

# Health Emergency Plan

(developed in accordance with NY Labor Law Section 27-c)

## Village of Quogue

February 22, 2021

## Promulgation

This plan has been developed by the Village of Quogue (the "Village") in accordance with New York State Labor Law Section 27-c (the "Law")

This plan has been developed with the input of the Quogue Village Police Benevolent Association and Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO, Village of Quogue Unit, Suffolk County Local 852 in accordance with the Law.

No provision of this plan is intended to impede, infringe, diminish, or impair the rights of the Village or its employees under any law, rule, regulation or collective bargaining 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 by the Board of Trustees of the Village as indicated by the signature of the Mayor below.

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As the Mayor of the Village of Quogue, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with the Law to address public health emergency planning requirements.

Signed on February 22 , 2021

By: Peter Sartorius

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

Title: Mayor

## Introduction

This plan has been developed in accordance with the amended New York State Labor Law section 27-c (the “Law”), which was enacted by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020 and 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.

This plan was developed exclusively for and is applicable to the Village of Quogue (the “Village”). This plan is pertinent to a declared public health emergency in the State of New York which may impact the Village’s operations; and it is in the interest of the safety of its employees, firefighters and contractors and the continuity of its operations that the Village has promulgated this plan.

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 the Law to support resilience against 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 Village employees, firefighters and contractors is crucial to maintaining its operations. The Village encourages all employees, firefighters 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 being in a public place
  - After touching/disposing of garbage
  - After using public computers, touching public tables, countertops or equipment
- Practice social distancing when possible and wear a facemask when in the vicinity of other people
- If a person is feeling ill or has a fever, the person should stay home or, if already at work, notify a supervisor immediately and go home
- If a person starts to experience coughing or sneezing, step away from other people and food, cough or sneeze into the crook of his or her arm or a tissue, which should be disposed of immediately
- Clean and disinfect individual work areas daily and more frequently if they are populated by more than one person
- Other guidance which may be published by the CDC, the New York Department of Health, or Suffolk County health officials.

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 Village employees, firefighters and contractors and their families is of utmost importance
- The circumstances of a public health emergency may directly impact the Village’s operations.
- Responding to the Impacts of a public health emergency will take time with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and others expect the Village to maintain a level of 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 the Law, “essential employee” is defined as a public employee or contractor that is required to be physically present at a work site to perform his or her job
- Per the Law, “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 his or her job

## Concept of Operations

The Mayor of the Village, or his designee, or their successors, 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 firefighters of the Village shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Members of the public will be notified by email, Code Red alerts by Suffolk County and the sign board at the Quogue Fire Department. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Office of the Village Clerk and the Mayor will maintain communications with the public as needed throughout the implementation of this plan.

The Mayor 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, or his designee, will direct the resumption of normal operations or operations with modifications as necessary.

## Essential Functions

When confronting events that disrupt normal operations, the Village 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, firefighters and members of the public

2. Provide vital services
3. Provide services required by law
4. Sustain quality operations

The Village 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, firefighters and members of the public will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of 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 essential functions for the Village have been identified as:

Essential Function	Description	Priority
Police protection	Ensure public safety; respond to medical and other emergency calls	1
Fire Protection	Respond to fire alarms and accidents; fight fires and extricate people	1
Highway Department	Assure that roads and other Village property are clear and safe	1
Emergency Response	Coordinates Village's emergency response activities	1
Information Technology	Suffolk IT provides all hardware and software for the Village. Maintains the Village's network and phone system.	1
Administrative	Payroll and employee benefits; purchasing; accounts payable; public interactions	2
Court (criminal)	Adjudicates VTL violations and local law violations	3
Code Enforcement	Enforces local law violations	3
Building	Regulates compliance for construction activity and local land use laws	4
Beach	In season, staff oversees the operation of the Quogue Village Beach	4

### 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.

Essential Function	Essential Positions/Titles	Justification for Each
Police Protection	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Lieutenant</li> <li>• Patrol Sgts and Officers</li> <li>• Detective</li> <li>• Assistant</li> </ul>	<p>Supervises the Department. Own office on second floor  Helps supervise the Department. Own office on first floor  Will enter the building only as necessary and singly</p> <p>Own office on first floor  Will work remotely for the most part but has her own space if necessary to work in the building</p>
Fire Protection	<ul style="list-style-type: none"> <li>• Chiefs</li> <li>• Firefighters</li> </ul>	<p>To be in the Fire House (Chief's office) only as necessary  When responding to wait outside until emergency confirmed</p>
Highway Dept	<ul style="list-style-type: none"> <li>• Crew Leader</li> <li>• Asst Crew Leader</li> <li>• Workers</li> </ul>	<p>Leader of one squad  Leader of second squad  Split squads</p>
Emergency Response	<ul style="list-style-type: none"> <li>• Coordinator</li> </ul>	See Code Enforcement
Information Technology	<ul style="list-style-type: none"> <li>• Suffolk IT owner</li> <li>• Suffolk IT staff</li> </ul>	IT operates off-site for the most part. Will be on-site only when necessary. Notice given to staff on-site to assure separation
Administrative	<ul style="list-style-type: none"> <li>• Mayor</li> <li>• Clerk-Treasurer</li> <li>• Deputy Clerk</li> <li>• Deputy Treasurer</li> <li>• Assistant to Mayor</li> </ul>	<p>Mayor to work remotely  Others will rotate remote and in-office so that the office is staffed by two persons per day.</p> <p>Public to be permitted in the office only by appointment.</p>
Court (criminal)	<ul style="list-style-type: none"> <li>• Justice</li> <li>• Clerk</li> <li>• Deputy Clerks</li> </ul>	NY court system will dictate the operation of the Justice Court. If it is not operating, the court office will be open normally to collect fines and process paperwork with one person present each day.
Code Enforcement	<ul style="list-style-type: none"> <li>• Code Enforcement Officer</li> </ul>	Generally, will work remotely using his Village vehicle and Village wife as necessary. In the office on Fridays
Building	<ul style="list-style-type: none"> <li>• Chief Building Inspector</li> <li>• Assistant Building Inspector</li> <li>• Dept Assistant</li> </ul>	<p>Generally, in the office. Works remotely and in his vehicle on Fridays</p> <p>Generally, working in the office. Space is separate from the Chief Building Inspector</p> <p>See Administrative above.</p>
Beach	<ul style="list-style-type: none"> <li>• Manager</li> <li>• Lifeguards</li> <li>• Gate attendant</li> </ul>	Follow beach plan implemented in 2020 if the beach is open

## Reducing Risk Through Remote Work and Staggered Shifts

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

The following personnel will be expected to work remotely except on days specifically assigned to work in the Office:

The Mayor will generally work remotely

Two members of the Village Office staff will generally work remotely, as assigned by the Village Clerk

The Code Enforcement Officer will generally work remotely from home or in his vehicle. Generally, in the office on Fridays.

The Chief Building Inspector will generally work remotely on Fridays.

### Remote Work Protocols

Persons working remotely will assure that Suffolk IT has provided them full access to the Village network either via their home computer or a Village-provided laptop. The Village Clerk will determine whether Village Office phone lines will be forwarded to Village Administrative staff working remotely and merge with Suffolk IT.

### Staggered Shifts

The Highway Department will generally work in squads of three-persons each, as assigned by the Highway Crew Leader. He will schedule arrivals and departures at slightly different times in order to assure that all personnel are not at the same place at the same 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 Village employees, firefighters and contractors. PPE which may be needed can include:

- Masks (surgical and, for police officers on medical calls, N95)
- Face shields (for police officers on medical calls)
- Gloves
- Disposable gowns (for police officers on medical calls)

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, firefighters 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 Law, the Village 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. The Village 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, firefighters and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Village has in the past purchased PPE and cleaning supplies chiefly from the following vendors:

Amazon Business (PPE and cleaning)

Amchar Wholesale (PPE)

Boundtree Medical (PPE)

Cleanco (PPE and cleaning)

East End Emblem (PPE)

East End Screen Printing (PPE)

Grainger (PPE and cleaning)

Office Depot (PPE and cleaning)

WB Mason (PPE and cleaning)

Westhampton True Value (PPE and cleaning)

A supply of cleaning materials and PPE shall be stored at each Village worksite: Village Hall, the Fire Department, the Highway Department, the Police Department and, if applicable, the Beach. The Chief or other department head shall be responsible for assuring that sufficient quantities (at least a four-week supply) are on hand at those locations and reordering as necessary. Additional emergency supplies of masks, gloves and cleaning supplies shall be maintained in the basement at Village Hall and monitored by the Deputy Treasurer.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Village employees, firefighters and contractors shall wear masks at all time when on Village property and in the vicinity of other persons and take all reasonable steps at work to avoid close contact with co-workers. Despite these precautions, exposures in or outside of work can occur, and the following procedures shall be followed.

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



- A. If employees, firefighters 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 immediately notify their chief or other department head and remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/NY public health guidance for the communicable disease in question. Testing should be obtained in accordance with those recommendations and/or those of contract tracers.
    - a. If possible, these employees will work remotely during this period of time
    - b. The chief or other department head will be responsible for monitoring compliance with these protocols.
    - c. See the section below entitled 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 the public. These guidelines shall apply to police sergeants and patrol officers and others whom the Mayor may designate
    - a. Additional precautions will include the requirement of the employee, as well as others working in proximity with him or her, 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.
- B. If an employee, firefighter or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. The person who exhibits symptoms in the workplace should be immediately separated from other people and sent home with a recommendation to contact a physician.
  2. Employees, firefighters and contractors who exhibit symptoms outside of work should notify a chief or other supervisor and stay home, with a recommendation to contact a physician.
  3. Employees, firefighters and contractors 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. 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.
  5. The chief or other department head will be responsible for monitoring compliance with these protocols.

- C. If an employee, firefighter 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, firefighter or contractor is confirmed to have the disease in question, the applicable chief or supervisor shall take steps to identify all potential close contacts of the person and inform such contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A above, as applicable, for all potentially exposed personnel.

The Village recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Village 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. Employees will clean their own workspaces in the beginning and end of their shifts, at a minimum.
2. Areas which are used by the public will be disinfected after each use by the Administrative staff.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Employee Leave

The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. They will be followed to the extent required by law but policy may be altered based upon changes in law or regulation.

Employees will not be charged with leave time for required testing. Employees will be provided with up to two weeks 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 Village will provide up to two weeks 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 him or her to do so.

Additionally, the Village 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 name of public employer, is unable to work due to a bona fide need for leave to care for a child whose school or 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 him or her 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.

## 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 and off-site work involving others. This information may be used by the Village to support contact tracing within the organization and may be shared with local public health officials.

Each department will take steps to document each employee's or firefighter's presence at work or on a fire call and a record of each close contact with other employees, firefighters or other persons.

## Housing for Essential Employees

If it becomes 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 the Village's essential operations, the Village will endeavor to obtain hotel rooms for such employees.