAVE ACCESS TO DPW GARAGE AND ALL EQUIPMENT. EMPLOYEES WILL ALSO RECEIVE A KEY AND SECURITY CODE TO VILLAGE HALL IF ACCESS IS NEEDED TO COMPLETE ASSIGNED TASKS. - SHIFT SCHEDULE FOR THE FOLLOWING WEEK WILL BE PROVIDED NO LATER THAN FRIDAY AT 1PM.
VILLAGE HALL	MAYOR	<ul style="list-style-type: none"> - EMPLOYEES WILL HAVE ACCESS TO BUILDING AND SECURITY CODE AS USUAL. - SHIFT SCHEDULE FOR THE FOLLOWING WEEK WILL BE PROVIDED NO LATER THAN FRIDAY AT 1PM.
POLICE	MAYOR & POLICE CHIEF	<ul style="list-style-type: none"> - EMPLOYEES WILL HAVE ACCESS TO POLICE DEPT AND EQUIPMENT AS USUAL. KEYS AND SECURITY CODE FOR VILLAGE HALL WILL BE PROVIDED IF ACCESS IS NEEDED. - SHIFT SCHEDULE FOR THE FOLLOWING WEEK WILL BE PROVIDED NO LATER THAN FRIDAY AT 1PM.

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. 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

ASSIGNMENT OF PPE

Each department supervisor will assign required PPE to employees at time of hire. Each employee will be properly fitted for equipment when assigned. It is the responsibility of the employee to notify their supervisor if an item is damaged or ineffective. The item will be turned in for evaluation of damage and the employee will be assigned a replacement. Additional information regarding the exchange process can be found in the Village’s safety plan.

PROCUREMENT

Department supervisors will maintain and monitor all inventory of PPE on hand. All inventories will be a minimum of an eight week stock pile. Purchases must follow the Village adopted Procurement Policy based on total purchase amount. All PPE will be stocked at each individual department’s designated PPE area. The second floor Community Room located at 35 Main Street will be used to store surplus items purchased for emergency use.

The table below outlines PPE used by all departments within the Village. It is the responsibility of the supervisor to purchase required PPE and maintain a tracking sheet for timely reordering. Additionally, established vendors and contact information is outlined below.

VENDOR & CONTACT	PPE AVAILABLE	HOW TO PURCHASE
AMAZON www.amazon.com	DISPOSABLE MASKS, GLOVES, DISINFECTANT SOLUTION, HAND SANITIZER, WATER, BLEACH, GOGGLES	PROVIDE ORDER LIST TO CLERK’S OFFICE TO ORDER ONLINE
MCKESSON MEDICAL PO BOX 936279 ATLANTA, GA 31193 P: 1-800-234-1464 ACCOUNT # 58788303	MASKS (N95 & DISPOSABLE), GLOVES, GOWNS, GOGGLES, HAND SANITIZER, TYVEK SUITS	EMT/CAPTAIN TO ORDER VIA PHONE OR ONLINE
USA BLUE BOOK PO BOX 9004 GURNEE, IL 60031 P: 1-800-548-1234 ACCOUNT # 457874	SANITIZER, DISPOSABLE GLOVES, DISPOSABLE MASKS, GOGGLES, DISINFECTANT SOLUTION	CLERK’S OFFICE OR WWTP TO ORDER VIA PHONE.
STEUBEN COUNTY EMERGENCY SERVICES eoc@steubencountyny.gov PHONE: 607-664-2919	SANITIZER, MASKS	DEPARTMENT HEAD OR CLERK’S OFFICE CAN CONTACT VIA PHONE OR EMAIL

VENDOR & CONTACT	PPE AVAILABLE	HOW TO PURCHASE
<p>CHURCHVILLE FIRE EQUIPMENT 340 SANFORD RD SOUTH CHURCHVILLE, NY 14428 P: 800-462-6143 www.churchvillefire.com</p>	FIREFIGHTER JACKET & PANTS	FIRE CHIEF, ASSISTANT CHIEF OR COMMISSIONER TO ORDER VIA PHONE OR ONLINE
<p>FIRSTOUT RESCUE EQUIPMENT 100 ENSMINGER RD TONAWANDA, NY 14150 P:716-874-2428 www.firstoutrescue.com</p>	STRUCTURAL GLOVES, HELMETS	FIRE CHIEF, ASSISTANT CHIEF OR COMMISSIONER TO ORDER VIA PHONE OR ONLINE
<p>AED SUPERSTORE 1800 US HWY 51 N WOODRUFF, WI 54568 www.aedsuperstore.com P: 800-421-3586</p>	AED PADS	POLICE CHIEF VIA PHONE OR ONLINE. CREDIT CARD USED TO PURCHASE.

PERSONAL PROTECTIVE EQUIPMENT	DEPARTMENT
DISPOSABLE GLOVES	DPW, WWTP, POLICE, FIRE & AMBULANCE, CLERK'S OFFICE, JUSTICE
N-95 MASKS	POLICE, FIRE & AMBULANCE
DISPOSABLE MASKS	DPW, WWTP, POLICE, FIRE & AMBULANCE, CLERK'S OFFICE, VILLAGE HALL, JUSTICE
TYVEK SUITS	POLICE, FIRE & AMBULANCE
DISINFECTANT SOLUTION	DPW, WWTP, POLICE, FIRE & AMBULANCE, CLERK'S OFFICE, JUSTICE
HAND SANITIZER	DPW, WWTP, POLICE, FIRE & AMBULANCE, CLERK'S OFFICE, JUSTICE
AED PADS (ADULT & CHILDREN)	POLICE, FIRE & AMBULANCE
AMMO	POLICE
WATER	POLICE, FIRE & AMBULANCE
GOWNS	AMBULANCE

PERSONAL PROTECTIVE EQUIPMENT	DEPARTMENT
GOGGLES	POLICE, FIRE & AMBULANCE, DPW
BLEACH	POLICE, FIRE & AMBULANCE, DPW, WWTP, CLERK'S OFFICE, JUSTICE
FIREFIGHTER GEAR (BOOTS, PANTS, HELMETS, GLOVES)	FIRE

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, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Mayor, or designee, for the Village of Canisteo must be notified and is responsible for ensuring these protocols are followed
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 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.
 - 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 B below.
 - e. The Mayor, or designee, for the Village of Canisteo is the decision-maker in these circumstances and is responsible for ensuring these protocols are followed

- 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 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 Village of Canisteo will not require sick employees to provide a negative test result for the disease in question or 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 be referenced.
 6. The Mayor must be informed in these circumstances and is responsible for ensuring these protocols are followed
- 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 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, the Mayor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Mayor must be notified in these circumstances and is responsible for 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/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. Each employee is responsible for cleaning common areas during their scheduled shift, and the department supervisor will determine the frequency of such
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 Village of Canisteo is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Village of Canisteo 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 a period 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 Village of Canisteo 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. The employee is eligible to use accruals for the remainder one-third of their regular rate of pay. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so as defined by the Mayor and/or designee.

Additionally, the Village of Canisteo 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 for at least 30 calendar days by the Village of Canisteo, 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. The employee is eligible to use accruals for the remainder one-third of their regular rate of pay. This provision 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 the guidance and requirements 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 employees of the Village of Canisteo, and as such are not provided with paid leave time by the Village of Canisteo, 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, off-site visit. This information may be used by the Village of Canisteo to support contact tracing within the organization and may be shared with local public health officials.

Each supervisor will generate a paper-based or electronic log for employees to track locations of daily work. It is the responsibility of the employee to track hours and locations visited during their scheduled shift. The log will be turned into the supervisor immediately following their last shift of the work week. The supervisor will file the form and have it available for the Mayor in the event that contact tracing needs to be completed.

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 Village of Canisteo'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 Village of Canisteo will coordinate with the Steuben County Office of Emergency Services to help identify and arrange for these housing needs. The Clerk-Treasurer or Department Head is responsible for coordinating this.