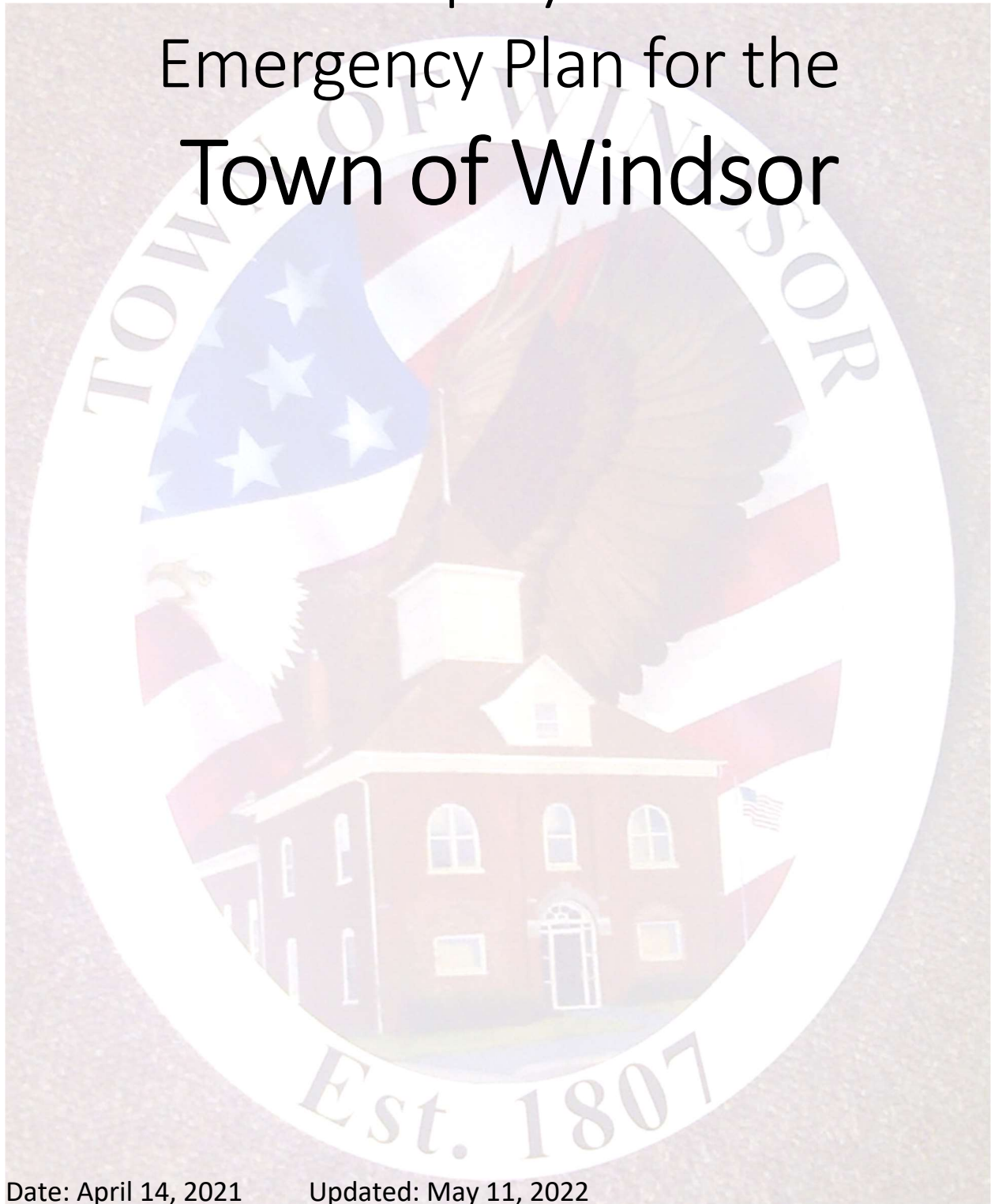


# Public Employer Health Emergency Plan for the Town of Windsor



Date: April 14, 2021

Updated: May 11, 2022

## Promulgation

This plan has been developed in accordance with NYS legislation S8617B/A10832Promulgation

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 Teamsters Local 317, 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 the Municipality or its 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 Windsor, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law section 27-c, to address public health emergency planning requirements. 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.

Signed on this day: May 11, 2022

By: Mark Odell

Signature: \_\_\_\_\_

Title: Town of Windsor Supervisor

# Record of Changes

Date of Change	Description of Change	Implemented by
5/11/2022	Updates Broome County Emergency Service Information	Town Clerk

## Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions	4
Purpose	4
Scope	4
Situation Overview	4
Planning Assumptions	4
Concept of Operations	5
Mission Essential Functions	6
Essential Positions	7
Reducing Risk through Remote Work and Staggered Shifts	8
Remote Work Protocols	8
Staggered Shifts	10
Personal Protective Equipment	10
Staff Exposures, Cleaning, and Disinfection	11
Staff Exposures	11
Cleaning and Disinfecting	13
Employee Leave	13
Documentation of Work Hours and Locations	14
Housing for Essential Employees	14
Attachment 1: Public Health Emergency Staff Contact Tracing Log	15

## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. 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 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 Windsor. 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 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 is crucial to maintaining our mission essential operations. We encourage all employees 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 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 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 that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Town Supervisor of Town of Windsor, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor.

Upon the determination of implementing this plan, all employees of Town of Windsor shall be notified by the Town Supervisor, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Town of Windsor residents will be notified of pertinent operational changes by way of notice in The Windsor Standard and the Town's website [www.windsorny.org](http://www.windsorny.org). Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of Town of Windsor, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, when it is safe to do so, and in accordance with guidance from public health officials and the State, the Town Supervisor of Town of Windsor, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

This plan may be modified by the Town Supervisor as reasonably necessary to address the public health emergency and to comply with any and all changes in applicable state, federal and local laws, regulations, and guidance.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Town of Windsor 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, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Town of Windsor

The Town of Windsor 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, 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 Town of Windsor have been identified as:

Complete the table below by identifying each essential function with a description and identified priority. Provide as much detail as necessary to identify and describe each function. You may press TAB to advance through the table and to add rows if needed. The purple highlighted text is provided as an example. While this is not a requirement of the plan, it will help you in the identification of essential personnel.

Essential Function	Description	Priority
Road and Equipment	All personnel and equipment necessary to maintain roads	1
Wastewater Treatment Plant Monitoring	Monitoring, reporting and maintaining the of operation of wastewater treatment plant	1
Town Administration and Bill Payment	Town management and other necessary operations. Timely payment of bills and other financial commitments (Requires the Town Board to convene at least monthly to approve payments)	1
Payroll	Accounting for and payment of wages and benefits for all Town employees.	1
Justice Court	Judicial proceedings, reporting, collection of fines and fees, correspondence	3
Town Clerk/Registrar	Responsible for correspondence, receipt of payments of taxes, licenses and sewer. Receipt and filing of vital records and collection of any payments associated. Other administrative duties in regards to record keeping.	2

Cleaning of Town Hall	Cleaning of work areas, restrooms, floors and common areas. Refuse removal.	1
Code Enforcement	Building inspections, fire inspections, enforcement of building, property maintenance and related codes, building permits and other code enforcement matters	3
Annual Board of Assessment Review	Review of grieved assessments	4
Control of Dogs	Responding to dog running at large and any other dog related issues	3
Fire Protection	Town fire and rescue response (contracted)	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.

Using the same list of essential functions, you identified above, identify the essential positions or titles (not people by name) that are necessary to the continued operation of that function. Provide a justification for each position, answering the question 'Why this position must be staffed on-site?' The purple highlighted text is provided as an example.

Essential Function	Essential Positions/Titles	Justification for Each
Road and Equipment	<ul style="list-style-type: none"> <li>Highway Superintendent and employees</li> </ul>	Manages snow removal, road and property town maintenance
Wastewater Treatment Plant Monitoring	<ul style="list-style-type: none"> <li>Wastewater Treatment Plant Supervisor and operators</li> </ul>	Monitors and maintains the operation of the Wastewater Treatments plant
Town Administration and Bill Payment	<ul style="list-style-type: none"> <li>Town Supervisor</li> <li>Town Board</li> </ul>	Receipt, review, approval, tracking and payment of liabilities
Payroll	<ul style="list-style-type: none"> <li>Secretary to Supervisor</li> </ul>	Tracking and payment of personnel time and benefits.
Justice Court	<ul style="list-style-type: none"> <li>Court Justices, in accordance with NYS Office of Court Administration guidance</li> <li>Court Clerks, in accordance with</li> </ul>	Maintain and process court dockets, including traffic tickets, criminal matters, small claims and local code violations. Receive fines and fees. Develop and submit reports.



	NYS Office of Court Administration guidance	
Town Clerk/Registrar	<ul style="list-style-type: none"> <li>● Town Clerk</li> </ul>	Notify media sources of Town information, receiving mail processing payments for taxes, licenses and sewer payments. Receipt and filing of vital records and payments associated. Record keeping for the Town.
Cleaning of Town Hall	<ul style="list-style-type: none"> <li>● Cleaner</li> </ul>	Cleaning of work areas, common areas and floors. Refuse collections.
Code Enforcement	<ul style="list-style-type: none"> <li>● Code Officer</li> </ul>	Building inspections, fire inspections, enforcement of building, property maintenance and related codes, building permits and other code enforcement matters
Annual Board of Assessment Review	<ul style="list-style-type: none"> <li>● Assessor Board of Review</li> </ul>	Provides assessment of private property. Review's assessment grievances.
Control of Dogs	<ul style="list-style-type: none"> <li>● Dog Control Officer</li> </ul>	Respond to dog issues in the Town
Fire Protection	<ul style="list-style-type: none"> <li>● Fire Chief</li> <li>● Firefighter</li> </ul>	Fire protection assets must respond on scene to provide emergency services as needed

It is important to note that the Justice Court is a vital component of town government, with Justice Court functions budgeted and supported by the Town Board and Town Supervisor. However, we recognize that the New York State Office of Court Administration holds dominion over Justice Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Justice Courts operate; which may not fully align with this plan or other measures taken by the Town Board or Town Supervisor. As such, the Town Board, Town Supervisor, and Town Clerk will coordinate as necessary with Justice Court personnel to ensure safe and effective continuity of town Justice Court.

## 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 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

Provide detail here to the protocols which will be used to implement the steps identified above. Consider a chain of command and approving authorities, who is responsible for implementation of activities, availability of technology, troubleshooting, and equipment accountability. Think about the workflow of all personnel working remotely to ensure they will be able to accomplish their duties.

The Town Supervisor or their designee, shall identify staff who will work remotely. This identification may be done with the input of the Town Board, Town Clerk and Justice Court. The Town Supervisor or their designee shall notify staff by phone of this change of assignment, with specific instruction as necessary to support implementation. The Town Supervisor shall coordinate all necessary resources to provide hardware, software and network support as necessary to support implementation of remote work, ensuring that staff are able to access necessary files, emails and phone messages remotely. The Town Supervisor; including Secretary to the Supervisor, Town Clerk, Assessor and Highway Department have the ability to forward their telephone lines to an off-site number. The Code Enforcement/Zoning Officer and Dog Control Officer are able to access their messages remotely as they share one line, forwarding would not be possible. All employees are able to access their email remotely via any web browser by signing in to [www.webmail.adamscable.com](http://www.webmail.adamscable.com) or [www.accounts.google.com](http://www.accounts.google.com); all staff have accessibility at home on personal equipment.

As possible, 'essential' staff may be assigned to work remotely for part of their work week to reduce exposures. Further, business hours and locations of Town government may be altered to best accommodate public health protective actions for employees and the public. Alterations to building access and the means by which the public interacts with Town employees may also take place to support these protections. Protective actions may include, but are not limited to occupancy restrictions, protective barriers, and increased conduct of business by internet, phone, or other means. The Town Supervisor will determine the need and the employees that will need to work remotely as set forth in accordance with County, State Health Department and CDC guidelines and requirements.

Note that as of the development of this original plan, remote work is extremely limited for some employees due to poor internet services in the area. While it is expected that the infrastructure necessary to support this capability will eventually be available, this is likely to take several years. For the time being, staggering shifts will be the most effective means of safely supporting continuity of operation for some essential staff.

### **Troubleshooting/ Communication**

The Town Clerk or their designee will be available by email, phone, and video call to coordinate responses to IT issues encountered by employees working remotely.

Communications between employees shall be maintained through email, phone, and video call. Departments shall implement regular conference calls via phone or video.

Employees are expected to communicate to their immediate superior any workflow and operational issues and any delays arising from working remotely.

## Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Town of Windsor 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

Provide detail here to the protocols which will be used to implement the steps identified above. Consider chain of command and approving authorities, building access and status of utilities off of core hours, and security off of core hours.

The Town Supervisor will identify staff and coordinate schedules for staggered shifts. The Town Supervisor may modify the positions subject to staggering and the hours of staggered shifts and they deem necessary and appropriate to further the objectives of this plan.

## 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. 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.

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 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 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

Provide detail here to the protocols which will be used to implement the steps identified above. Consider the variety of PPE required and how needs will be identified. Consider established suppliers (list suppliers, contract

numbers, contact information, etc.), and ensure you have backups. While cleaning supplies are not a requirement of the new law, it is suggested that they are included here as well. Reference applicable emergency procurement procedures as needed. How much PPE will you maintain on hand? Where will it be stored? Who will have immediate access to it? Who is responsible for monitoring and maintaining the stock of PPE? A stockpile of eight weeks of PPE is recommended.

PPE Item	Number of essential employees requiring PPE item	Total number of PPE required
Masks (N95s?)	33	2640
Gloves	33	2640
Other? (Plastic shielding, amounts of cleaning supplies/hand sanitizer?)	Plastic Shields for Court, Clorox Wipes, Lysol, Clorox Wipes, Paper Towels	6 Plastic Shields, Per Building- 8 containers (1case) of Clorox Wipes, 8 cans of Lysol, 8 rolls of paper towels

The Cleaner is responsible for maintaining cleaning supplies for the Town Hall. The Town Clerk is responsible for the maintaining and distributing of PPE for Town Hall personnel. The Highway Superintendent is responsible for maintaining cleaning supplies along with maintaining and distributing PPE for the Highway Department. The Wastewater Treatment Plant Supervisor is responsible for maintaining cleaning supplies along with maintaining and distributing PPE for the Wastewater Treatment Plant. The Cleaner, Highway Superintendent, and Wastewater Treatment Plant Supervisor shall promptly notify the Town Clerk when additional supplies and/or PPE must be purchased. The Town will make all efforts to procure PPE and cleaning supplies through established vendors, with the County Emergency Services Office identified as back-up in the event of an inadequate supply chain. The Town shall procure cleaning supplies and PPE in accordance with all applicable procurement laws and guidelines, provided where such laws and guidelines have been modified because of the public health emergency, the Town may utilize the modified procurement procedures.

**Sources of PPE**

Source of PPE	PPE Supplier can Provide	Phone/Email	Contact person if any
Broome County OEM	Masks, gloves, gowns, hand sanitizer.	607-778-2170 <a href="mailto:EOC@co.broome.ny.us">EOC@co.broome.ny.us</a>	Director of Emergency Services
Staples	Cleaning Supplies, hand sanitizer, masks, gloves	888-753-4106 <a href="http://www.staplesadvantage.com">www.staplesadvantage.com</a> NYS Contract Acct# PC67296	Rachel Carney 585-524-7747 <a href="mailto:Rachael.Carney@staples.com">Rachael.Carney@staples.com</a>

**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 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 who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. The Town Supervisor will be the point of contact for potential exposure. The Town Supervisor, Highway Superintendent and Wastewater Treatment Plant Supervisor will ensure protocols are followed.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee, 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 will be limited as much as possible.
    - c. Work areas in which the subject employee are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.
    - e. The Town Supervisor will make the determination. The Town Supervisor, Highway Superintendent and Wastewater Treatment Plant Supervisor will ensure protocols are followed.
- B. If an employee exhibits symptom of the communicable disease that is the subject of the public health emergency:
1. Employees who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. Regarding return to work, the Agreement with the Teamsters and the Employee Manual for non-Union employees shall be followed.
  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 Town Supervisor, Highway Superintendent and Wastewater Treatment Plant Supervisor will ensure protocols are followed.
- C. If an employee 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 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 exposures will be conducted
  - a. If an employee is confirmed to have the disease in question, Town Supervisor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Town Supervisor, Highway Superintendent and Wastewater Treatment Supervisor will ensure protocols are followed and that any additional personnel are notified.

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 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 on an as needed basis in accordance with applicable guidance.
  - b. Responsibility for cleaning common areas, meeting rooms, and town vehicles after use.
    - All Town employees will clean their work areas, meeting rooms and town vehicles after use.
    - The Cleaner, Highway Superintendent, and Wastewater Treatment Plant Supervisor will ensure adequate cleaning supplies are available and will ensure that high traffic/high touch areas are disinfected.
    - The Cleaner will provide regular cleaning of all spaces in the Town Hall in accordance with cleaning guidelines provided by County and State Health Department and the CDC.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Employee Leave

Review and modify the following as necessary, though note that it is based upon current legal requirements

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Windsor is committed to reducing the burden on our employees. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Windsor have access to all paid and unpaid leave time for testing, quarantining, vaccination, and caring for dependents as they are entitled under the applicable law or regulation. The Town of Windsor may, in its own discretion, provide additional paid or unpaid leave time to employees in the event of a public health emergency.

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.

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.

## 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 to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Windsor to support contact tracing within the organization and may be shared with local public health officials.

Detail your means and methods of tracking hours and locations, which may be paper-based or electronic logging, tracking via a smartphone app, or other. Detail the terms and conditions of such, when and how the information is used, and who is responsible for handling and managing the information

Upon activation of this plan, documentation of work hours and locations to support contact tracing will be coordinated by the Town Clerk for Town Hall staff, Highway Superintendent for Highway Department staff and Wastewater Treatment Plant Supervisor for Wastewater Treatment Plant staff. The Public Health Emergency Staff Contact Tracing Log (attached) will be used by all staff on a daily basis to document their work hours and locations. Completed forms shall be sent to the Town Clerk for file at the end of their shift. These logs shall be made available to public health officials to support contact tracing efforts upon request.

## 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 Windsor'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 Windsor will coordinate with the Broome County Health Department and/or The Office of Emergency Services to help identify and arrange for these housing needs. The Town Supervisor and the Town Clerk will coordinate these efforts on behalf of the Town.

Attachment 1: Public Health Emergency Staff Contact Tracing Log

Date:		
Name	Time In/Out	Location