

Public Employer Health Emergency Plan

for the

Town of Lewisboro

April 1, 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 Police Benevolent Association (PBA), The Municipal Workers Association, Inc. and the United Public Service Employees Union, as required by the amended New York State Labor Law.

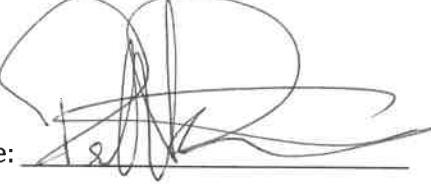
No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish 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 Lewisboro, 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: March 31, 2021

Signature: 

By: Peter Parsons

Title: 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 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 Lewisboro. 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 Supervisor of the Town of Lewisboro, his/her designee, or his/her 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 determination of implementing this plan, all employees and contractors of the Town of Lewisboro shall be notified by email and workplace posting, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Residents of the Town of Lewisboro will be notified of pertinent operational changes by way of email distribution list and website and social media posting, where available. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Office of the Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Supervisor of the Town of Lewisboro, his/her designee, or his/her 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 of the Town of Lewisboro, his/her designee, or his/her 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 Lewisboro 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 Lewisboro

The Town of Lewisboro has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

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

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

Essential Function	Description	Priority
Assessor	Estimates valuation of real property within town boundaries and prepares annual assessment roll.	2
Building Department	Performs fire, safety and property maintenance inspections on existing buildings and structures.	1
Finance Department	Fiscal management of the Town's finances.	1
Highway Department	Responsible for the maintenance and repair of town streets and roads, including snow removal, drainage, traffic signing and other services for the Town.	1
Information Technologies	Provides all hardware and software for the Town, and maintains Town's network, phone system and electronic equipment.	1
Justice Court	Conducts sessions of the Justice and Special Sessions Courts of the Towns, both criminal and civil.	2
Maintenance Department	Administers and directs maintenance and operations activities of the Town.	1
Parks & Recreation Department	Responsible for the planning, organizing, promoting, developing, implementing, directing and coordinating the public recreation and/or park programs and functions suitable to the needs and	1 and 3

	interests of the community and overseeing the planning and use of associated facilities.	
Planning Board	Reviews proposed improvements in the town's commercial districts as well as subdivisions, certain special use, wetland and stormwater permit applications throughout the town.	3
Police Department	Maintains public safety	1
Office of the Receiver of Taxes	Collection of taxes for the Town.	1
Office of the Town Clerk	Responsible for administrative tasks of the Town, including acting as custodian of all records, books and papers of the town, issuing Vital Records, licenses and permits. Town Clerk attends and authors minutes for the Town Board, etc.	2
Office of the Supervisor	Presiding office of the Town Board; administrates the business of the Town.	1

Essential Positions

Each essential function identified above may require 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
Assessor	<ul style="list-style-type: none"> • Assessor • Assistant Assessor 	On-site when non-electronic documentation needed; otherwise, works remotely.
Building Department	<ul style="list-style-type: none"> • Building Inspector • Assistant Building Inspector • Senior Office Assistant – Automated Systems 	On-site when required for inspections or to access non-electronic documentation; otherwise, works remotely.
Finance Department	<ul style="list-style-type: none"> • Comptroller 	On-site when non-electronic documentation needed; otherwise, works remotely.
Highway Department	<ul style="list-style-type: none"> • Superintendent • Lead Maintenance Mechanic (2) • Mechanic • Motor Equipment Operators (MEOs) (7) 	Superintendent/Lead Maintenance Mechanics on site to supervise and assist with all road work. Mechanic on-site to perform repair, diagnostic and maintenance on departmental vehicles and equipment. MEOs on site- to perform all duties connected to the operation of Highway vehicles and equipment.

Information Technologies	<ul style="list-style-type: none"> • Head of IT 	On-site when needed to maintain all aspects of Town's communication as well as data maintenance, collection and storage.
Justice Court	<ul style="list-style-type: none"> • Justices • Court Clerks (2) 	On-site when non-electronic documentation needed; otherwise, works remotely. Follows court administration protocols.
Maintenance Department	<ul style="list-style-type: none"> • Head of Maintenance • Caretaker • Maintenance Laborer • Maintenance Worker – Repair 	On-site as needed to maintain clean, sanitizing and disinfecting of all Town buildings.
Parks & Recreation Department	<ul style="list-style-type: none"> • Superintendent • Recreation Assistants (3) • Park Foreman • Park Groundskeeper • Senior Office Assistant - Recreation 	Superintendent on-site when needed for supervision; otherwise, works remotely. Recreation Assistant/Senior Adult Outreach Coordinator on-site when needed for the care and wellbeing of seniors; otherwise, works remotely. Recreation Assistants on-site only for sanctioned/approved programming. Park Foreman on-site to supervise maintenance and repair of park areas and recreation facilities. Park Groundskeeper on-site to perform duties in the upkeep, maintenance and repair of park areas and recreation facilities. Senior Office Assistant on-site for registration for programming and permits if available; otherwise, works remotely.
Planning Board	<ul style="list-style-type: none"> • Planning Board Secretary 	On-site when non-electronic documentation needed; otherwise, works remotely.
Police Department	<ul style="list-style-type: none"> • Chief • Police Officers (12) 	Chief on-site when needed for supervision; otherwise works remotely. Police Officers must be on-site to perform duties connected to maintaining public safety.
Officer of the Receiver of Taxes	<ul style="list-style-type: none"> • Receiver of Taxes • Deputy Receiver of Taxes 	On-site when non-electronic documentation needed; otherwise, works remotely.
Office of the Town Clerk	<ul style="list-style-type: none"> • Town Clerk • Deputy Town Clerk 	On-site as needed for issuance of Vital Records and licenses or to access non-electronic documentation; otherwise, works remotely.
Office of the Supervisor	<ul style="list-style-type: none"> • Supervisor • Confidential Secretary 	On-site as needed for urgent tasks. May reassign employees outside normal post and if necessary, change their priority ranking.

		Confidential Secretary on-site as needed by Supervisor; otherwise, works remotely.
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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.

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

As designated above, essential staff will work on-site as necessary or then remotely. The remainder of staff will work remotely, receiving instruction from Department Heads as to approval and assignment of work. Employees working remotely will receive means by which to access desktops or be given a Town-owned computer. Phone lines may either be forwarded or desktop phones may be reprogrammed and then physically relocated for remote use.

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 of Lewisboro 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

For administrative employees, those with shared offices will observe staggered hours of occupation, by days or hours, dependent on the severity of the health emergency. Staggered shifts may be undertaken by the Highway Department to reduce the number of employees on-site, when possible. The Highway Department will assign one employee only per truck, and separate sleeping accommodations will be provided when weather conditions require that they spend the night at work. The Maintenance Department may alter hours of work for cleaning and disinfecting to avoid contact with employees and vice versa. Department Heads will inform the Supervisor of approval and assignment of changed work hours. Daily health sheets will reflect the change of hours, to assist in contact tracing if necessary.

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

The Head of Maintenance and Chairman of the Emergency Management Committee are responsible for identifying the Town's need for PPE. A sufficient supply, in addition what is required for employees and contractors, is maintained by the Town and supply chain contacts have been established. PPE (masks, gloves, face shields, protective suits) is stored in a Town building in climate-controlled environment and is immediately accessible in the event of an emergency. Cleaning and disinfecting products, as well as equipment, are also immediately accessible, including hand sanitizer, disinfection sprays and wipes. Public sanitizing stations have been placed at public buildings. The Head of Maintenance monitors condition and usage of the Town's PPE supply.

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. If possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Office of the Supervisor of the Town of Lewisboro must be notified of each such exposure and will be responsible for ensuring that protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
- 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 will be immediately separated from other employees, customers, and visitors. They will immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees who are sick should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. The Town of Lewisboro 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 Office of the Supervisor of the Town of Lewisboro must be informed of an employee or contractor exhibiting symptoms of the communicable disease and is responsible for ensuring that 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 Supervisor of the Town of Lewisboro 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. The Town will apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Office of the Supervisor of the Town of Lewisboro must be informed and is responsible for ensuring that 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. The Maintenance Department is responsible for cleaning common areas daily and following meetings which take place after normal working hours.
2. The Maintenance Department will be responsible for cleaning and disinfecting public and non-public buildings within the Town. Parks & Recreation non-administrative employees will be responsible for clearing and disinfecting Parks & Recreation denoted areas. 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 Lewisboro 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 Town of Lewisboro will not be charged with leave time for testing. Employees will be provided with up to two weeks (70 or 80 hours, dependent on position) 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.

However, asymptomatic or undiagnosed employees, while under a mandatory or precautionary order, who are able to work through remote access or other means are not entitled to paid leave. Additionally, an employee who is subject to a mandatory or precautionary order of quarantine due to voluntary travel outside of New York State is not entitled to paid sick leave.

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 Town of Lewisboro, and as such are not provided with paid leave time by the Town of Lewisboro, 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 visits, etc. This information may be used by the Town of Lewisboro to support contact tracing within the organization and may be shared with local public health officials.

Employees reporting to work will be screened prior to arrival by providing answers on a health-screening questionnaire. Temperature checks will also be required upon entering Town buildings, using stationary thermometers installed by the Town. The questionnaire will be filled out by the employee on a daily basis, and the questionnaire will be maintained within each Department. Employees responding in the affirmative to any of the health-related questions may not report to work. The employee in that case should contact the Department Head to receive further instruction. The questionnaires will assist in contact tracing by providing work hours and location of employees, including any off-site work and off-site visits.

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 Lewisboro'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 Lewisboro will coordinate with the Westchester County Department of Emergency Management to help identify and arrange for these housing needs. The Chairman of the Lewisboro Emergency Management Committee will be responsible for coordinating this.

This Operation Plan was shared with the following bargaining Units:

Municipal Workers Association, Inc.

United Public Service Employees Union (UPSEU) – Highway and Municipal Units

Police Benevolent Association of the Town of Lewisboro

Nothing in this plan shall be deemed to impede, infringe, diminish or impair the rights of the Town or any employee or collective bargaining representative under any law, rule, regulation or collective bargaining agreement.