

# Public Employer Health Emergency Plan for the Village of Falconer

3/9/2021

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 Village of Falconer DPW Collective Bargaining Group, 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 Village of Falconer, 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:

3/16/2021

By: James M. Jaroszynski

Title: Mayor

Signature:

James M. Jaroszynski

# 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 Village of Falconer. 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 Village of Falconer, 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 Village of Falconer shall be notified by phone, text and/or email as necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Identify constituency groups will be notified of pertinent operational changes by way of identify means of public/constituent notification. Other interested parties, such as vendors, will be notified by phone, text and/or email as necessary. The Village Clerk will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of Village of Falconer, 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 Village of Falconer, 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, Village of Falconer 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 Village of Falconer

The Village of Falconer 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 positions for Village of Falconer have been identified as:

| Village Position: Essential | May Work From Home | List of All Village Positions | Village Position: Non-Essential | May Work From Home | Priority |
|-----------------------------|--------------------|-------------------------------|---------------------------------|--------------------|----------|
| Mayor                       | x                  | Mayor                         |                                 |                    | 1        |
| Trustees                    | x                  | Trustees                      |                                 |                    | 1        |
| Village Attorney            | x                  | Attorney                      |                                 |                    | 1        |
| DPW Superintendent          | x                  | DPW Superintendent            |                                 |                    | 1        |
| Treasurer                   | x                  | Treasurer                     |                                 |                    | 1        |
| Clerk                       | x                  | Clerk                         |                                 |                    | 1        |
| Library Director            | x                  | Library Director              |                                 |                    | 2        |
| Code Enforcement Officer    | x                  | Code Enforcement Officer      |                                 |                    | 1        |
| Fire Chief                  |                    | Fire Chief                    |                                 |                    | 1        |
| EMS Captain                 |                    | EMS Captain                   |                                 |                    | 1        |



| Village Position:<br>Essential               | May<br>Work<br>From<br>Home | List of All Village<br>Positions                           |   | May<br>Work<br>From<br>Home | Priority                                      |
|--|-----------------------------|--|---|-----------------------------|---|
|  |                             |  |   |                             |   |
| <b>ALL Fire Personnel</b>                    |                             | <b>ALL Fire Personnel</b>                                  |   |                             | 1 as needed                                   |
| <b>DPW Machine Operators</b>                 |                             | <b>DPW Machine Operators</b>                               |   |                             | 1 as needed                                   |
|  |                             | <b>DPW Seasonal Staff</b>                                  | <b>DPW Seasonal Staff</b>                           |                             | 3   |
| <b>Cemetery Superintendent</b>               |                             | <b>Cemetery Superintendent</b>                             |   |                             | 2 as needed                                   |
|  |                             | <b>Seasonal Cemetery Groundskeeper</b>                     | <b>Seasonal Cemetery Groundskeeper</b>              |                             | 3 as needed                                   |
| <b>Animal Control</b>                        |                             | <b>Animal Control Officer</b>                              |   |                             | 1   |
| <b>Cleaning Staff (All Departments)</b>      |                             | <b>Cleaning Staff (All Departments)</b>                    |   |                             | 1   |
|  |                             | <b>Full-Time Library Clerk</b>                             | <b>Full-Time Library Clerk</b>                      | x                           | 2   |
|  |                             | <b>Story-Hour Director</b>                                 | <b>Story-Hour Director</b>                          | x                           | 2   |
|  |                             | <b>Part-Time Library Clerks</b>                            | <b>Part-Time Library Clerks</b>                     |                             | 3   |
|  |                             | <b>Library Outreach Coordinator</b>                        | <b>Library Outreach Coordinator</b>                 |                             | 3   |
|  |                             | <b>Other Library Support Staff &amp; Volunteers-ie: IT</b> | <b>Other Library Support Staff &amp; Volunteers</b> | x                           | 4 (Except for IT-as needed)                   |
|  |                             | <b>Village Historian</b>                                   | <b>Village Historian</b>                            | x                           | 3   |
|  |                             | <b>Park Recreation Program Director</b>                    | <b>Park Recreation Program Director</b>             |                             | 3   |
|  |                             | <b>Park Recreation Program Staff</b>                       | <b>Park Recreation Program Staff</b>                |                             | 3   |
| <b>Planning &amp; Zoning Boards</b>          | x                           | <b>Planning &amp; Zoning Boards</b>                        |   |                             | 1, as needed, can meet virtually if necessary |
| <b>Crossing-Guard (1/2 School Supported)</b> |                             | <b>Crossing-Guard (1/2 School Supported)</b>               |   |                             | 1 as needed                                   |

### 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  | Remote/Staggered Shifts                                |
|--------------------|---|---|--|
| Administration     | <ul style="list-style-type: none"> <li>Mayor</li> </ul>                   | Decision Maker, Oversee emergency Management, Management and Oversight Departments, Communicate and Consult Village Attorney, as needed. Media Communications as Needed, Email and Phone Communications with Necessary Government, Safety and Health Officials, Community Engagement as needed. Attend Meetings (either in-person or via phone/video conference). Allocate use of PPE)  | Yes, some office work may be necessary/No              |
| Administration     | <ul style="list-style-type: none"> <li>Trustees</li> </ul>                | Assist Mayor, Community Outreach, Policy Makers, Attend Meetings (either in-person or via phone/ video conference)  | Yes/Yes  |
| Administration     | <ul style="list-style-type: none"> <li>Village Attorney</li> </ul>        | Provide Counsel to Village Mayor and Staff, as needed.  | Yes/Yes (situation may require Attorney to be on site) |
|                    | <ul style="list-style-type: none"> <li></li> </ul>                        |   |  |
| DPW                | <ul style="list-style-type: none"> <li>Superintendent</li> </ul>          | Check Streets, Parks and Buildings, Boiler Check  | No/Yes   |
| DPW                | <ul style="list-style-type: none"> <li>Superintendent</li> </ul>          | Check Daily Correspondence/Communications-Phone, Voicemails, Emails, Mail, Other Messages   | No/Yes   |
| DPW                | <ul style="list-style-type: none"> <li>Superintendent</li> </ul>          | Respond/Investigate to Notices of complaint   | No/Yes   |
| DPW                | <ul style="list-style-type: none"> <li>Superintendent</li> </ul>          | Schedule Staff, if necessary  | Yes/Yes  |
| DPW                | <ul style="list-style-type: none"> <li>Superintendent</li> </ul>          | Attend Meetings (either in-person or via phone/video conference)  | Yes/Yes  |
| DPW                | <ul style="list-style-type: none"> <li>Motor Vehicle Operators</li> </ul> | Maintain Safe Travel-Salting, Plowing, Paving and Maintain Streets, Sidewalks, Maintain Buildings and Grounds as needed-Shoveling, Plowing, Mowing, Leaf & Brush Pickup/Disposal, Mitigate Dangerous Trees and Branches, Mitigate Flood Dangers and Assure Proper Drainage, Clean and Disinfect facilities as needed, Trash Pick-up and Disposal from Parks and Downtown Village Containers, Maintain Equipment as needed. Attend Meetings, as requested (either in-person or via phone/ video conference), Investigate and Mitigate Complaints. Respond and Mitigate Emergency situations. | No/Yes   |
| DPW                | <ul style="list-style-type: none"> <li>School Crossing Guard</li> </ul>   | Safely Assist FCS Students in Crossing East Main Street and East Avenue Intersections Before and After School when In-Person School is in Session   | No/No  |

| Essential Function     | Essential Positions/Titles                                  | Justification for Each   | Remote/Staggered Shifts  |
|------------------------|---|--|--|
| Administrative Support | <ul style="list-style-type: none"> <li>Clerk</li> </ul>     | <p>Assist Mayor &amp; Trustees, as needed. Act as Liaison to Administration and Staff, and with Disaster Coordinator and other Emergency and/or Government Officials. Maintain and File all Necessary Reports and Information Related to the Emergency(s). Maintain and File all Notices of Complaints and Expedite Notices to Proper Department Heads for Investigation and Mitigation. Oversee and Record all Usage of PPE, Food Rations, Housing/ Care of Sequestered Employees. Maintain Accurate Reporting of Employee/Volunteer Injuries and Illnesses Associated with the Emergency. Responsible for Communications, Slick Text Messaging/Facebook Posts, etc. and Press Releases to Media &amp; Residents at the Direction of the Mayor. Update Village Website, as Needed. Answer Phones, Voicemails, Emails, Text Messages in a Timely Manner. Set Up and Provide Necessary Announcements for Meetings, In-Person or Via Tele-or Video Conferencing. Provide Agenda's and Supporting Materials for Meeting. Record Minutes of All Meetings. If State of Emergency is Declared, File Necessary Documents with County. Maintain Accurate Personnel Records and Reporting's to State. Perform all Time-Sensitive Registrar of Vital Records Duties on Timely Basis. Work with Cemetery Superintendent and Funeral Directors Regarding Sale of Lots and Burials in Pine Hill Cemetery.</p> | Yes/Yes  |
| Code Enforcement       | <ul style="list-style-type: none"> <li>CEO</li> </ul>       | <p>Issue Building Permits, Review Applications and Forward to Appropriate Boards, Conduct Building &amp; Fire Inspections, Issue Violations, Issue Stop Work Orders, Revoke Permits. Respond to Emergencies, as needed. Attend Meetings (either in-person or via phone/ video conference).</p>   | Requires some in-office work site inspections. Can work remotely to the extent possible. |
| Library                | <ul style="list-style-type: none"> <li>All Staff</li> </ul> | Opening/Closing  | No/No  |
|                        | <ul style="list-style-type: none"> <li>Manager</li> </ul>   | Opening Mail   | No/No  |
|                        | <ul style="list-style-type: none"> <li>Manager</li> </ul>   | Completing Memorials/Honors  | No/No  |
|                        | <ul style="list-style-type: none"> <li>Manager</li> </ul>   | Attending Director Meetings  | Yes/No   |
|                        | <ul style="list-style-type: none"> <li>Manager</li> </ul>   | Answering Emails   | Yes/No   |

| Essential Function               | Essential Positions/Titles          | Justification for Each   | Remote/Staggered Shifts                             |
|----------------------------------|-------------------------------------|--|---|
|                                  | •                                   |  |   |
| Finance                          | • Treasurer                         | Accounts Payable Transactions, Accounts Receivables & Cash Receipt Transactions, Processing Mail, Bi-Weekly Payroll, Insurance, Accounting for Fringe Benefits, OSC-Acknowledgement (AUD), Deputy Clerk Duties/Vital Records if Clerk is Unavailable. Attend Meetings (either in-person or via phone/video conference) | Yes (Some in office time would still be needed)/Yes |
|                                  | •                                   |  |   |
| Cleaning Staff (All Departments) | • Cleaners                          | Clean and Disinfect Offices and Facilities, as needed and When Staff is Working on Premise   | No/Yes  |
|                                  | •                                   |  |   |
| Animal Control                   | • Dog Control Officer               | Investigate and Mitigate Complaints. Ensure Animal Safety During Emergency.  | No/No   |
|                                  | •                                   |  |   |
| Cemetery                         | • Cemetery Superintendent           | Oversee Maintenance and Care of Cemetery Buildings and Grounds. Work with Funeral Directors and Village Clerk to Ensure Proper and Timely Grave Opening, Burials, and Sale of Lots. Assure Equipment is in Proper Working Condition.   | Yes/No  |
|                                  | • Groundskeeper                     | Maintain Mowing Weed-Control and other Maintenance, as Needed and Under Supervision of Cemetery Superintendent.  | No/No   |
|                                  | •                                   |  |   |
| Planning & Zoning                | • Planning and Zoning Board Members | Attend Meetings (either in-person or via phone/video conference).  | Yes/No  |

| Essential Function           | Essential Positions/Titles   | Justification for Each   | Remote/Staggered Shifts       |
|------------------------------|--|--|-------------------------------|
| Falconer Fire/EMS Department | <ul style="list-style-type: none"> <li>Fire Chief(s)/EMS Captains</li> </ul> | Maintain and Oversee All Falconer Fire Department Emergency Services & Personnel, in Coordination with the Mayor and the Village's Disaster Coordinator (if necessary). Assure all Vehicles and Equipment are in Proper Working Order at All Times. Assure All Member Follow Safety Procedures and Protocols. Responsible for Timely Communication with All Department Personnel. Investigate and Mitigate Complaints. Maintain and Oversee Access and Use of Necessary Supplies, PPE, Disinfectant, and Medications. Ensure Proper Disinfection of Equipment and Vehicles if Deemed Necessary. Maintain Accurate and Timely Reporting of All Calls and Injuries and Illnesses of Personnel. Check Daily Correspondence/Communications-Phone, Voicemails, Emails, Mail, Other Messages Attend Meetings. (either in-person or via phone/ video conference). | No/Yes (Situations will vary) |
|                              | <ul style="list-style-type: none"> <li>ALL Fire and EMS Personnel</li> </ul> | Respond to Emergency Calls, as Needed. Responsible to Follow all Safety Policies and Guidelines to Ensure Public Safety and the Safety of Other Emergency Personnel. Report All Illnesses or Injuries to Fire Chief/EMS Captain Immediately.   | No/Yes                        |

## Reducing Risk Through Remote Work and Staggered Shifts

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

### Remote Work Protocols

Non-essential employees 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 or desk top computer
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives, if available
  - 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

## Mayor

- The Mayor is considered essential and may work either remotely or from his office in the community building.
- The Mayor oversees all village departments and as such, if need be, and it is deemed safe to do so, the Mayor may find it necessary to visit or meet in other village department offices and/or buildings and facilities.
- The Mayor will designate and initiate all emergency safety protocols.
- All PPE and social distancing protocols must be strictly followed.
- The Mayor has the authority to declare a state-of-emergency declaration if deemed necessary.
- Can view and respond to emails remotely.
- Communications and meetings can take place remotely via tele-video-conference.
- Mayor will use cell phone for village business when off-site.
- The Mayor is responsible for all media communications for the village either in person, or via tele- or video-conference. Written communications are also acceptable and a copy of such should be filed with the clerk to assure proper records retention.
- The Mayor may take any necessary office equipment to his remote office, if working on-site is inadvisable: computer, laptop, printer, keyboard, mouse, speakers. All items taken to remote office must be recorded on **Village Equipment Sign-out Form** (A copy of the Sign-out form can be found at the end of this document) and signed out by at least one other manager or Board of Trustee member and the Mayor himself, then filed with the Village Clerk prior to removing equipment from village premises.
- Will use home WIFI or village VPN (if available, the VPN will be required connection when using village equipment and/or performing village business)
- Village email must be used for all village business communications.
- Village privacy, confidentiality agreements, internet and social media policies must be strictly adhered to.
- All records created or received must be retained according to the LGS-1 Records Retention Schedule for the State of New York.
- Perform regular file backups.
- All village equipment must be immediately returned to the village at the conclusion of the crisis and the be signed back in by the Village Clerk or treasurer and initialed and dated by the employee.
- The employee is responsible for any damage or loss of village equipment while off premise unless otherwise approved by the Mayor (in the case that the employee is the Mayor, approval must be authorized by the Board of Trustees)

### **Board of Trustees**

- The Board of Trustee members are all considered essential and should work remotely unless otherwise approved by the Mayor or his designee.
- The Board of Trustees will work closely with the Mayor and staff to ensure continuance of village business.
- Will assist Mayor, as needed, during the public safety emergency.
- Limited entry into the Community Building should be needed. Must have authorization from the Mayor or his designee prior to entering the building or facility.
- Communications and meetings can take place remotely via tele-video-conference.
- The Board of Trustees currently use their own personal cell phones, home phones, computers and equipment.
- Will use home WIFI or village VPN (if available, the VPN will be required connection when using village equipment and/or performing village business)
- Can view and respond to emails remotely.
- Village email must be used for all village business communications.
- Village privacy, confidentiality agreements, internet and social media policies must be strictly adhered to.
- All records created or received must be retained according to the LGS-1 Records Retention Schedule for the State of New York.

### **Planning Board and Zoning Board of Appeals**

- The Planning Board and Zoning Board of Appeals members are all considered essential and should work remotely unless otherwise approved by the Mayor or his designee.
- Communications and meetings can take place remotely via tele-video-conference.
- The Planning Board and Zoning Board of Appeals members currently use their own personal cell phones, home phones, computers and equipment.
- Will use home WIFI or village VPN (if available, the VPN will be required connection when using village equipment and/or performing village business)
- Can view and respond to emails remotely.
- Village email must be used for all village business communications.
- Village privacy, confidentiality agreements, internet and social media policies must be strictly adhered to.
- All records created or received must be retained according to the LGS-1 Records Retention Schedule for the State of New York.

### **Village Attorney**

- Normally works primarily off-site, using personal equipment and supplies
- Attorney will continue to work off-site unless otherwise requested by the Mayor or board of trustees.
- Communications and meetings can take place remotely via tele-video-conference.

### **Fire Chief, Fire and EMS Personnel**

- All fire and EMS personnel is considered essential for calls and emergencies.
- The fire chief is considered essential and can work on premise as usual.
- All other fire & EMS personnel should only be allowed in the fire hall on an as-needed basis.
- Meeting and training should be handled remotely unless otherwise approved by the Mayor or his designee.
- All PPE and social distancing protocols must be strictly followed at all times.
- The fire chief shall work closely with the Mayor to determine if staggered shifts need to be put in place for SMS calls.
- Village email must be used for all village business communications.
- Village privacy, confidentiality agreements, internet and social media policies must be strictly adhered to.
- All records created or received must be retained according to the LGS-1 Records Retention Schedule for the State of New York.
- Perform regular file backups.



## **DPW Superintendent & Staff**

- The entire DPW department is considered essential and will continue to work as usual unless otherwise directed by the Mayor or his designee.
- The DPW Superintendent will work in conjunction with the Mayor or his designees should the need arise for the DPW department to work either remotely or on staggered shifts.
- Careful consideration will be made in regards to DPW staffing so that the village balances safety of the residents with the safety of the DPW staff. Care must be taken to prevent the entire DPW team from becoming ill or incapacitated and unable to maintain the critical infrastructure of the village.
- All PPE and social distancing protocols must be strictly followed at all times.
- If the Mayor determines that DPW should work remotely, most office work and meetings can be handled remotely by the DPW Superintendent. In which case, the DPW Superintendent may be authorized to take any necessary office equipment to his remote office, if working on-site is inadvisable: computer, laptop, printer, keyboard, mouse, speakers. All items taken to remote office must be recorded on ***Village Equipment Sign-out Form*** (A copy of the Sign-out form can be found at the end of this document) and signed out by the Mayor, the Village Treasurer or Village Clerk and the Superintendent himself, then filed with the Village Clerk prior to removing equipment from village premises.
- Will use home WIFI or village VPN (if available, the VPN will be required connection when using village equipment and/or performing village business).
- Can view and respond to emails remotely.
- Superintendent will use cell phone for village business when off-site.
- Communications and meetings can take place remotely via tele-/video-conference.
- Village email must be used for all village business communications.
- Village privacy, confidentiality agreements, internet and social media policies must be strictly adhered to.
- All records created or received must be retained according to the LGS-1 Records Retention Schedule for the State of New York.
- Perform regular file backups.
- All village equipment must be immediately returned to the village at the conclusion of the crisis and be signed back in by the Village Clerk or Treasurer and initialed and dated by the employee.
- The employee is responsible for any damage or loss of village equipment while off premise unless otherwise approved by the Mayor (in the case that the employee is the Mayor, approval must be authorized by the Board of Trustees)

## **Crossing Guard**

- Crossing Guard(s) are essential and will be expected to work whenever in classroom school in in session.
- All PPE and social distancing protocols must be strictly followed at all times.
- Communication should be regularly maintained with both the village DPW Superintendent and Falconer Central School Superintendent's office regarding potential varied hours and day needed.

## Finance/Village Treasurer

- The Financial Officer/Treasurer is considered an essential employee who will remain on duty in the office unless otherwise directed by the Mayor or his designee.
- The Finance Officer/Treasurer will work in conjunction with the Mayor or his designees should the need arise for the Finance Officer/Treasurer to work either remotely or on staggered shifts.
- Careful consideration will be made in regards to office staffing so that the village balances need of the residents with the safety of the office personnel. Care must be taken to prevent the entire office team from becoming ill or incapacitated and unable to maintain the business of the village.
- All PPE and social distancing protocols must be strictly followed at all times.
- If the Mayor determines that Finance Officer/Treasurer should work remotely, most office work and meetings can be handled remotely by the Finance Officer/Treasurer. In which case, the Finance Officer/Treasurer may be authorized to take any necessary office equipment to his remote office, if working on-site is inadvisable: computer, laptop, printer, keyboard, mouse, speakers. All items taken to remote office must be recorded on **Village Equipment Sign-out Form** (A copy of the Sign-out form can be found at the end of this document) and signed out by the Mayor, or the Village Clerk and the Finance Officer/Treasurer himself, then filed with the Village Clerk prior to removing equipment from village premises.
- It is understood that not all finance business can be completed off-site and that some in-office work will be required. The Mayor will determine if it is safe for the office staff to work together for limited hours, as long as all safety protocols are strictly followed, or if staggered work sessions will be required.
- In the case of the Mayor requiring the office staff to stagger shifts, the Finance Officer/Treasurer will be required to do so for the good of the village.
- Will use home WIFI or village VPN (if available, the VPN will be required connection when using village equipment and/or performing village business).
- Can view and respond to emails remotely.
- Finance Officer/Treasurer will use cell phone for village business when off-site.
- Communications and meetings can take place remotely via tele-/video-conference.
- Village email must be used for all village business communications.
- Village privacy, confidentiality agreements, internet and social media policies must be strictly adhered to.
- All records created or received must be retained according to the LGS-1 Records Retention Schedule for the State of New York.
- Perform regular file backups.
- All village equipment must be immediately returned to the village at the conclusion of the crisis and be signed back in by the Village Clerk or treasurer and initialed and dated by the employee.
- The employee is responsible for any damage or loss of village equipment while off premise unless otherwise approved by the Mayor (in the case that the employee is the Mayor, approval must be authorized by the Board of Trustees)
- During the public safety emergency, no other employees or members of the public will be permitted on premise without authorization from the Mayor or his designee.

## Village Clerk/Registrar of Vital Records

- The Village Clerk/Registrar of Vital Records is considered an essential employee who will remain on duty in the office unless otherwise directed by the Mayor or his designee.
- The Village Clerk/Registrar of Vital Records will work in conjunction with the Mayor or his designees should the need arise for the Village Clerk/Registrar of Vital Records to work either remotely or on staggered shifts.
- Careful consideration will be made in regards to office staffing so that the village balances need of the residents with the safety of the office personnel. Care must be taken to prevent the entire office team from becoming ill or incapacitated and unable to maintain the business of the village.
- All PPE and social distancing protocols must be strictly followed at all times.
- If the Mayor determines that Village Clerk/Registrar of Vital Records should work remotely, most office work and meetings can be handled remotely by the Village Clerk/Registrar of Vital Records. In which case, the Village Clerk/Registrar of Vital Records may be authorized to take any necessary office equipment to his remote office, if working on-site is inadvisable: computer, laptop, printer, keyboard, mouse, speakers. All items taken to remote office must be recorded on **Village Equipment Sign-out Form** (A copy of the Sign-out form can be found at the end of this document) and signed out by the Mayor, or the village treasurer and the Village Clerk/Registrar of Vital Records herself, then filed with the Village Clerk/Registrar of Vital Records prior to removing equipment from village premises.
- It is understood that not all clerk/Registrar of Vital Records duties can be completed off-site and that some in-office work will be required. The Mayor will determine if it is safe for the office staff to work together for limited hours, as long as all safety protocols are strictly followed, or if staggered work sessions will be required.
- In the case of the Mayor requiring the office staff to stagger shifts, the Village Clerk/Registrar of Vital Records will be required to do so for the good of the village.
- Will use home WIFI or village VPN (if available, the VPN will be required connection when using village equipment and/or performing village business).
- Can view and respond to emails remotely.
- Village Clerk/Registrar of Vital Records will use cell phone for village business when off-site.
- Communications and meetings can take place remotely via tele-/video-conference.
- Village email must be used for all village business communications.
- Village privacy, confidentiality agreements, internet and social media policies must be strictly adhered to.
- All records created or received must be retained according to the LGS-1 Records Retention Schedule for the State of New York.
- Perform regular file backups.
- All village equipment must be immediately returned to the village at the conclusion of the crisis and be signed back in by the finance officer/treasurer and initialed and dated by the employee.
- The employee is responsible for any damage or loss of village equipment while off premise unless otherwise approved by the Mayor (in the case that the employee is the Mayor, approval must be authorized by the Board of Trustees)
- During the public safety emergency, no other employees or members of the public will be permitted on premise without authorization from the Mayor or his designee.

## Code Enforcement Officer (CEO)

- The Code Enforcement Officer is considered an essential employee who will remain on duty in the office unless otherwise directed by the Mayor or his designee.
- The code office is located in the basement of the Community Building and, therefore, is completely separate from other village offices and personnel.
- All PPE and social distancing protocols must be strictly followed at all times.
- Communication by the CEO with other employee and/or residents and contractors shall be handled remotely when at all possible; via email phone, fax, and/or video-tele-conferencing.
- The CEO's access to the Community Building should be limited, whenever possible, to entering and exiting through the downstairs re-entry way of the building.
- Necessary in-person meetings with the public shall be limited to the code office with the plexiglass divider between the CEO and guest and all PPE and social distancing practices must be strictly followed by all in attendance.
- When meeting in the code office is not possible, meetings should either be held in the main lobby or outside in a well-ventilated area and all PPE and social distancing practices must be strictly followed.
- If the Mayor determines that CEO should work remotely, most office work and meetings can be handled remotely by the CEO. In which case, the CEO may be authorized to take any necessary office equipment to his remote office, if working on-site is inadvisable: computer, laptop, printer, keyboard, mouse, speakers. All items taken to remote office must be recorded on **Village Equipment Sign-out Form** (A copy of the Sign-out form can be found at the end of this document) and signed out by the Mayor, the village treasurer or Village Clerk and the CEO himself, then filed with the Village Clerk prior to removing equipment from village premises.
- Will use home WIFI or village VPN (if available, the VPN will be required connection when using village equipment and/or performing village business).
- Can view and respond to emails remotely.
- CEO will use cell phone for village business when off-site.
- Communications and meetings can take place remotely via tele-/video-conference.
- Village email must be used for all village business communications.
- Village privacy, confidentiality agreements, internet and social media policies must be strictly adhered to.
- All records created or received must be retained according to the LGS-1 Records Retention Schedule for the State of New York.
- Perform regular file backups.
- All village equipment must be immediately returned to the village at the conclusion of the crisis and be signed back in by the Village Clerk or treasurer and initialed and dated by the employee.
- The employee is responsible for any damage or loss of village equipment while off premise unless otherwise approved by the Mayor (in the case that the employee is the Mayor, approval must be authorized by the Board of Trustees)
- The CEO may still be required to continue in-person building inspections, stop work orders, Emergency response calls, violation inspections, etc. In this case, all PPE and social distancing protocols must be strictly followed.
- If at any time, the CEO feels unsafe or that he may become exposed to a virus/contagion, the CEO should exit the premises and contact the Mayor immediately.

## Falconer Public Library Director & Staff

- The FPL Director is considered an essential employee who will work remotely unless otherwise directed by the Mayor or his designee.
- All other FPL staff is considered non-essential and will not be required to work during the public safety emergency unless otherwise directed by the Mayor or his designee.
- Careful consideration will be made in regards to FPL staffing so that the village balances need of the residents with the safety of the FPL personnel. Care must be taken to prevent the entire FPL team from becoming ill or incapacitated and unable to maintain the business of the village.
- All PPE and social distancing protocols must be strictly followed at all times.
- If the Mayor determines that FPL Director should work remotely, most office work and meetings can be handled remotely by the FPL Director. In which case, the FPL Director may be authorized to take any necessary office equipment to his remote office, if working on-site is inadvisable: computer, laptop, printer, keyboard, mouse, speakers. All items taken to remote office must be recorded on **Village Equipment Sign-out Form** (A copy of the Sign-out form can be found at the end of this document) and signed out by the Mayor, or the Village Clerk or the village treasurer and the FPL Director herself, then filed with the FPL Director prior to removing equipment from village premises.
- It is understood that not all FPL director duties can be completed off-site and that some in-office work will be required. The Mayor will determine if it is safe for the FPL director enter the library, as long as all safety protocols are strictly followed, or if staggered work sessions will be required.
- Will use home WIFI or village VPN (if available, the VPN will be required connection when using village equipment and/or performing village business).
- Can view and respond to emails remotely.
- FPL director will use cell phone for village business when off-site.
- Communications and meetings can take place remotely via tele-/video-conference.
- Village email must be used for all village business communications.
- Village privacy, confidentiality agreements, internet and social media policies must be strictly adhered to.
- All records created or received must be retained according to the LGS-1 Records Retention Schedule for the State of New York.
- Perform regular file backups.
- All village equipment must be immediately returned to the village at the conclusion of the crisis and be signed back in by the Village Clerk or treasurer and initialed and dated by the employee.
- The employee is responsible for any damage or loss of village equipment while off premise unless otherwise approved by the Mayor (in the case that the employee is the Mayor, approval must be authorized by the Board of Trustees)
- During the public safety emergency, no other employees or members of the public will be permitted on premise without authorization from the Mayor or his designee.

### **Pine Hill Cemetery Superintendent & Staff**

- The entire cemetery department is considered essential and will continue to work as usual unless otherwise directed by the Mayor or his designee.
- The Cemetery Superintendent works primarily from a remote office using his cell phone for communications with village office, funeral homes, etc.
- Careful consideration will be made in regards to cemetery staffing so that the village balances cemetery upkeep with the safety of the cemetery staff. Care must be taken to prevent the entire cemetery team from becoming ill or incapacitated and unable to maintain the critical infrastructure of the village.
- The cemetery superintendent will work closely with the Village Clerk in arranging burials, sale of graves, etc.
- Written communications, invoices, deeds requiring signatures, etc. can be placed in tray in back hallway of the Community Building in order to avoid close contact with office personnel.
- Cemetery maintenance personnel work on an as needed basis, on the cemetery grounds, following all safety protocols.
- All PPE and social distancing protocols must be strictly followed at all times.
- Communications and meetings can take place remotely via tele-/video-conference.
- All records created or received must be retained according to the LGS-1. Records Retention Schedule for the State of New York.

### **Cleaning Staff**

- The cleaning staff is considered essential and will continue to work as usual unless otherwise directed by the Mayor or his designee.
- All PPE and social distancing protocols must be strictly followed at all times.
- Cleaner will limit his exposure to other village personnel as much as possible.
- Cleaner is responsible for keeping accurate cleaning and sanitization records, as requested.

### **Animal Control Officer**

- The Animal Control Officer is considered essential and will continue to work remotely, as usual, unless otherwise directed by the Mayor or his designee.
- The Animal Control Officer may still be required to continue in-person animal welfare inspections, emergency response calls, violation inspections, etc. In this case, all PPE and social distancing protocols must be strictly followed.
- If at any time, the Animal Control Officer feels unsafe or that he may become exposed to a virus/contagion, the Animal Control Officer should exit the premises and contact the Mayor immediately.
- All PPE and social distancing protocols must be strictly followed at all times.

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

### 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, Village of Falconer 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

As noted above, the Mayor or his designee will determine if and when staggered shifts are required for each department. He will work closely with each department head to determine hours and whether or not any additional safety protocols that may be needed.

### 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

In the event of a public safety emergency, the Mayor or his designee will determine PPE needs for village staff, not including the Falconer Fire Department/EMS personnel whose PPE needs will be fulfilled through the fire department. Recommendations from the state and county health authorities will be strongly considered in the Mayor's decision-making regarding PPE needs.

The village will purchase and maintain an eight (8) week supply of PPE items (mask, gloves, gowns, hand sanitizer, disinfecting sprays and disinfecting cleaners). In addition to the PPE, the village will maintain a 2-week supply of emergency shelf-stable food and water to sustain essential staff, if sequestered due to an emergency.

The village will also purchase air mattresses for use by essential staff, to be used if the need arises to board the employees in the Community Building.

These supplies will be monitored and maintained by the Village Clerk, under the Mayor's direction. To ensure PPE and food items do not out-date, they will be rotated through the Falconer Fire Department yearly, in January. The fire department will supply the village with an equal supply of fresh PPE. Fresh food and water will be purchased to replenish short dated or outdated food and water items.

All items will be stored and labeled in large air/water tight totes which will be stored and locked in the old bomb shelter ration closet in the basement of the Community Building. There will be limited access to these items as the closet is located in the village records room. Keys will be held in the main office and with the DPW superintendent.

A supplier list will be regularly maintained by the Village Clerk and fire chief.

## 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, or their designee, must be notified immediately of any possible exposure or illness. The Mayor, or their designee, will be responsible for ensuring all 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. The Mayor or his designee will be solely responsible for granting permission of any employee(s) or contractor(s) to work following potential exposure. Approval must be granted for each incident of potential exposure. There will be no on-going blanket approval for any department or for any employee.

- 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, or their designee, must be notified immediately of any possible exposure or illness. The Mayor, or their designee, will be responsible for ensuring all 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. Village of Falconer 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.
    - a. The Mayor, or their designee, must be notified immediately of any possible exposure or illness. The Mayor, or their designee, will be responsible for ensuring all 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 law.
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  - c. The Mayor, or their designee, must be notified immediately of any possible exposure or illness. The Mayor, or their designee, will be responsible for ensuring all protocols are followed.
4. Essential Employees with and without Symptoms
- a. An employee deemed as critical to infrastructure who is symptom-free may be able to work while in quarantine and must wear a face mask at all times while in the workplace for 14 days after last exposure.
  - b. Essential employees not considered exposed should self-monitor for symptoms. If they develop symptoms, they should notify their supervisor and stay home.
  - c. If you are an essential worker, you can only return to work if you have the mayor or his designee's permission to do so, you do NOT have symptoms, and you have not had contact with a person infected with COVID-19. You must wear appropriate PPE including a mask, practice social distancing, monitor for symptoms and fever.

#### Public health recommendations for vaccinated people

While available COVID-19 vaccines have demonstrated high efficacy at preventing severe and/or symptomatic COVID-19, there is currently limited information on how much the vaccines might reduce transmission and how long protection lasts. In addition, the efficacy of the vaccines against emerging SARS-CoV-2 variants is not known. At this time, vaccinated people should continue to follow current guidance to protect themselves and others, including wearing a mask, staying at least 6 feet away from others, avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, washing hands often, **following** CDC travel guidance, and following any applicable workplace, including guidance related to personal protective equipment use for SARS-CoV-2 testing.

**A. However, vaccinated people with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria<sup>†</sup>:**

- Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)
- Are within 3 months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

**B. People who do not meet all three of the above criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19.**

1. Although the risk of SARS-CoV-2 transmission from vaccinated people to others is still uncertain, vaccination has been demonstrated to prevent symptomatic COVID-19; symptomatic and pre-symptomatic transmission are thought to have a greater role in transmission than purely asymptomatic transmission. Additionally, individual and societal benefits of avoiding unnecessary quarantine may outweigh the potential but unknown risk of transmission and facilitate the direction of public health resources to people at highest risk for transmitting SARS-CoV-2 to others. This recommendation to waive quarantine for people with vaccine-derived immunity aligns with [quarantine recommendations for those with natural immunity](#), which eases implementation.

2. Fully vaccinated people who do not quarantine should still watch for [symptoms of COVID-19](#) for 14 days following an exposure. If they experience symptoms, they should be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated. In addition, vaccinated people should continue to follow [current guidance](#) to protect themselves and others, including all other [SARS-CoV-2 testing recommendations](#) and requirements and [state, territorial, tribal, and local](#) travel recommendations or requirements. For additional considerations regarding quarantine or work restrictions for fully vaccinated healthcare personnel, patients, or residents in healthcare settings, please see the section below.

3. These quarantine recommendations for vaccinated people, including the criteria for timing since receipt of the last dose in the vaccination series, will be updated when more data become available and additional COVID-19 vaccines are authorized.

*† CDC has not systematically evaluated the efficacy of COVID-19 vaccines from manufacturers that have not sought an EUA in the United States. For the purpose of these quarantine criteria, considerations for accepting a vaccination series that is not FDA-authorized include whether the vaccine product has received emergency approval from the World Health Organization or authorization from a national regulatory agency.*

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. *(this section updated based on 3/3/2021 CDC Guidance)*

### 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 Mayor, or their designee, must be notified immediately of any possible exposure or illness. The Mayor, or their designee, will be responsible for ensuring all protocols are followed.
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 Village of Falconer 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 Village of Falconer 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, Village of Falconer 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, Village of Falconer 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 Village of Falconer, 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.

It is important for all employees to fully understand and be aware that, if an employee chooses to travel on personal time and based on this travel is required to quarantine or isolate either by mandate or best practice, the employee will have to use personal time for this time away from work. ANY EMPLOYEE FALLING UNDER THIS CATEGORY WILL NOT BE ELIGIBLE TO RECEIVE PAID SICK LEAVE.

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 Village of Falconer, and as such are not provided with paid leave time by Village of Falconer, unless required by law.

## In the Event of Department Closures

In the event that the public health emergency results in Village department/office closures, all wages and approved benefits afforded to regular full-time employees and elected-officials will continue without disruption.

Part-time employees are not afforded these protections and may be required to work for remuneration.

The status of continued wage and benefit payments for full-time employee may be re-evaluated by the Mayor and/or Board of Trustees in the event of a public health emergency requiring closures of Village departments/offices for a period longer than 4 weeks. The essential nature of each position, along with the

impact of each position upon taxpayers and services provided to the community will all be strongly considered in making these decisions.

The Village is committed to providing and maintaining a high-level of service to our community and its residents and will continue to do so as efficiently and safely as possible throughout any public health emergency.

## 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 Village of Falconer to support contact tracing within the organization and may be shared with local public health officials.

During a public health emergency all employees, contractors, vendors and members of the general public will be required to sign in and have their temperature taken and recorded upon entry to any village building. These logs may be used for contact tracing purposes, should the need arise.

The DPW Superintendent, or his Deputy Superintendent in his absence, is responsible for maintaining work logs which will document activities and locations of employees throughout each shift.

All department managers are responsible to maintain accurate paper timekeeping records which are also used for payroll purposes. Time sheets will clearly document name of employee, days and times worked, and if scheduled to work remotely or from any other location other than their usual work location, employees will document that location, with days and times, accordingly. Supervisors of each department will review and approve timesheets for accuracy.

## 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 Village of Falconer'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, Village of Falconer will coordinate with the Chautauqua County Department of Emergency Medical Services in conjunction with the Falconer Fire Department to help identify and arrange for these housing needs. A limited number of air-mattresses and provisions will be stored in the Community Building "bomb-shelter" closet for use if other accommodations are deemed impractical or unwise. The Mayor, or their designee, will be responsible for coordinating this.

## Additional Guidance

Additional guidance, procedures, and protocols can also be found in the Village's **Restart Falconer** document and the Village of Falconer Employee Handbook.