

# PUBLIC EMPLOYER HEALTH EMERGENCY PLAN



Final Draft- April 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832

## PROMULGATION

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. This plan has been developed with the input of The Labor unions who represent the employees of the Village of Depew, as required by the amended New York State Labor Law. No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship. This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below. As the authorized official of The Village of Depew, 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

Signed on this Day :

By:

Title:

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

## RECORD OF CHANGES

Date of Change	Description of Change	Prepared By
1/13/2021	Original Draft	Galen M. Purpura Jr. Deputy Director of Emergency Management
2/2/2021	Add essential functions and positions as information was received from various village departments.	Galen M. Purpura Jr. Deputy Director of Emergency Management
2/25/2021	Draft sent to Attorney recommendations received	Heather A. Giambra Schroder, Joseph & Associates, LLP
3/11/2021	Review submitted by Village Administrator	Terry Wachowiak Village Administrator
4/6/2021	Final changes applied. Final Draft Complete	Galen M. Purpura Jr. Deputy Director of Emergency Management

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# PURPOSE, SCOPE, SITUATION OVERVIEW, AND ASSUMPTIONS

## Purpose

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

## Scope

This plan was developed exclusively for and is applicable to The Village of Depew. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

## Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency. The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

## Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Mayor of the Village of Depew, the Trustees, their designees, or their successors hold 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, the trustees, or those they designate. Upon the determination of implementing this plan, all employees and contractors of The Village of Depew shall be notified by written notice, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The citizens of The Village of Depew will be notified of pertinent operational changes by way of local news media and official village departmental social media accounts. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Mayor of the Village of Depew, the Trustees, or their designees, will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Mayor of the Village of Depew, the Trustees, their designee, their successor, or the staff of the Emergency Management Office, Police Department or Fire Department will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency The Mayor of the Village of Depew, the Trustees, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

# ESSENTIAL FUNCTIONS

When confronting events that disrupt normal operations, The Village of Depew is committed to ensuring that essential functions will be continued even under the most challenging circumstances. Essential functions are those functions that enable an organization to:

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

The Village of Depew 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.

Essential Function	Description	Priority
Police Services	Emergency 911 calls and dispatching, emergency response from patrol units, investigations, non-emergency related police matters; reports, complaints, etc. Police services also includes administrative functions and clerk functions.	1
Fire Services	Emergency response. Protection and preservation of life and property with in the village.	1
Ambulance Services	As provided by the Lancaster Ambulance Corp. And assigned mutual aid organizations.	1
Sanitations Services	As provided by Modern disposal and various appointed days throughout the week.	1
DPW Services	Maintenance and repair of village properties, maintenance of village roadways, sewers and drains. DPW services also is understood to include administrative functions.	1
Electrical Department	As requested. General electrical maintenance of facilities, fire alarm system, generator request.	1
Emergency Management	Emergency operations, control of PPE and procurement of such PPE, communications with state and county health and Emergency management personnel.	1
Building Department	Code enforcement, permits, and emergency response	1
Information Technology	Maintain IT, manage phones all of which are critical to village infrastructure.	1
Village Administration	Payroll, accounts payable, accounts receivable , daily office functions, oversee village operations, public contact point for various matters, website maintenance for public information	1
Village Court	Strictly follow OCA guidelines, but will conduct village related work if needed.	2

Essential Function (Cont.)	Description	Priority
Public Notifications	Essential communications which include emergency notifications and notifications of various sorts to advised staff and community of necessary information.	1
Public Meetings	Preparation, notification, live feed set-up, for meetings which are required and essential to maintain the basic functions of the Village Government.	2
Park and Recreation	Upkeep, cleanliness of all facilities maintained by the Village of Depew Recrea-	3

## ESSENTIAL POSITIONS

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

Essential Function	Essential Positions / Titles	Justification for Each
Police Services	Chief, Captains, Lieutenants, patrol officers, detectives, dispatchers, clerks, Computer support	<ul style="list-style-type: none"> <li>• Chief, Captains, and Lieutenants oversee daily administrative, investigative, and patrol operations.</li> <li>• Patrol officers and detectives– respond, report, investigate various calls and matters as they are received 24 hours a day / 7 days a week.</li> <li>• Dispatchers receive emergency and non-emergency calls via the telephone, task out such calls to appropriate staff, file reports as necessary and perform other necessary functions 24 hours a day / 7 days a week.</li> <li>• Clerks support all the day to day operations</li> <li>• Maintaining and trouble shooting any program or software issues with desk top computers and MDTs in the patrol vehicles.</li> </ul>
Fire Services	Chiefs and all volunteer staff	- these essential positions public safety, respond to calls, and seek to mitigate fire emergencies for the good of the community. These services are provided 24 hours a day / 7 days a week.
DPW	Supervisor, motor equipment operator, Crew Chief, Laborers, Heavy Equipment Operators, Mechanics, and Mechanic Assistant	<ul style="list-style-type: none"> <li>• These positions are essential for the purposes of Maintenance and repair of village properties, maintenance of village roadways, sewers and drains, and other emergencies that might require the expertise of the Village DPW.</li> <li>• Supervision is essential and well as administrative operations day to day.</li> <li>• These essentials positions are also responsible for the repair of Police vehicles and other village vehicles.</li> <li>• Clerical staff is essential for the day to day operations of the department.</li> </ul>
Electrical Department	Village Electrician and appointed crews	<ul style="list-style-type: none"> <li>• responds to call outs as needed.</li> <li>• Provides generators and hook up in emergency situations</li> <li>• Maintains and resets Village alarm system when activated.</li> <li>• Provides electrical installation and repairs as needed.</li> </ul>
Emergency Management	Director and Deputy	<ul style="list-style-type: none"> <li>• works with the administration in various emergencies.</li> <li>• Partners with village emergency services to provides resources during emergencies</li> <li>• Works with state, county, and other local emergency managers and agencies during emergencies.</li> <li>• Provides communications to the public via social media outlets and public meetings.</li> </ul>

Essential Function	Essential Positions / Titles	Justification for Each
Building Department	Building Inspector, Assistant Inspectors, and clerical staff	<ul style="list-style-type: none"> <li>issues permits and conduct inspections enforcing various village and state codes.</li> <li>Respond to emergencies on call out</li> </ul>
Information Technology	Village Information technology consultants	<ul style="list-style-type: none"> <li>support the village operations through service , upkeep, updates, and maintenance of various computers, phones, and other equipment.</li> </ul>
Village Administration	Village Administrator and clerical staff, clerk, clerk typist, accountant clerk, Mayor, Mayor's secretary Trustees, Legal, Department Heads	<ul style="list-style-type: none"> <li>Payroll,</li> <li>accounts payable,</li> <li>accounts receivable ,</li> <li>Accounting, Budgeting, P/O's, bank reconciliation</li> <li>daily office functions,</li> <li>Tax oversight</li> <li>oversee village operations,</li> <li>public contact point for various matters,</li> <li>website maintenance for public information</li> <li>Basic day to day functions in village government according to elected positions or appointed.</li> <li>Agendas, meetings, etc.</li> </ul>
Village Court	Judge, Clerks, prosecutor, other legal staff, court security	<ul style="list-style-type: none"> <li>must be available to perform court functions.</li> <li>Hear cases when court isn't cancelled due to health emergency.</li> <li>receive fines when clerks office is open.</li> </ul>
Public Notifications	Mayor, Trustees, Village Administrator	<ul style="list-style-type: none"> <li>Public notices for newspapers and other media</li> <li>Emergency communications to staff and the public</li> <li>Official public notices, agendas, minutes, etc.</li> </ul>
Public Meetings	Mayor, Trustees, Village Administrator, Department heads,	<ul style="list-style-type: none"> <li>Public meetings either in person (as allowed) or virtual.</li> <li>Staff is needed for meeting preparations.</li> <li>Mayor, Board, and others are required to carry out village business , approvals, and decision pertaining to the village.</li> </ul>
Park and Recreation	Supervisor, laborers, clerk support staff	<ul style="list-style-type: none"> <li>oversees and maintains all recreation department facilities. Staff is based on the seasonal need.</li> </ul>

## REDUCING RISK THROUGH REMOTE WORK AND STAGGERED SHIFTS

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

### Remote Work Protocols

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

1. Identification of staff who will work remotely (staff will be identified by the Village Administrator and appropriate Department heads.)

2. Approval and assignment of remote work (Approval and assignment by the Village Administrator and appropriate Department heads.)
3. Equipping staff for remote work, which may include (Equipment managed and coordinated by the Village Administrator working with the contracted Information Technology representative) :
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff
4. Additional Information:
  - Hours of work for remote workers will be the same hours employees are scheduled when they report to work in person, unless specific permission is granted, in writing, for alternative working hours
  - While working remotely, employees must be available to the Village via email and telephone.

## Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, The Village of Depew 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 (Department Heads)
2. Conditional approval of positions for staggered shift and work hours (Village Administrator)
3. Consult with Unions for positions covered by a collective bargaining agreement that provides for set working hours/shifts (Village Administrator, Department Heads, Mayor, Legal)
4. Final Determination and approval of positions to be included in staggered shifts and work hours (Village Administrator, Department Heads)
5. Identify and Address logistical concerns (i.e. building access, supervision, safety concerns, etc.) (Village Administrator, Department Heads)
6. Assignment of staggered shifts and changed work hours (Department Heads)
7. Approval of Department Head and The Village Administrator (here to may want to think about protocol for building access)

## PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment (PPE) to reduce the spread 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:

Identification of need for PPE based upon job duties and work location (Department Heads to report this information to OEM)

Procurement of PPE (OEM)

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.

Public employers must be able to mitigate supply chain disruptions to meet this requirement

Storage of, access to, and monitoring of PPE stock (OEM)

PPE must be stored in a manner which will prevent degradation

Employees and contractors must have immediate access to PPE in the event of an emergency

The supply of PPE must be monitored to ensure integrity and to track usage rates (Specific Details as they pertain to the village to implement this PPE plan)

Each Village department is responsible to outsource within and monitor the usage of the PPE which is needed for identified essential employees.

The Village of Depew Office of Emergency Management has been tasked with procuring necessary PPE from the state, the county, and other vendors. All commissary will be managed and inventoried by the Office of Emergency Management and distributed accordingly. Departments in need of PPE supplies must make request to the Office of Emergency Management. Requested PPE will either be dropped off or can be picked up. All items will be signed for by the Department Head or other department employee representative receiving them and a member of the Emergency Management team. Each Village department head is responsible for distributing PPE to its essential employees and for monitoring the supply and usage of the PPE

In addition:

1. The Office of Emergency Management will work with county departments and agencies to utilize grant funds when possible to source PPE.
2. Estimated burn rates should be developed to plan for appropriate quantities of PPE described above (OEM).
3. Equipment will be rotated based on when it was received to ensure equipment integrity (OEM).
4. A piece of PPE should not remain in the stockpile for more than 5 years (OEM).
5. All stockpile equipment will be stored in a controlled access in the office of Emergency Management at Village Hall (OEM).
6. Appropriate temperature controls will be maintained to prevent degradation of stockpiled PPE (OEM).

## **STAFF EXPOSURES, CLEANING, AND DISINFECTION**

To establish procedures for screening, staff exposures, cleaning and disinfecting, the Village of Depew will follow and adhere to guidance as issued by Centers for Disease Control, New York State and the County of Erie.

### 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. Any employee exposed to a known case of the communicable disease should immediately notify his/her Department Head of the exposure and the date of the exposure. The Department Head shall immediately notify the Village Administrator. The Village Administrator and Department Head after consulting with the employee will determine whether remote work is possible.
- c. The Department Head and Village Administrator will review the Documentation of Work Hours and Locations and determine whether other Village employees were potentially exposed.

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.

- 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.
- In-person interactions with the subject employee or contractor will be limited as much as possible.
- 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.
- If at any time they exhibit symptoms, refer to item B below.
- Each department head for critical essential employees will ensure that these protocols are followed strictly. Any concerns or non-compliance will be handled promptly. Regular communication with the Village of Depew Administration will be maintained as it relates to concerns or non-compliance.

B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

- 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. The employee/contractor's work area, tools and common areas will be immediately cleaned and disinfected. See the section on Cleaning and Disinfection for additional information on this subject.
- Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
- The department head must immediately notify the Village Administrator of any employee or contractor who does not report to work or leaves, or is instructed to leave work early because he/she is exhibiting symptoms of the communicable disease.
- 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.
- The Village of Depew will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to return to work unless the CDE or public health authorities recommend doing so. Employees may be required to provide positive test result and/or doctors note to validate their illness and/or to, qualify for sick leave, in accordance with existing Village policies and/or the applicable collective bargaining agreement

- 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.
- Each department head for critical essential employees will ensure that these protocols are followed strictly. Any concerns or non-compliance will be handled promptly. Regular communication with the Village of Depew Administration will be maintained as it relates to concerns or non-compliance.

C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

- Apply the steps identified in item B, above, as applicable.
- Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
  1. 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.
  2. If this time period is not possible, a period of as long as possible will be given.
  3. CDC/ public health guidance for the disease in question will be followed.
  4. The employee/contractor's work area, any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.

See the section on Cleaning and Disinfection for additional information on that subject.

- Identification of potential employee and contractor exposures will be conducted
  1. If an employee or contractor is confirmed to have the disease in question, and all potential contacts will be notified of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
  2. Apply the steps identified in item 1, above, as applicable, for all potentially exposed personnel.

If an exposure is suspected the employee's immediate Supervisor will be notified who will then notify the Village Administrator who will ensure that these protocols are followed

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

### Cleaning and Disinfecting

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

- As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
- High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
- (Responsible Village Staff person for cleaning VH, PD, FIRE, DPW, REC...etc.) is responsible for cleaning common areas, and the frequency of such. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
- Soiled surfaces will be cleaned with soap and water before being disinfected.
- Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
- Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## **EMPLOYEE AND CONTRACTOR LEAVE**

Public health emergencies are extenuating and unanticipated circumstances in which The Village of Depew is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act (FFCRA)* 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.

During any period that it is mandatory for the Village of Depew to provide employees with leave under the FFCRA it is our policy that employees of The Village of Depew will not be charged with leave time for testing. Under the FFCRA 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, under the FFCRA the Village of Depew 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, pursuant to the FFCRA, the Village of Depew will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by The Village of Depew, 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. Paid leave under this provision may not be available if an employee is able to effectively work remotely and the need exists for them to do so.

Pursuant to NY Legislation A10153/S8091, and for as long as such legislation is in effect, the Village will provide any employee who is subject to a mandatory order of quarantine or isolation issued by the State of New York, Department of Health, local board of health or any governmental entity duly authorized to issue such order due to COVID-19 with 14 consecutive calendar days of paid sick leave (for the days the employee was regularly scheduled to work). This NYS COVID 19 Paid Sick Leave will run concurrently with any leave provided under the FFCRA for an employee who is subject to a mandatory or precautionary order of quarantine or isolation.

Employees may also elect to use other paid sick leave available to them and provided to them under the Village's regular paid sick leave policy and/or the applicable collective bargaining agreement, if/when they are not eligible for paid sick leave pursuant to the FFCRA, NY Paid COVID 19 Sick Leave or sick leave provided by some other federal, state or local law, rule ordinance or regulation.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of The Village of Depew, and as such are not provided with paid leave time by The Village of Depew, unless required by law.

## **DOCUMENTATION OF WORK HOURS AND LOCATIONS**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by name of public employer to support contact tracing within the organization and may be shared with local public health officials.

In the event that the Federal, State or County government, or health officials or the CDC recommends that employees in the geographic region maintain a log documenting their hours of work and the locations they visited during those hours, employees will be required to do so. The Village Administrator will be responsible for notifying Department Heads of the Requirement for employees to keep a log. The Department Head will be responsible for ensuring that each employee completes along on a daily basis. Employees will be responsible for submitting their daily log to their department head or his/her designee at the conclusion of each shift.

## **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 name of public employer's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, The Village of Depew will coordinate with the County of Erie, the Depew Office of Emergency Management and others to help identify and arrange for these housing needs.