

# **TOWN OF WOODSTOCK**

## **PLAN FOR OPERATIONS IN THE EVENT OF A DECLARED PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE**

**Draft Date: February 12, 2021**

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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 by the Town of Woodstock and reviewed by Communication Workers of America, the United Public Service Employees Union and the United Federation of Police Officers, 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 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 Town of Woodstock, 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: date

By: Bill McKenna

Signature: 

Title: Supervisor, Town of Woodstock

## PART 1 INTRODUCTION

### 1.1 Purpose - Scope - Situation Overview - Assumptions

**1.1.1 Statement of 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 **1)** identification of essential personnel; **2)** assignment of certain employees to work remotely and providing necessary technology for telecommuting; **3)** workplace isolation and staggering work shifts of essential employees; **4)** providing personal protective equipment; **5)** exposure and leaves of absence; **6)** contact tracing; and, **7)** emergency housing for essential employees.

**1.1.2 Scope:** This plan was developed exclusively for and is applicable to the Town of Woodstock. 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.

**1.1.3 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 employees and contractors is crucial to maintaining the Town's mission and essential operations. The Town encourages 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.

**1.1.4 Planning Assumptions:** This plan was developed based on information, best practices, and guidance available as of the date of publication. This 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.
- The impact of a public health emergency will take time for us to respond to and put in place the appropriate safety measures and adjustments made to maximize safety.
- The public and our constituency expect us to maintain a level of mission and 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

## **1.2 Exceptions and Conflicts**

**1.2.1 Previous Manuals:** This Plan for Operations replaces any previous policy issued by the Town of Woodstock concerning the policies, procedures, and practices contained herein.

**1.2.2 Questions:** Questions regarding this Plan for Operations should be presented to the Town Supervisor. Any questions requiring interpretation of this Plan for Operations are referred to the Town Board.

**1.2.3 Policy Exceptions:** This Plan for Operations should not be interpreted as a guarantee that the policies and practices in it will be applied in all cases. Further, the Town Board may at its sole discretion, make exceptions to any part of this Plan for Operations where such exceptions are permissible by law.

**1.2.4 Governmental Regulations:** All procedural policies contained in this Plan for Operations are subject to change for compliance with Federal and State law, Executive Orders, NYS Department of Health, and the Center for Disease Control guidelines.

### **1.3 Concept of Operations**

**1.3.1 Executive Authority:** The Supervisor of the Town of Woodstock, designee, or successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor. If the Town Supervisor fails to act, the Town Board may take appropriate action by resolution.

**1.3.2 Public Access:** In the event of a communicable disease that is the subject of a public health emergency, the Town Supervisor is authorized to determine what public facilities will be open to the public and what restrictions to impose on the public use of such facilities.

**1.3.3 Notification:** The Town Supervisor will collaborate with the appropriate Department Head(s) to post notice informing the public of appropriate safety protocols.

Upon the determination of implementing this plan, all employees and contractors of the Town of Woodstock shall be notified by email or phone call, with details provided as possible and necessary, with additional information and updates provided on a regular basis.

The public will be notified of pertinent operational changes by way of Town website, social media and local paper.

Other interested parties, such as vendors, will be notified by phone and/or email as necessary.

The Supervisor's office will maintain communications with the public and constituents as needed throughout the implementation of this plan.

**1.3.4 Liaison with State and County:** The Supervisor of the Town of Woodstock, their designee, or 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.

**1.3.5 Resumption of Normal Operations:** Upon resolution of the public health emergency, the Supervisor of the Town of Woodstock, their designee, or successor will direct the resumption of normal operations or operations with modifications as necessary.

## 1.4 Definitions

**1.4.1 Department Head:** For purposes of this Plan for Operations, "Department Head" means either the:

Superintendent of Highways for employees in the Highway Department;

Town Clerk for employees in the Office of the Town Clerk;

Town Justices for employees in the Justice Court;

Police Chief for employees in the Police Department;

Town Supervisor for all other employees (including Police Chief).

**1.4.2 Employee:** For purposes of this Plan for Operations, "employee" means a person employed by the Town of Woodstock, including, but not limited to, provisional employees, probationary employees, temporary employees, seasonal employees, and appointed members of a board or commission, but not an Elected Official or a contractor.

**1.4.3 Contractor:** For purposes of this Plan for Operations, "contractor" means an individual performing services as party to a contract awarded by the Town of Woodstock.

**1.4.4 Essential:** For purposes of this Plan for Operations, "essential" refers to a designation made that an "employee" or "contractor" is required to be physically present at a work site to perform that person's job.

**1.4.5 Non-Essential:** For purposes of this Plan for Operations, "non-essential" refers to a designation made that an "employee" or "contractor" is *not* required to be physically present at a work site to perform that person's job.

**1.4.6 Communicable Disease:** For purposes of this Plan for Operations, "communicable disease" shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

**1.4.7 Personal Protective Equipment:** For purposes of this Plan for Operations, "personal protective equipment" means all equipment worn to minimize exposure to hazards, including gloves, face-coverings, face-shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

## PART 2 PROTOCOLS

### 2.1 Essential Employees

**2.1.1 Preamble:** When confronting events that disrupt normal operations, the Town of Woodstock is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

1. Essential functions\positions are those functions\positions that enable an organization to:

- Maintain the safety of employees, contractors, and our constituency
- Provide vital services
- Provide services required by law
- Sustain quality operations
- Uphold the core values of the Town of Woodstock

The Town of Woodstock has identified critical priority functions\positions 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, constituents, and other stakeholders will be an ongoing priority.

Essential functions\positions 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

In the event of a State-ordered reduction of **in-person** workforce,<sup>1</sup> the mission essential functions/positions for the Town of Woodstock are identified below.

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

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<sup>1</sup> Resource: U.S. Dept. of Homeland Security; Advisory Memorandum on Ensuring Essential Critical Infrastructure Workers Ability to Work During the COVID-19 Response (August 18, 2020)

## **2.1.2 Construction and maintenance of roadways**

Priority 1: Superintendent and Deputies, Foremen, HMEO, Mechanic, MEO/Mechanic, MEO

Priority 3: Secretary to the Highway Superintendent

Justification: maintain transportation routes to allow transport of goods and services, health care workers, police, volunteer firefighters, and other essential persons.

## **2.1.3 Water and Wastewater**

Priority 1: Water/Wastewater Treatment Plant Operator, Water/Wastewater Maintenance Worker

Justification: maintain water and sewer services.

## **2.1.4 Law enforcement**

Priority 1: Chief of Police; Sergeant; Police Officer

Justification: provide public safety and protection.

## **2.1.5 Dispatch**

Priority 1: Senior Dispatcher, Dispatchers

Justification: communication center for public, assist Police.

## **2.1.6 Town Administration**

Priority 1: Supervisor, Bookkeeper

Priority 3: Office Manager

Justification: maintain communication and direction between departments.

## **2.1.7 Information Technology**

Priority 1: private contractors

Justification: provide all hardware and software for the Town, maintain Town's network and phone system.

## **2.1.8 Judicial system**

Priority 4: Court Clerk

Justification: orderly continuation of the NYS judicial system.

## **2.1.9 Operation and maintenance of parks, cemeteries, and facilities**

Priority 2: Custodian, Laborer, Cleaner

Justification: maintain safe and sanitary workspaces for employees and public.

## **2.1.10 Building and safety Inspections, permitting, and plan review**

Priority 3: MCO-BI II, MCO-BI 1

Priority 4: Senior typist, Clerk

Justification: assist public in maintaining safety of private property; essential to the continuation of home and commercial construction, compliance with building codes, and fire safety.

## **2.1.11 Records Keeping & Tax Collection**

Priority 3: Town Clerk

Priority 4: Deputy Town Clerk

Justification: issue and maintain legal and public records; orderly continuation of tax collection and recording of vital statistics.

## **2.1.12 Services to animals in human care:**

Priority 1: Dog Control Officer

Justification: essential to the continuation of public safety and health.

## **2.2 Telecommuting (non-essential employees)**

**2.2.1 Preamble:** Through assigning certain staff to work remotely and by staggering work shifts, the Town can decrease crowding and density at work sites. While the positions noted above are essential, the following adjustments can be made:

1. IT can set up remote computer access for both essential and non-essential employees.
2. The office managers for both the Highway department and the Supervisor's office, as well as, the Assessor's office, the Building Department and the Planning Board can do many tasks remotely.
3. The Assessor, Building Inspectors, Highway Department, Police and Water/Sewer do much of their work in the field and are able to maintain social distance.
4. The Town Board and other volunteer boards may hold online meetings as permitted by executive order.

**2.2.2 Assignment to Work Remotely:** The Town Board, in consultation with each Department Head, will determine on a case-by-case basis which positions are to work from home in the event of a State-ordered reduction of **in-person** workforce.

**2.2.3 Computing and Word Processing Devices:** Both essential and 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. Approval from the Supervisor, provide VPN on employee's computer.?
2. Open a browser and navigate to <https://control.itsupport247.net>
3. Download one of the following authentication applications on your cell phone: Google Authenticator (recommended); Microsoft Authenticator; LastPass; Authy.

**2.2.4 Telephones:** The Town Supervisor, in collaboration with the appropriate Department Head, will assure the transfer of department phone calls.

**2.2.5 Use of Devices and Phones:** The employee should review the Employment Practices Compliance Manual where it pertains to Telephone / Cell Phone Usage (3.9), Computer Systems (3.11), and Internet Systems (3.12).

**2.2.6 Furloughs:** Non-essential employees who are not assigned to work remotely may be temporarily laid off (furloughed) without pay and will be eligible to file for New York State unemployment insurance.

The Town will continue to pay its share of the medical insurance premium for benefit-eligible employees who are furloughed for up to twelve weeks cumulative in a rolling twelve-month period.

Notwithstanding the above, the Town Board may at any time, and at its sole discretion, abolish the position resulting in the permanent layoff of the employee.

## **2.3 Workplace Isolation and Protocols (essential employees)**

The protocols listed below are to reduce "overcrowding" of certain essential employees.

### **2.3.1 Highway**

**Access to Workplace** - In the event an essential employee in the Highway Department is uncertain of symptoms (e.g. fever, joint ache, congestion), the employee may not enter the workplace and must notify the Highway Superintendent who will arrange for the employee's temperature to be taken.

**Isolation** - To the extent possible, only one person will be assigned to ride in a vehicle.

**Staggered Work Shifts** - In accordance with the Collective Bargaining Agreement (6.1.1 and 6.1.2), the Highway Superintendent may implement staggered work shifts so as to limit the number of employees on the job site and in the highway garage at any one time.

**Face-Coverings** - The Highway Department will be provided face-coverings. Every employee must wear an approved face-covering any time when in the highway garage or other enclosed areas or unable to keep a six-foot distance from another employee. Every employee must wear an approved face-covering when amongst the public and in places of business, regardless of the distance.

**Distancing** - To the extent possible, every employee must keep distance of at least six feet from other employees or when amongst the public.

**Break Room** - no more than **five persons** may assemble in the break room; occupants must wear face coverings (except for eating) and maintain six feet distance from any other occupant.

**Hand Washing** - Every employee should frequently wash hands with soap and water for at least 20 seconds. When soap and running water are not available, the employee should use an alcohol-based hand rub with at least 60% alcohol.

**Disinfecting of Vehicles** - The Highway Superintendent will ensure the daily cleaning, sterilizing, disinfecting of Highway Department vehicles and equipment (knobs, dash, handles, steering wheels, etc.).

**Disinfecting of Facilities** - The Highway Superintendent will ensure the daily cleaning, sterilizing, and disinfecting of the Highway Department building (doorknobs, light switches, chairs, etc.).

### **2.3.2 Justice Court**

Unlike other Town of Woodstock government departments, the Town Justice Court must also comply with orders and guidance from State officials, including the New York State Chief Administrative Judge, the Third Judicial District Administrative Judge, and the Office of Court Administration. If during a communicable disease that is the subject of a public health emergency the foregoing officials or agency have issued orders/guidance to the Town Court that conflict with this Plan for Operations, the Town Justice Court must follow the State orders/guidance.

**Access to Workplace** - In the event an essential employee in the Justice Court is uncertain of symptoms (e.g. fever, joint ache, congestion), the employee may not enter the workplace and must notify one of the Town Justices who will arrange for the employee's temperature to be taken.

**Isolation** - To the extent possible, only one employee will work in Justice Court office at one time.

**Staggered Work Shifts** - Each part-time Court Clerk may be assigned to work a staggered work shift so that no two employees are assigned to work the same hours.

**Face-Coverings** - The Justice Court will provide face-coverings. Every employee must wear an approved face-covering any time when in Town Hall or other enclosed areas or unable to keep a six-foot distance from another employee. Every employee must wear an approved face-covering when amongst the public and in places of business, regardless of the distance.

**Distancing** - To the extent possible, every employee must keep distance of at least six feet from other employees or when amongst the public. Work stations (desks) must be at least six feet apart.

**Hand Washing** - Every employee should frequently wash hands with soap and water for at least 20 seconds. When soap and running water are not available, the employee should use an alcohol-based hand rub with at least 60% alcohol (provided; located by time clock).

**Disinfecting of Facilities** - The Town Justices will ensure the daily cleaning, sterilizing, and disinfecting of the Court Facility and offices (doorknobs, light switches, chairs, etc.).

### 2.3.3 Other Essential Employees

**Access to Workplace** - In the event an employee is uncertain of symptoms (e.g. fever, joint ache, congestion), the employee may not enter the workplace and must notify the appropriate Department Head (e.g. Town Supervisor or Town Clerk) who will arrange for the employee's temperature to be taken.

**Isolation** - To the extent possible, only one person will be assigned to ride in a vehicle.

**Staggered Work 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, the Town will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure.

The Maintenance department will be assigned to clean office space after normal hours of operation.

**Face-Coverings** - The Town Supervisor will ensure the provision of face-coverings. Every employee must wear an approved face-covering any time when in Town Hall or other enclosed areas or unable to keep a six-foot distance from another employee. Every employee must wear an approved face-covering when amongst the public and in places of business, regardless of the distance.

**Distancing** - To the extent possible, every employee must keep distance of at least six feet from other employees or when amongst the public. Work stations (desks) must be at least six feet apart.

**Hand Washing** - Every employee should frequently wash hands with soap and water for at least 20 seconds. When soap and running water are not available, the employee should use an alcohol-based hand rub with at least 60% alcohol.

**Disinfecting of Facilities** - The Town Supervisor will ensure the daily cleaning, sterilizing, and disinfecting of the Town Offices (doorknobs, light switches, chairs, etc.). This does not include court facilities or highway department facilities.

## **2.4 Personal Protective Equipment**

**2.4.1 Preamble:** The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include: masks; gloves, plexiglass shields (for counters/desks); and cleaning supplies<sup>2</sup>.

Employees that come in contact with the public will be supplied with masks and gloves.

Office spaces open to the public will be provided with plexiglass shields.

**2.4.2 Procurement of PPE:** The Maintenance Department head will maintain enough PPE to be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least eight weeks.

In the event regular suppliers are unable to fulfill demand, the Maintenance Department head will coordinate with the Ulster County Emergency Services and County Purchasing.

The Maintenance Department Head will maintain an up-to -date list of PPE suppliers.

**2.4.3 Storage:** Storage of, access to, and monitoring of PPE stock:

- PPE must be stored in a manner which will prevent degradation;
- Employees must have immediate access to PPE in the event of an emergency;
- The supply of PPE must be monitored to ensure integrity and to track usage rates; and
- The Maintenance Department head is responsible for ensuring the PPE supplies are sufficient for the Town's needs.

## **2.5 Weekly Monitoring**

**2.5.1 Preamble:** The Center for Disease Control and the New York State Department of Health have issued guidelines and mandatory practices required for the workplace. The Town's legal

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<sup>2</sup> 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.

and liability insurance representatives recommend the Town adhere to these practices as closely as possible. The practices listed below will be required for all Town employees and visitors.

**2.5.2 Weekly Health Questionnaire:** Every employee must review the weekly health questionnaire for every day of employment during the week and verify on their signed timesheet all answers are "no". In the case of a "yes" answer to any question, the employee will complete a full questionnaire, sign and submit it to the Town Supervisor.

**2.5.3 Daily Temperature Testing:** Each employee will take his/her temperature on the daily basis. Any temperature of 100 degrees Fahrenheit or higher will require a full questionnaire be completed and submitted. (see 2.5.2)

Any employee with a temperature over **100.4 degrees** Fahrenheit must leave the workplace and return home. The Department Head must immediately notify the Town Supervisor who will notify the **Ulster County Department of Health** for appropriate action (e.g. diagnostic testing; quarantining).

**2.5.4 See Something - Say Something:** All Town employees must report any unusual health conditions they experience or observe in others to the appropriate Department Head or to the Town Supervisor.

## **2.6 Suspected and Known Exposures**

**2.6.1 Preamble:** Following present CDC guidelines, the Town has established the following protocols if an employee is exposed to a known case of a communicable disease that is the subject of a public health emergency, exhibits symptoms of such disease or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace.

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Each Department Head (as defined in 1.3.1 above) should always review the most up to date CDC guidelines.

The Town recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Town will follow CDC/public health recommendations and requirements and coordinate with local public health office for additional guidance and support as needed.

**2.6.2 Verified Exposure:** 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 for more than fifteen minutes or having direct contact with the infectious secretions of an infected person.):

1. Potentially exposed employees or contractors who do not have symptoms must 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 Town Supervisor must be notified and is responsible for ensuring these protocols are followed.

c. Refer to Section 2.8 below on 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. Refer to section 2.6.5 on Cleaning and Disinfection for additional information on that subject.

d. If at any time they exhibit symptoms, refer to section 2.6.3.

e. The Town Supervisor must be notified and is responsible for ensuring these protocols are followed.

**2.6.3 Unverified Illness:** 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 must be immediately separated from other employees and visitors and be sent home. The employee must immediately notify the Town Supervisor and the Ulster County Department of Health and follow all instructions issued.

2. Employees and contractors who exhibit symptoms outside of work must notify the appropriate Department Head (as defined in 1.3.1 above) and stay home. The employee must immediately notify the Town Supervisor and the Ulster County Department of Health and follow all instructions issued.

3. Employees must 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 Woodstock may require sick employees to provide a test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.
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 employee must inform the Town Supervisor who is responsible for ensuring these protocols are followed.

**2.6.4 Verified Illness:** If an employee or contractor has tested positive - or is otherwise quarantined - for the communicable disease that is the subject of the public health emergency, the employee must stay home and, as soon as possible, notify the Town Supervisor.

The employee must immediately notify the Town Supervisor and the Ulster County Department of Health and follow all instructions issued.

Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.

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.

Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately. Refer to section 2.6.5 on Cleaning and Disinfection for additional information on that subject.

Identification of potential employee and contractor exposures will be conducted. If an employee or contractor is confirmed to have the disease in question, the Town Supervisor will review the Daily Log of Visitors and notify the Ulster County Department of Health of every person in contact with an infected person.

The Town Supervisor is responsible for ensuring these protocols are followed.

**2.6.5 Disinfecting of Workspace and Equipment:** Upon notification of an employee or contractor diagnosed, showing symptoms, or testing positive for a communicable disease that is the subject of the public health emergency, the appropriate Department Head (as defined in 1.3.1

above) will ensure that the work area of any employee or contractor known or suspected to be infected is immediately and thoroughly disinfected.

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. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly. The Maintenance Department is responsible for cleaning common areas on a daily basis.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## 2.7 Leaves of Absence

**2.7.1 Preamble:** The protocols listed below pertain to available leave to receive testing, treatment, isolation, or quarantine due to a communicable disease that is the subject of a public health emergency. Such public health emergencies are extenuating and unanticipated circumstances in which the Town of Woodstock 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.

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 Woodstock, and as such are not provided with paid leave time by the Town.

**2.7.2 Unverified Illness:** An employee who answers “yes” to any of the symptoms on the Weekly Health Questionnaire or has reason to believe to have symptoms of a communicable disease that is the subject of a public health emergency will be required to leave the workplace and return home.

The employee must immediately contact the Town Supervisor and the Ulster County Department of Health for appropriate action (e.g. diagnostic testing; quarantining). The employee must fully comply with the directives of the Ulster County Department of Health.

The employee will be placed on a “temporary leave of absence”, without loss of pay or leave credits, until the Town Supervisor has determined that the employee may either work remotely or safely return to the workplace based on the findings of the Ulster County Department of Health and/or the employee’s treating physician.

In the event the employee is ordered to quarantine, the first two consecutive weeks of the quarantine will be without loss of pay or leave credits. Should the quarantine be for more than two consecutive weeks, the employee may draw on sick leave credits or request to be placed on an unpaid leave of absence.

Notwithstanding the above, the Town Supervisor, in consultation with the appropriate Department Head, may direct the employee to work from home during the quarantine.

An employee who feels ill and is not reporting to work without a positive test result or other diagnosis for a communicable disease that is the subject of a public health emergency is not eligible for the “temporary leave of absence” above, but may draw on sick leave credits for the illness.

**2.7.3 Exposure to Others:** An employee who has been identified to be in close contact with a person who is/was infected or quarantined, either through “contact tracing” (see 2.8 below) or by reasonable belief, will be required to leave the workplace and return home.

The employee must immediately contact the Town Supervisor and the Ulster County Department of Health for appropriate action (e.g. diagnostic testing; quarantining). The employee must fully comply with the directives of the Ulster County Department of Health.

The employee will be placed on a “temporary leave of absence”, without loss of pay or leave credits, until the Town Supervisor has determined that the employee may either work remotely or safely return to the workplace based on the findings of the Ulster County Department of Health.

In the event the employee is ordered to quarantine, the first two consecutive weeks of the quarantine will be without loss of pay or leave credits. Should the quarantine be for more than two consecutive weeks, the employee may draw on sick leave credits or request to be placed on an unpaid leave of absence.

Notwithstanding the above, the Town Supervisor, in consultation with the appropriate Department Head, may direct the employee to work from home during the quarantine.

**2.7.4 Verified Illness:** An employee who tests positive for a communicable disease that is the subject of a public health emergency must immediately contact the Town Supervisor and the Ulster County Department of Health. The employee must fully comply with the directives of the Ulster County Department of Health.

In the event the employee is ordered to quarantine, the employee will be placed on a “temporary leave of absence” for the duration of the quarantine. The first two consecutive weeks of the quarantine will be without loss of pay or leave credits. Should the quarantine be for more than two consecutive weeks, the employee may draw on sick leave credits or request to be placed on an unpaid leave of absence.

Notwithstanding the above, the Town Supervisor, in consultation with the appropriate Department Head, may assign the employee to work from home during the quarantine.

**2.7.5 Travel to Hot Spots:** Any employee who travels to a location designated by the State or County as a “hot spot” must immediately notify the Ulster County Department of Health and the Town Supervisor who may order appropriate action (e.g. diagnostic testing; quarantining).

An employee who voluntarily travels to such a “hot spot” and is ordered to quarantine will be placed on a “temporary leave of absence” without pay and may not draw on paid leave credits.

Notwithstanding the above, the Town Supervisor, in consultation with the appropriate Department Head, may authorize the employee to work from home while in quarantine, the employee will be paid for all authorized hours worked. Note: The exercise of this exception does not imply that it will be made for any other employee.

**2.7.6 Child Care:** The Town 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. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

The Town 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 Town, 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. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

## **2.8 Contact Tracing - Documentation Work Hours and Locations**

**2.8.1 Preamble:** In the event there is a communicable disease that is the subject of a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts.

**2.8.2 Employee Work Records:** In the event there is a communicable disease that is the subject of a public health emergency, employees will note on their time sheets hours worked as well as all locations, on site, off site visits or at their home. This information will be submitted to the bookkeeper and/or the Supervisor. This information may be used by the Town of Woodstock to support contact tracing within the organization and may be shared with local public health officials.

**2.8.3 Contractor Work Records:** In the event there is a communicable disease that is the subject of a public health emergency, each Department Head (as defined in 1.3.1 above) must document the precise hours and work locations, including off-site visits, for contractors.

**2.8.4 Daily Log of Visitors:** In the event there is a communicable disease that is the subject of a public health emergency, each Department Head (as defined in 1.3.1 above) must ensure that a daily log is kept of all visitors, delivery personnel, or outside vendors entering the facility with records of the date and time they entered and left the facility.

**2.8.5 Notification of Ulster County Department of Health:** In the event of a suspected or known case of a communicable disease that is the subject of a public health emergency, the Town Supervisor will contact the Ulster County Department of Health to implement "contact tracing".

Note: the Center for Disease Control defines close contact with an infected person as being within six feet for more than fifteen minutes or having direct contact with the infectious secretions of an infected person.

## **2.9 Emergency Housing for Essential Employees**

**2.9.1** 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 Woodstock's essential operations.

**2.9.2** 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 Woodstock through the Supervisor's office will coordinate with the Ulster County Emergency Management office to help identify and arrange for these housing needs.

## **2.10 Personal Health Data**

**2.10.1 Confidentiality:** All personal health data collected of an employee is confidential and will only be used for communicable disease data collection and/or contact tracing by the Ulster County Department of Health.

The identification of an employee infected with a communicable disease that is the subject of the public health emergency will remain confidential to the public and other Town employees unless directed otherwise by the Ulster County Department of Health.

**2.10.2 Data Retention:** All collected communicable disease health data will be archived by the Town of Woodstock Town Clerk and kept in a confidential file apart from personnel files until the data is no longer necessary for public health purposes.

Any lost, hacked, stolen or unauthorized disclosure of health/medical information must be immediately reported to the Town Supervisor.

