

Public Employer Health Emergency Plan for Town of Clayton

Approved by Resolution on: _____

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 NYS Teamsters Union Local 687, as required by the amended New York State Labor Law.

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

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

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As the authorized official of the Town of Clayton, 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: _____

By: Lance Peterson

Signature: _____

Title: Town Supervisor

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Town of Clayton. 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 Town Supervisor of the Town of Clayton, 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, representatives of any collective bargaining agreements and contractors of the Town of Clayton shall be notified by the Town Supervisor, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The general public will be notified of pertinent operational changes by way of announcements on the Town's website and inclusion of any major changes to operation via public notice in the Town's newspaper of record. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor or his/her designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Clayton, 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 Town Supervisor of the Town of Clayton, 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 Town of Clayton is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Clayton

The Town of Clayton 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. The Town Supervisor and/or his designee will be responsible for communicating with representatives from any collective bargaining agreements and this communication will be conducted both via telephone and via email.

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. These functions have a direct and immediate effect on the organization to ensure the safety of individuals and protection of property. These functions must be established within the first 12-24 hours. Priority 2 identifies critical functions that can be delayed until Priority 1 functions are restored, but which must be operational within 72 hours. Priority 3 identifies necessary functions which can be delayed until Tier 1 and Tier 2 functions are restored, but which must be operational within 1 week. Priority 4 identifies important functions which can be delayed until Tier 1, Tier 2 and Tier 3 functions are restored, but which must be established within 30 days.

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

Department	Essential Function	Function Description
Tier 1 (0-12 hours, less than 24 hours)		
Town Administration	Communication with partners and community	All Departments maintain communication with partners and community about the various needs of the community
Town Administration	Manage Board and Executive Staff	Town Supervisor maintains oversight, coordination, and communication with Board and Staff
Town Administration, Town Clerk, Finance	Coordinate and conduct emergency Board meetings, set meeting agendas	Organize and convene Board emergency meetings including logistics, setup, video, minutes, etc. Town Supervisor sets meeting agenda

Town Administration, Town Clerk	Customer Service	Front office provides timely and quality customer service with partners and community
Finance	Assess Cash Flow	Ensure that adequate liquid funds will be available to meet needs
Finance	Process Payroll	Process employee timecards and issue paychecks/ACH deposits (depending on when event occurs)
Finance	Critical A/P Payment Processing	Process critical A/P payments (depending on when event occurs)
Highway/Buildings & Grounds	Operate Main Shops, Equipment	Issue supplies/water/first aid products/fuel to potential departments impacted
Human Resources	Staffing	Coordinate with Town Administration, Finance and essential response departments to provide adequate staffing for event response and essential Town operations
Human Resources	Consultation and Compliance	Comply with and answer urgent questions regarding MOUs, employment laws, regulations and policies; Maintain and process emergency employment transactions and other essential/required records.
Human Resources	Mediation and Conflict Resolution	Advise and assist Town Administration and Department Heads in handling urgent personnel related matters and resolve conflicts, and deal with emergencies.
Human Resources	Insurance Implementation	Notify and coordinate with carriers to initiate claims process.
Human Resources	ADA Compliance	Respond as necessary to ADA requests and complaints related to event or related to any Town services or programs.
Human Resources	Injury Response	Report employee injuries within 24 hours of incident to Workers Compensation and mandatory reporting to OSHA as required within 8 hours of serious injuries.
Human Resources	Safety & Claims	Coordinate with Jefferson County and prepare response plan relevant to incident. Develop/Update Safety Plan.

IT Operations	Verify internet and network connectivity is available	Determine if internet connection is available; remedy connection issues if necessary. Determine if network connectivity is available; Check that remote connections are working
IT Operations	Ensure phone, voicemail and phone conferencing is working	Bring up phone switches and voicemail servers and conferencing/remote meeting appliance at available locations
Engineering/Code Enforcement	Damage Investigation	First Assessment of buildings to report conditions and assist with any evacuations. Report any issues to Engineer and relevant contractors. Review Town Buildings and Community Infrastructure for damage; manage as necessary.
Highway/Buildings & Grounds	Power/Generator	Ensure that essential buildings have power
Highway/Buildings & Grounds	Communication	Ensure communication tools are available, such as radios and phones.
Highway	Tree Service/Debris Cleanup	Clear roadways and facilities as necessary
Highway/Buildings & Grounds	Fleet and Maintenance	Ensure sufficient fuel is available and that maintenance is available to perform repairs. Maintain fleet.

Department	Essential Function	Function Description
Tier 2 (24-72 hours)		
Town Administration-Town Supervisor	Decision-Maker	<ul style="list-style-type: none"> • Contracts < 100k • Budget Modifications • FEMA • Personnel and appointments • Franchises • Spokesperson
Town Administration-Town Board	Decision-Maker	<ul style="list-style-type: none"> • Policy • Contracts 100k+ • Budget appropriations

Town Administration-Town Supervisor	Continued coordination of Board meetings, legislative process; compliance	Organize and convene Board meetings; ensure support for meetings is provided (logistics, setup, video, minutes, etc.); submit legislative actions to appropriate agencies; provide public/press access to meetings/actions/information
Town Administration-Town Clerk	Records Management	Maintain and preserve Town records and respond to FOIL requests
Town Administration-Town Clerk	Local, State and Federal filings	Comply with filing official duties
Code Enforcement/Engineering	Inspect buildings, houses, etc. for damage	Assess habitability; condemn uninhabitable units
Human Resources	Staffing	Maintain coordination with payroll and Town departments to ensure adequate staffing including recruitment and onboarding of temporary help, and compliance with employment laws and regulations and collective bargaining agreements and memorandums of understanding, as other departments come on-line with normal business.
Human Resources	Consultation and Compliance	Prioritize, advise, and assist managers handling normal personnel-related matters and resolving conflicts. Assist employees dealing with emergencies. Maintain position control, personnel files, employment transactions and other routine records as possible. Respond to time-critical requests from other agencies as required by law. Administer leaves.
Human Resources	Meeting Facilitation	Facilitate community meetings between Town staff and residents as needed.

Human Resources	Drug Testing	Schedule mandatory drug testing and results for safety sensitive positions and post-accident testing, in compliance with current collective bargaining agreements, memorandums of understanding and current policies.
Human Resources	Insurance Coordination	Continue to work with brokers, field agents, and analysts to document insurance issues and efficiently transfer information to carriers.

Department	Essential Function	Function Description
Tier 3 (72 hours-1 week)		
Town Administration	Manage Policy & Operational Teams	
Town Supervisor	Public Information/Communication	Use media outlets and communication platforms to inform community of emergency info and resources available; computers, phones, internet connection
Town Clerk/Human Resources	Electronic File Transfer & Tax Reporting	Depending on when event occurs, state and federal concrete deadlines
Human Resources	Employee Relations	Prioritize and respond to urgent and routine business. Resume HR responsibilities in the areas of employee and labor relations, disciplinary actions and grievances, etc.
Code Enforcement	Permitting	Repair Permits
Buildings & Grounds	Shelter/Gathering Environment	Get all operations up and running; Inspect play structures for safety and red tag if necessary. Coordinate with trash hauler to keep facility clean. Install/maintain temperature systems, generators, lights, etc.
Highway	Maintain Fleet	Maintain/repair Town vehicles
Highway	Re-open closed routes	Remove temporary detours, debris, etc.

Department	Essential Function	Function Description
Tier 4 (1 week-30 days)		
Town Administration-Town Supervisor	Manage Board goal implementation	Coordinate and implement department response to Board goals and objectives
Town Administration-Town Supervisor	All Remaining Finance Functions	Reactivate all remaining finance functions to prior status
Human Resources	Classification and salary, policy and procedures, training, etc.	Respond to routine inquiries and needs of Town Employees, etc. Classification and compensation studies and recommendations, salary schedule administration, labor negotiations, routine required reporting, developing and recommending policies and procedures, routine and new recruitments, staff development and training.
Human Resources	Benefits, Workers' Compensation, Interactive Process, Risk and Safety	Entry of health and/or retirement benefit data and tracking; continuation of claims tracking and resolution; interactive meetings with staff and supervisors regarding restricted return to work duties; facilitate normal risk activities, drug policies, leaves, and remaining safety policies.
Buildings & Grounds	Open Offices for Public Participation	Return all operations up and running
All Departments	Full Operation	Return to doing regular work duties
Highway/Buildings & Grounds	Preventative Maintenance	Return to doing regular maintenance

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
Decision Making, Staff Oversight, Public Information and Communication	<ul style="list-style-type: none"> Elected Town Supervisor Staff 	The Town Supervisor is responsible for making decisions, overseeing Department Heads, and providing public information and communication through the event.
Finance	<ul style="list-style-type: none"> Staff 	The Finance Department is responsible for making sure that cash flow is available for emergency response, processing important payments and receiving necessary funds. Additionally, Finance supports payroll during the event.
Human Resources	<ul style="list-style-type: none"> Staff 	The Human Resources Department is responsible for working with Management to develop, communicate and implement work policies and federal/state mandates during the event. Additionally, they are responsible for managing safety, insurance, benefits, onboarding/separation and payroll.
Information Technology	<ul style="list-style-type: none"> Staff 	The IT staff establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Buildings & Grounds	<ul style="list-style-type: none"> Department Head Staff (as necessary) 	Buildings & Grounds are required to continue necessary operations at Town facilities, including but not limited to facility functions at the Town Hall and the Transfer Site. Additionally, this Department manages activities at the Arena which is a designated American Red Cross Emergency Shelter. Additionally, they support emergency aid response.
Highway	<ul style="list-style-type: none"> Elected Highway Superintendent Staff (as necessary) 	The Highway Department is responsible to ensure that roads are cleared and safe for emergency response vehicles and other necessary travel. Additionally, they support emergency aid response.
Code Enforcement	<ul style="list-style-type: none"> Department Head 	Code Enforcement is responsible to ensure buildings are safe to inhabit after an event.

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 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

The Town Supervisor will work with Department Heads to determine feasibility of a specific employee or position's ability to work from home. The ultimate authority to allow an employee to work remotely is held by the Town Supervisor. Each employee permitted to work from home must follow the appropriate procedure and sign an agreement dictating the parameters of their individual grant to telecommute.

Employees who wish to work remotely must follow the procedure outlined below:

- An employee wishing to work remotely must submit a request to their Department Head. Department Heads shall work with the Town Supervisor to determine whether to grant each request.
- All employees should be aware that telecommuting policies and procedures are subject to change as the emergency changes over time.
- Any questions that arise through the duration of the remote work arrangement shall be directed to the Town Supervisor.

Utilization of sick, vacation, personal or other paid leave are subject to all normal procedures. Employees who wish to use said paid leave should request it according to existing Town policies or controlling collective bargaining agreements.

Department Heads and Employees should refer to the Town's Telecommuting Policy for additional details.

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 Town of Clayton 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

Staggering of shifts will be left to the discretion of the Department Head. If staggered shifts are implemented, they must comply with current collective bargaining agreements, memorandums of understanding and policies. The Department Head will coordinate with other Town departments and, where applicable collective bargaining representatives, as necessary in order to ensure employees will have access to appropriate facilities and resources, including technology, as required to fulfill the duties of their position.

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 Department Head for Buildings & Grounds will oversee the implementation of the steps above. He/she will determine the appropriate amount of required PPE described above for all essential workers and be sure to monitor and maintain stockpile of eight weeks. PPE will be stored at the relevant facilities and all Department Heads will have access to the PPE. The Department Head for Buildings & Grounds will also monitor and maintain an appropriate amount of cleaning supplies based on CDC recommendations. These cleaners will be available on-site at each facility.

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 Town of Clayton Supervisor is the designated individual who must be notified in the event of any issues with relationship to this section and who 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 Town of Clayton Supervisor is the designated individual who shall make decisions regarding who may qualify as a critical essential employee, who must be notified in the event of any issues with relationship to this section and who is responsible for ensuring these protocols are followed.

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 Town of Clayton 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 Town of Clayton Supervisor is the designated individual who must be notified in the event of any issues with relationship to this section and who is responsible for ensuring these protocols are followed.
- B. 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 Town Supervisor 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 Town of Clayton Supervisor is the designated individual who must be notified in the event of any issues with relationship to this section and who 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 Buildings & Grounds Department is responsible for cleaning common areas on an hourly basis, based on occupation of the space, and this cleaning will be complemented with a daily disinfection from an outside contractor.
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 Town of Clayton is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Clayton 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 Town of Clayton 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 Town of Clayton 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 of Clayton, 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 Town of Clayton, and as such are not provided with paid leave time by the Town of Clayton, 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 Town of Clayton to support contact tracing within the organization and may be shared with local public health officials.

Prior to starting a shift, each employee will either self-certify or be examined by a qualified person that they:

- Have no signs of a fever or a measured temperature greater than 100.3 degrees.
- Had no cough or trouble breathing within the past twenty-four (24) hours.
- Have had no "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, being within six (6) feet of a person who has tested positive for COVID-19, or coming in direct contact with secretions (ex: sharing utensils, being coughed on) from a person who has tested positive for COVID-19 while that person was asymptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Documentation of this self-certification or examination is provided each day to the Town Supervisor's office where it is maintained on file for one (1) year. The Town Supervisor's office is responsible for coordinating with NYS and local officials in contact tracing efforts.

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 Clayton'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 Clayton will coordinate with the Jefferson County, NY Administrator's Office to help identify and arrange for these housing needs. The Town Supervisor or his/her designee will be responsible for coordinating this effort.