

Public Employer Health Emergency Plan for The City of Hornell

February 12, 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 Hornell Police Department Local 3515, Law Enforcement Officers Union Council 82, AFSCME, AFL-CIO, the Hornell Firefighters Association Local 835, the Water and Waste Water Treatment Plant Operators Association, the City Building Employees Association and the Department of Public Works Association, as required by the amended New York State Labor Law.

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

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

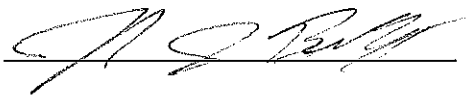
--

As the authorized official of the City of Hornell, 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: February 12, 2021

By: John J. Buckley

Title: Mayor

Signature: 

Record of Changes

Date of Change	Description of Change	Implemented by

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.....	5
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	8
Personal Protective Equipment	9
Staff Exposures, Cleaning, and Disinfection	10
Staff Exposures	10
Cleaning and Disinfecting	12
Employee and Contractor Leave.....	12
Documentation of Work Hours and Locations	13
Housing for Essential Employees	13

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

Upon the determination of implementing this plan, all employees and contractors of the City of Hornell shall be notified by phone, email or in person, with details provided as soon as possible and necessary, with additional information and updates provided on a regular basis. City of Hornell residents will be notified of pertinent operational changes by way of: a Code Red Emergency Notification Call, the City of Hornell Facebook Page, and the City of Hornell website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Mayor's office will maintain communications with the public and constituents as needed throughout the implementation of this plan.

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

Upon resolution of the public health emergency, the Mayor of the City of Hornell, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the City of Hornell 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 City of Hornell

The City of Hornell 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 City of Hornell have been identified as:

Essential Function	Description	Priority
Water Treatment Plant	Provides all water service to the City, Village of North Hornell and a portion of the Town of Hornellsville	1
Waste Water Treatment Plant	Provides all sewer services to the City, Village of North Hornell and a portion of the Town of Hornellsville	1
Police	Provides police protection to the city	1
Fire/Ambulance	Provides fire protection to the city and back up protection for neighboring municipalities. Provides ambulance coverage to the city & neighboring areas as well as medical transports for St. James Hospital	1
Codes	Ensures structures are safe and code compliant, inspects rental units and businesses within the city, approves all building permits	2
Department of Public Works	Maintains all water & sewer lines, keeps streets clear of snow, ice, debris, etc., road & bridge repair, maintenance of city buildings & vehicles	1
Chamberlain's Office	All accounts receivable- Issue & collect all ambulance, water, garbage, sewer & taxes bills, process city payroll	3
City Clerk's Office	All accounts payable& record keeping- Retains marriage, birth & death records, issues marriage, dog & cat licenses, issues building permits,	3

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Water Treatment Plant	<ul style="list-style-type: none"> Water Control Plant Operator(s) All staff 	Provides all water service to the City, Village of North Hornell and a portion of the Town of Hornellsville. Full staff required onsite to operate plant.
Waste Water Treatment Plant	<ul style="list-style-type: none"> Plant Operator(s) All staff 	Provides all sewer service to the City, Village of North Hornell and a portion of the Town of Hornellsville. Full staff required onsite to operate plant.
Police	<ul style="list-style-type: none"> Chief Captain All Officers Secretary 	Provides police protection to the city. All staff needed to report on site at beginning of shift, after which staff is dispersed as needed to provide public safety throughout the city.
Fire/Ambulance	<ul style="list-style-type: none"> All staff 	Provides fire protection to the city and back up protection for neighboring municipalities. Provides ambulance coverage to the city & neighboring areas as well as medical transports for St. James Hospital. All staff needed to report on site at beginning of shift, after which staff is dispersed as needed to provide fire and ambulance coverage.
Codes	<ul style="list-style-type: none"> Code Enforcement Officer(s) Secretary 	Ensures structures are safe and code compliant, inspects rental units and businesses within the city, approves all building permits. Code enforcement officer(s) need to report to the office at the beginning and end of shift/as needed to receive and document visits, calls, complaints, review/approve permits, etc. Secretary can alternate between onsite work and remote work.
Department of Public Works	<ul style="list-style-type: none"> Superintendent General & Assistant Foreman General Labor Workers Building Maintenance Mechanic 	Maintains all water & sewer lines, keeps streets clear of snow, ice, debris, etc., road & bridge repair, maintenance of city buildings & vehicles. Staff needs to report at the beginning and end of shift/as needed to obtain equipment and supplies after which they are dispersed to work sites as needed.
Chamberlain's Office	<ul style="list-style-type: none"> Chamberlain Account Clerk(s) 	In order to maintain dual control and process all payments received over the phone, via mail or the drop box, process payroll, and process bank deposits at least 2 account clerks must be on site.
City Clerk's Office	<ul style="list-style-type: none"> City/Deputy Clerk Account clerk/or 	Staff can work remotely for the most part but need to be onsite daily to get and distribute mail, process permit applications and licenses as needed and print checks for accounts payable as

	accounts payable • Registrar/Deputy registrar	needed.
--	--	---------

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who can work remotely

Department	Positions/Titles	
Mayor's Office	<ul style="list-style-type: none"> Mayor Executive Assistant 	
Chamberlain's Office	<ul style="list-style-type: none"> City Chamberlain Account Clerk(s) 	
Clerk's Office	<ul style="list-style-type: none"> City/Deputy Clerk Account clerk/or accounts payable Registrar/Deputy registrar 	
Assessor's Office	<ul style="list-style-type: none"> Assessor 	
Planning	<ul style="list-style-type: none"> City Planner 	
DPW	<ul style="list-style-type: none"> Engineering Aide 	
Codes	<ul style="list-style-type: none"> Secretary 	

2. Approval and assignment of remote work – This will be determined by the City Mayor at the time of plan implementation and will be adjusted based on need, work flow, necessary safety protocols, available technology, staffing and office/building layout.
3. Equipping staff for remote work - This will be done at the time of plan implementation by the City's IT contractor at the direction of the Mayor, 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 - phone lines will be forwarded to off-site staff as needed and/or to staff voicemail to be check at designated intervals.

Staggered Shifts

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

This will be determined by the City Mayor at the time of plan implementation and will be adjusted based on need, work flow, necessary safety protocols, available technology, and staffing and office/building layout.

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 City of Hornell department heads will work together with the Fire Chief, Mayor and City Clerk to determine the PPE needs of their respective departments on an ongoing basis. They will take into account stock on hand and look at the most recent pandemic/ health emergency to determine the amount used and/or needed based on current staffing levels. The Fire Chief, Police Chief, DPW Superintendent, City Clerk and Mayor will coordinate on the procurement of all PPE including cleaning supplies. The City of Hornell will utilize local and national suppliers in the commercial, retail and EMS fields to obtain needed PPE and cleaning supplies mitigating any supply chain disruptions. In the event of a supply chain disruption or shortage of PPE disbursement will be prioritized based on emergency services and need with the most essential services receiving priority.

City department heads in conjunction with the Fire Chief and City Clerk will be responsible for maintaining and monitoring of PPE stock. Any overflow of PPE will be housed at the Hornell Fire Department as they are trained in the storage and retention of PPE to prevent damage or deterioration over time. The Hornell Fire Department stock supply can be accessed 24/7 as needed by contacting the Fire Chief or Captain on duty, thus ensuring that

employees are provided with the proper PPE at any time. The PPE and cleaning supplies for City Hall will be stored in the City Clerk's locked storage cage in the basement of City Hall with overflow to be housed at the Hornell Fire Department. City Hall PPE and cleaning supplies will be inventoried and logged by the City Clerk who will control distribution and procurement.

The Hornell Fire Department will provide the necessary training on any needed PPE including but not limited to when and what PPE is needed, how to don and doff PPE, and fit testing. Each member of the Hornell Fire Department has been trained in this area and as a 24/7 department will be available for training when needed. Training can be done by videos, charts and/or in house training at any time by contacting the Fire Chief or Captain on duty.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Mayor must be notified immediately of any potential exposure of employees or contractors and is responsible for ensuring these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Mayor is the decision-maker in these circumstances and is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. The City of Hornell will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Mayor must be informed immediately of any employee or contractor exhibiting symptoms of the communicable disease that is the subject of the public health emergency and is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Mayor or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Mayor must be notified immediately of any employee or contractor who has tested positive for the communicable disease that is the subject of the public health emergency and is responsible for ensuring these protocols are followed.

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

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. The building cleaner is responsible for cleaning common areas at least daily and as frequently as needed throughout the day.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the City of Hornell is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* and *New York State Bill No. A10153* as signed by Governor Andrew Cuomo on March 18, 2020 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 City of Hornell will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the City of Hornell 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.

Additionally, the City of Hornell will provide up to an additional 12 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 City of Hornell, 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.

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

Each employee will be required to document their working hours on their time sheet daily as is the current practice and turn it into their supervisor and/or payroll clerk by the required date bi-weekly. For those employees working off-site time cards may be emailed to the payroll clerk/supervisor, dropped off in the City Hall drop box or alternative pick up/drop off arrangements can be made as needed.

Each department head/supervisor will be responsible for knowing the location(s) of their employees and communicating that to the necessary party on an as needed basis.

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 City of Hornell'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 City of Hornell will coordinate with the Steuben County emergency management office or the New York State Department of Health to help identify and arrange for these housing needs. The Mayor of the City of Hornell, their designee, or their successor is responsible for coordinating this.