

TOWN OF HARPERSFIELD

RESOLUTION NO. 005 OF THE YEAR 2021

Councilman Patrick F. Funk offered the following resolution and moved its adoption:

TITLE: ADOPTION OF THE TOWN OF HARPERSFIELD CONTINUATION OF OPERATIONS PLAN SPECIFIC TO A PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE.

WHEREAS, the spread of the Novel Coronavirus (COVID-19) pandemic has caused a public health emergency throughout the United States and indeed the world; and

WHEREAS, said pandemic had resulted in a number of changes to operations of local governments as a result of previously unforeseen conditions and impacts; and

WHEREAS, amendments to the NYS Labor Law require all public employees to be prepared for a public health emergency involving a communicable disease by requiring the drafting and publication of a Continuation of Operations Plan for use during such an emergency; and

WHEREAS, the Town of Harpersfield has prepared a Continuation of Operations Plan and had afforded all applicable duly recognized or certified representatives of the Town of Harpersfield employees an opportunity to comment and provide input on the Plan and the actions in the Plan; and

NOW THEREFORE, BE IT RESOLVED that the Town of Harpersfield hereby adopts the above referenced Continuation of Operations Plan, effective immediately; and

BE IT FURTHER RESOLVED that the finalized plan be published in conspicuous locations within the Town as well as on the municipal website and employee handbook.

Seconded by Councilman Matthew J. Taylor with the vote as follows:

Approved:	James Eisel Sr., Supervisor	Aye.
	Robert Reeve Jr., Councilman	Aye.
	Harry Peterson, Councilman	Absent.
	Matthew J. Taylor, Councilman	Aye.
	Patrick F. Funk, Councilman	Aye.



Linda E. Goss, Town Clerk, February 12, 2021

PUBLIC HEALTH EMERGENCY OPERATIONS PLAN FOR THE TOWN OF HARPERSFIELD, DELAWARE COUNTY,
NEW YORK.

Approved: February 10, 2021

This plan has been developed in accordance with New York State Labor Law section 27-c.

TABLE OF CONTENTS

Promulgation.....	02
Purpose, Scope, Situation Overview, and Assumptions.....	03
Purpose.....	03
Scope.....	03
Situation Overview.....	03
Planning Assumptions.....	04
Concept of Operations.....	04 & 05
Mission Essential Functions.....	05 & 06
Essential Positions.....	06 & 07
Reducing Risk Through Remote Work and Staggered Shifts.....	08
Remote Work Protocols.....	08
Staggered Shifts.....	08 & 09
Personal Protective Equipment.....	09 & 10
Staff Exposures, Cleaning and Disinfection.....	10
Staff Exposures.....	10, 11 & 12
Cleaning and Disinfecting.....	12 & 13
Employee and Contractor Leave.....	13 & 14
Documentation of Work Hours and Locations.....	14
Housing for Essential Employees.....	14

Promulgation.

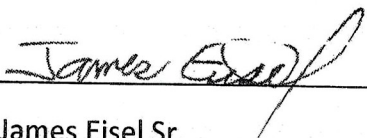
This plan has been developed in accordance with New York State Labor Law section 27-c.

This plan has been developed with the input of Teamsters Local 317 as required by the 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 Town of Harpersfield, 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.

Signature: 

By: James Eisel Sr.

Title: Town Supervisor

Date: February 10, 2021

Purpose, Scope, Situation Overview, and Assumptions.

Purpose:

This plan has been developed in accordance with the New York State Labor Law section 27-c. Labor Law section 27-c 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 Harpersfield. 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 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 essential operations. 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 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 Labor Law section 27-c, an "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 Labor Law section 27-c, a "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 Harpersfield, 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 and contractors of the Town of Harpersfield shall be notified by phone, email or other written means, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Vendors and the public will be notified of pertinent operational changes by way of phone, email, and by other written material, as necessary. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan. The Town Supervisor of the Town of Harpersfield, 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 Harpersfield, their designee, or their successor will direct the resumption of normal operations with modifications as necessary.

Mission Essential Functions:

When confronting events that disrupt normal operations, the Town of Harpersfield 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 Harpersfield.

The Town of Harpersfield 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 any 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.

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the Town. Maintains the Town's network and phone system.	
Highways	Provide highway safety and information on highway access.	
Fire and Ambulance	Provides Fire and Ambulance Protection via contact or fire district service.	
Public Health	Provided by Delaware County Public Health Service.	
Law Enforcement	Provided by Delaware County Sheriff's Office.	
Emergency Services	Provided by the Delaware County Emergency Service.	
Town Court	Local Justice and support staff.	
Town Assessors	Provides tax assessments for properties within the Town.	
Solid Waste	Provide function of Town Transfer Station.	

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
Information Technology	Supervisor	The Town Clerk oversees IT & Phone operations for the Town Clerk office. Town contracts with Level Up Tech Support to provide support in setting up hardware and software. Verizon and AT & T are the phone providers. The Town Clerk manages the municipal website.
	Town Clerk	
	Level Up Tech Support	
	Verizon/AT&T	

Essential Function	Essential Positions/Titles	Justification for Each
Highways	Highway Superintendent Staff	Highway Superintendent and staff assures accessibility and safety on roads.
Fire & Ambulance	Staff	Fire protection and ambulance service for the Town is provided through the Davenport, Hobart, North Harpersfield and Stamford Joint Fire Districts.
Public Health	Staff	The Delaware County Public Health is Located in the Village of Delhi and are available 24 hours a day. The Town also has a local Health Officer.
Law Enforcement	Staff	Provided by Delaware County Sheriff's Office and the NYS Police.
Emergency Service	Staff	Provided by Delaware County. Delaware County is available by email, Phone or 911 in case of an emergency.
Town Court	Justice Court Clerk	The local Court system.
Town Assessment	Assessors (3)	The Town has three (3) Assessors, one Serves as Chairman.
Code Enforcement	CEO	Town appointed officer, handles code compliance, building inspection.
Solid Waste	Attendant (2)	Monitor and manage the Town Transfer Station.

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 and Town Clerk will be the primary contacts with the Deputy Clerk as a substitute. Upon contact, either the Supervisor or Town Clerk will contact agencies Level Up Tech Support, LLC to restore computing capabilities. Verizon and /or AT & T will be notified in the event of a phone outage/issue. This contact may be handled remotely from home if needed but an in person presence would be required to verify services are restored. The Town Clerk manages the municipal website.

The Towns building department/Code Enforcement Officer can perform some but not all tasks remotely. Code Officers and Assessor(s) are part time but may need to access files at the Town Hall office. In addition, the Town Supervisor, Town Clerk and Deputy Clerk need access to the office. Court functions may be amended or reduced in frequency but can be considered when shift staggering is being planned. In addition, the Town Courts have been performing virtual arraignments through the Unified Court System using Skype. The Highway Department would need to come in on a regular basis in order to maintain the roads. There are five (5) full time operators in addition to the Superintendent of Highways. Where staggered shifts are not a practical option, social distancing and the use of PPE will be employed to allow essential highway operations to function.

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 Supervisor 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.

The Town Supervisor and Town Clerk will have access to the Town Hall 24 hours a day and will coordinate with each other to ensure that personnel will only be present at the Town Hall when required and that work hours will be staggered throughout the day and week. Court is held once a week in the evening and should not overlap with regular hours. The Town Clerk and Deputy Clerk cannot perform work duties remotely at this time and would need to be present at the Town Hall for regular job duties. The Town Supervisor can be notified via phone and that contact will trigger flow of command from that point on and instructions will be relayed. Shifts could be shortened if needed, and staggering could be done wherever possible. Highway Department personnel cannot perform road maintenance tasks remotely. The Assessors share an office and shifts can be staggered to limit the number of personnel in the office at one time.

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 Labor Law 27-c, 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.

PPE, including gloves, masks and sanitary supplies are maintained at each Town office/work location, in a climate controlled storage room area to be determined by the department head. The Town Supervisor or Town Clerk will secure supplies from existing vendor accounts. PPE will be supplied to the Town's employees and contractors on an as needed basis. There are sixteen (16) essential employees and if single use masks are sourced, a five (5) day work week will require a total of 70 masks. To maintain a two month supply, the Town will stock an inventory of 600 masks and four (4) gallons of hand sanitizer. If washable, reusable masks are sourced then these numbers would be reduced. The Town will also maintain an adequate amount of cleaning supplies for disinfecting. Some Town employees would require less as they do not work five days a week and in addition there could be staggered shifts, reduced hours and/or remote work options. The Town Supervisor and Town Clerk will be responsible for monitoring supplies for reordering and will ensure that the Town maintains a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor of the Town during any given work shift over at least six months.

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 the 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 fourteen (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 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 Supervisor 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 Town of Harpersfield 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.

- 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 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. If an employee or contractor is confirmed to have the disease in question, the Town Supervisor, Town Clerk or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 4. The Supervisor must be notified in these circumstances 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. Each office is responsible for regular cleaning and disinfection of individual and common work areas. Intervals will be determined on applicability and need.
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 Harpersfield is committed to reducing the burden on our employees and contractors. The Family First Coronavirus Response Act 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 Harpersfield 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 Harpersfield 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 Harpersfield 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 Harpersfield, 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 unable 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 Harpersfield, and as such are not provided with paid leave time by the Town of Harpersfield, 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 effort. Identification of locations shall include on-site work and off-site visits.

This information may be used by the Town of Harpersfield to support contact tracing within the organization and may be shared with local public health officials.

Tracking hours and locations will be paper based with a possibility of electronic means. There will be a sign in sheet located in the entrance of the Town Hall and each individual or employee that enters the Town Hall will be required to sign in and sign out when leaving with a contact number. The Town Supervisor will be responsible with the help of the Town Clerk to effectuate the logging of information, and will be responsible for handling and managing the information. This will take place at the Town Hall office. The Highway Department will maintain a similar log in the event of a visitor.

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 Harpersfield's essential operations.

If such 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 Harpersfield will coordinate with the Delaware County Emergency Services Office – Director, or Delaware County Social Services, or Delaware County Sheriff's Office to help identify and arrange for these housing needs. The Town Supervisor will be responsible for coordinating this.

