

Public Employer Health Emergency Plan for the Village of Hastings-on-Hudson



Approved and Adopted 03/02/2021

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

Promulgation

This plan has been developed by the Village of Hastings in accordance with the amended New York State Labor Law section 27-c.

As required by the amended New York State Labor Law, this plan has been presented to the Local 456, International Brotherhood of Teamsters ("Teamsters") and the Village of Hastings-on-Hudson Police Benevolent Association ("PBA") for review and comment, which comments have been considered and a response provided.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of the Village or its 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 Hastings-on-Hudson, 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: 03/02/2021

By: Mary Beth Murphy

Title: Village Manager

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. This law was amended by the passing of NYS legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020. The law 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 together with other relevant information and procedures.

Scope

This plan was developed exclusively for and is applicable to the Village of Hastings-on-Hudson (“Village”). The plan is pertinent to a declared public health emergency in the State of New York which may impact the Village’s operations; 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.

This plan is a general emergency plan that cannot account for every eventuality. Therefore, the nature of a public health emergency may dictate flexibility depending on the severity of the disease and other factors, including but not limited to: pandemic level, fatality rates, degree of symptoms, R Factor (rate of spread), level of contagion, personnel impact, local community impact, etc.

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 to address such an outbreak in compliance with amended laws. Its purpose is to support continued resilience, maintain operations and defend against the spread of COVID-19 or other future infectious diseases which may emerge and result in the declaration of a public health emergency in New York State.

The health and safety of Village employees and contractors is crucial to maintaining the Village’s core mission and essential operations. The Village encourages all employees and contractors to follow Centers for Disease Control (“CDC”), New York State Department of Health (“NYS DOH”) and Westchester County Departments of Health (“WC DOH”) guidance; some of which can be found here: [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 but not limited to:
 - 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.
- Practicing social distancing when possible.
- Immediately notifying a supervisor if you are feeling ill or have a fever, and going home.
- Stepping away from people and food if you start to experience coughing or sneezing, and coughing or sneezing into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Cleaning and disinfecting workstations at the beginning, middle, and end of each shift.
- Other guidance which may be published by the CDC, NYS DOH, or WC DOH.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed in the context of the circumstances of the current pandemic but may also provide guidance in future infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors is important.
- The circumstances of a public health emergency may directly impact Village operations.
- Response to the impacts of a public health emergency may require time to provide appropriate safety measures and adjustments to operations.
- Residents expect the Village to maintain a level of essential operations and services, some of which may be important to the residents' health and safety.
- 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.
- Under the Labor Law amendment and as used herein, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform his/her job.
- Under the Labor Law amendment and as used herein, '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 his/her job.

Concept of Operations

The Village Manager (hereinafter "Village Manager") or his/her designee holds the authority to execute and direct the implementation of this plan in consultation with the Mayor.

Upon the declaration of a public health emergency by the Governor of the State of New York and the determination to implement this Plan, all employees and contractors of the Village shall be notified by their Department Head or Supervisor by email or phone that the Village is operating pursuant to this Plan. Residents will be notified of pertinent operational changes through emails, website updates, and televised broadcasts. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Director of Technology will maintain communications as directed by the Mayor and Village Manager with residents as needed throughout the implementation of this plan.

The Mayor and Village Manager shall disseminate information, provide direction, and publicize guidance from public health officials and the Governor's office, directing the implementation of changes to this plan as necessary.

Upon resolution of the public health emergency, the Village Manager in consultation with the Mayor 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 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 residents.
2. Provide vital services
3. Provide services required by law.
4. Sustain quality operations.
5. Uphold the core values of the Village

The Village has identified as critical only those priority functions that are necessary to provide essential functions. During activation of this plan, all other activities may be suspended to enable the Village to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, residents, 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; and
- 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 Village have been identified as:

Essential Function	Description	Priority
Police Department	Provides public safety and response to emergencies and calls for assistance from residents, businesses, visitors and employees.	1
Department of Public Works	Provides sanitation services (refuse, recycling, yard waste, food waste). Provides roadway maintenance and snow removal. Provides maintenance of sanitary and storm sewers. Provides response to all weather emergencies.	1
Fire Department and Fire Inspector	Provides fire protection and ambulance response.	1
Technology Department	Provides hardware and software technology for employees. Maintains the Village's network and phone system. Provides communication channels to employees and residents. Maintains Village television station.	1
Youth Advocate Program	Operates the Food Pantry and other critical youth-based services.	2
Parks and Recreation Department	Maintains the safe operation of all parks and outdoor facilities and the James Harmon Community Center ("JHCC"). Provides services to Seniors.	3
Treasurer and Finance Department	Processes accounts payable, accounts receivable including real property taxes and payroll. Assists with Budget.	1
Building Department	Responsible for Code enforcement, construction inspections, violations and emergencies	1 & 2

Janitorial Services	Cleaning and disinfection of Village facilities	1
Village Court	Responsible for Justice Court operations (some Court functionality dictated by NYS Office of Court Administration)	2
Village Manager	Oversite of all Village Departments and functions.	1

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
Police Department	<ul style="list-style-type: none"> All titles within PD 	Essential to public safety.
Department of Public Works	<ul style="list-style-type: none"> All titles within DPW 	Failure to collect garbage poses a health risk. Sanitation and storm sewer repair and maintenance is essential to public health and transportation. Storm clean up essential to restoration of daily activities. Snow removal essential to emergency response and travel.
Fire Department	<ul style="list-style-type: none"> Fire Inspector and Volunteers 	Fire Inspector essential to evaluate damaged structures and volunteers essential to respond to medical, accident and fire emergencies.
Technology Department	<ul style="list-style-type: none"> Director of Technology Cable TV Access Director 	Essential in-person provision and maintenance of hardware and software for employees, network, telephone and communication systems and filming public meetings. Some functions can be provided remotely such as communications and website updates.
Youth Advocate Program	<ul style="list-style-type: none"> Director of Youth Services Youth Advocate 	The Director of Youth Services and the Youth Advocate operate and maintain the Food Pantry. Some functions of the department can be performed remotely.
Parks and Recreation Department	<ul style="list-style-type: none"> All titles 	Several titles perform manual labor in parks and DPW when needed including picking up sanitation, snow plowing and maintenance repairs. Parks Superintendent responsible for daily inspection of park facilities and work assignments. Recreation assistants can perform some responsibilities remotely such as phone calls and billing process but may need to be physically present for senior meals and other hands on activities.
Village Clerk, Treasurer and Finance Department	<ul style="list-style-type: none"> Clerk/Treasurer Deputy Treasurer Account Clerk Payroll Clerk 	Some clerk financial processes such as tax collection, check printing and payroll must be done in the office, but other functions can be performed remotely.
Building Department	<ul style="list-style-type: none"> Building Inspector Assistant Building Inspector Staff 	All listed titles are responsible for enforcing the NYS Building Code. They are also responsible for building inspections for new construction within the Village, which may be deemed essential by NYS. Support staff may be required to come in, but at reduced capacity and/or in staggered shifts, to provide staff support.
Janitorial Services	<ul style="list-style-type: none"> Janitor and cleaning service 	Cleaning service and daily ongoing disinfection of Village facilities is essential throughout the day.
Village Court	<ul style="list-style-type: none"> Court Clerk Assist Court Clerk 	NY Office of Court Administration may dictate that court be performed in person. If so, all Village Court staff may be required

	<ul style="list-style-type: none"> • Village Justice • Acting Village Justice 	to be in the office. In cases where court is suspended or virtual, court staff may operate at reduced in-person capacity. Some tasks may be performed virtually. Processing of tickets and other issues must be performed in-person.
Village Manager	Village Manager and Assistant	Some responsibilities can be performed remotely, and some require on site presence.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, the Village will try to decrease crowding and density at work sites and on public transportation.

Non-essential employees and contractors able to accomplish their functions remotely will be authorized to do so to 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 computer peripherals, such as monitors and other equipment.
 - 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 including call forwarding.

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 Village 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.

The decision to move from in-person work to remote work and/or staggered shifts shall be made by the Village Manager in consultation with the Mayor and Department Heads.

The first step will be to have the Village facilities closed to the public and all interactions with Village employees in the Village offices occur through the phone, internet or mail to the greatest extent possible. Plexiglass barriers will be provided in offices to provide distance and safety. Where public access must occur protocols for ingress and egress and occupancy restrictions will be set and enforced. Additional protective actions may be taken in accordance with County and State Health Department, and CDC guidelines and requirements.

Where it becomes necessary to reduce the number of staff physically in the office facilities, Department Heads will collaborate with staff to schedule remote days and in-office days for staff in a manner that facilitates the functioning of the department. For example, the payroll clerk must be in the office during the week that payroll goes out. Department Heads will be responsible for daily assignment of tasks to their subordinates when the Department's employees are working remotely. Where appropriate, and with the permission of their Department Head and the Village Manager, staff may alter their scheduled hours in the office to a time of day when the office is vacated by

other employees. Regular virtual meetings will be held to provide opportunities for discussion with all staff on any issues encountered, and to monitor work progress.

Equipment will be provided through the Technology Department for employees working remotely. Department Heads are responsible for determining the needs of their staff and making requests to the Technology Department. Any purchasing must be approved by the Village Manager.

Personal Protective Equipment

Personal protective equipment (PPE) should be worn to minimize exposure to hazards and to reduce the spread of infectious disease.

Proper PPE varies based on the communicable disease and the employee/contractor's position and job duties, but may 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. The Village shall identify the types and quantities of PPE needed based upon employee/contractor job duties and work locations.
2. Procurement of PPE
 - a. Based upon the various tasks and needs of essential employees and contractors, the Village shall make available at least two (2) pieces of each required form of PPE to essential employees and contractors during any given work shift over at least a 6-month period.
 - b. The Village shall make all efforts to mitigate supply chain disruptions by keeping a large enough supply of PPE on hand and by restocking PPE in a timely fashion so as to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock:
 - a. PPE shall be stored in a manner which will prevent degradation.
 - b. Employees and contractors shall have access to PPE as quickly as possible in the event of an emergency.
 - c. The supply of PPE shall be monitored to ensure integrity and to track usage rates.
4. The Village Manager's Office shall be responsible for procuring PPE for all administrative personnel and the Parks Department and Library. The Police Chief and Lieutenant shall be responsible for procuring PPE for the Police Department (with the assistance of the Village Manager's Office if necessary). The DPW Superintendent or his designee shall be responsible for procuring PPE for the DPW Department (with the assistance of the Village Manager's Office if necessary). The Fire Chief or his designee shall be responsible for procuring PPE for the Fire Department (with the assistance of the Village Manager's Office if necessary). Cleaning items will be purchased by the Janitor or aforementioned Department heads as necessary. Department Heads will be required to determine burn rates for their departments so as to determine purchasing needs.

Such items shall be purchased under County or State Contract when possible, otherwise the Village's Purchasing Policy shall apply.

PPE will be stored in dry and safe locations at Village Hall, 7 Maple Avenue in the Village Managers Office, the Police Department and the Janitors closet, and the James Harmon Community Center, 44 Main Street. DPW and the Fire Department will also store PPE in a safe dry location at the DPW garage and the Fire House. The Managers office and the JHCC provide central locations accessible to Department Heads for PPE procurement and distribution. The PPE supply will be monitored in all locations by the Manager-appointed staff members and respective Department Heads..

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, the Village has established the following protocols:

- A. If an employee or contractor is exposed to a known case of communicable disease that is the subject of the public health emergency the following protocols shall apply:
 1. Exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the applicable period recommended pursuant to current CDC/public health guidance for the communicable disease in question.
 - a. The employees or contractors will be permitted to work remotely during this period of time if they are not ill.
 - b. The employees or contractors should notify their Department Head and the Department Head will notify the Village Manager for appropriate follow up.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 2. Provided that applicable CDC guidelines authorize doing so, 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 the public.
 - a. Additional precautions will include the requirement that the subject employees or contractors, and others working in proximity to them 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 is 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 the subject employee or contractor exhibits symptoms, refer to item B below.
 - e. The Village Manager will make the final decision regarding whether critical essential employees may return to work following potential exposure.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency the following shall apply:
 1. Any employees or 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. Any employees or contractors who exhibits symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

3. Any employees or contractors should not return to workplace 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 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/State or local public health officials to do so.
 5. Persons who have any reason to believe they may have COVID should remain at home until they are no longer exhibiting COVID symptoms. Persons may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications or other current CDC/public health guidance for the communicable disease in question. . . .
 6. The Village Manager shall be responsible for the implementation of the above protocols.
- 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 this 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 Village Manager 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 Village Manager shall be responsible for the implementation of the above section.

The Village recognizes that there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Village 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. Employees and contractors will make efforts to 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 will be disinfected at least daily in normal office areas. A more frequent level of cleaning may be required for other facilities.
 - b. Common areas will be cleaned by both Village janitorial staff and the contracted cleaning service. The pool, when open, will require additional cleanings. Such cleanings may be the responsibility of Village employees. Such cleaning schedule shall be coordinated with the Parks & Recreation Superintendent and the Pool Director.
2. Employees 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. Employees will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies present extenuating and unanticipated circumstances in which the Village is committed to reducing the burden on our employees and contractors. This policy may be altered based upon changes in law or regulation, as applicable. In the event of a declared public health emergency, the Village shall provide all employees with such paid and/or unpaid leave as is required by applicable state, federal or local law, executive order, rule and/or regulation. Currently, such leave consists of the following:

NYS Paid Emergency Sick Leave Law

Under currently applicable law, rules and regulations, employees may be entitled for up to fourteen (14) calendar days of paid leave without charge to accrued leave time pursuant to the NYS Paid Emergency Sick Leave Law if the employee is under a government or Department of Health mandated order of quarantine or precautionary isolation and unable to work remotely. Eligibility may also depend upon the employee's adherence to certain CDC and/or State travel advisories.

Paid Leave

Employees may also utilize whatever accrued and unused sick, personal or vacation leave they have available pursuant to any applicable collective bargaining agreement, employment agreement or Village policy, consistent with the terms thereof for the type of leave being utilized.

Additional provisions for paid leave may be enacted in the future based upon need and the guidance and requirements put in place by federal and state employment laws, executive orders and other applicable laws, rules and regulations.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Village, and as such are not provided with paid leave time by the Village, unless otherwise 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 visits. This information may be used by the Village to support contact tracing within the organization and may be shared with local public health officials.

As per usual, employees will make use of the ADP Workforce application or website to document their work hours. Off-site work locations must be made known to the appropriate Department Head who shall maintain this record for the purposes of contact tracing. The record will be forwarded to the Village Manager as needed for contact tracing.

Housing for Essential Employees

During a public health emergency, certain essential employees may need to be lodged to help prevent the spread of the subject communicable disease and protect employees from potential exposure, thus helping to ensure their health and safety and to provide the continuity of the Village's essential operations.

If such a need arises, hotel rooms are likely 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 will coordinate with the Westchester County Office of Emergency Management to help identify and arrange for these housing needs. The applicable Department Head will work with the Village Manager on arranging for this housing.