

Public Employer Health Emergency Plan for Town of Victor



March 22, 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.

Since the Town of Victor has no labor unions, there is no labor union review requirement that needs to be met.

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

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

--
As the authorized official of the Town of Victor, 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: March 23, 2021

By: Jack Marren

Title: Victor Town Supervisor

Signature: _____

A handwritten signature in black ink, appearing to read "Jack Marren", is written over a horizontal line. The signature is cursive and stylized.

Record of Changes

Date of Change	Description of Change	Implemented by

Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions	4
Purpose	4
Scope.....	4
Situation Overview.....	4
Planning Assumptions.....	4
Concept of Operations.....	5
Mission Essential Functions	5
Essential Positions.....	7
Reducing Risk Through Remote Work and Staggered Shifts	8
Remote Work Protocols.....	9
Staggered Shifts	9
Personal Protective Equipment	10
Staff Exposures, Cleaning, and Disinfection	12
Staff Exposures	12
Cleaning and Disinfecting	14
Employee and Contractor Leave.....	15
Documentation of Work Hours and Locations	16
Housing for Essential Employees	16

Purpose, Scope, Situation Overview, and Assumptions

Purpose

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

Scope

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

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

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

Planning Assumptions

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

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

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

Concept of Operations

The Town Supervisor of the Town of Victor, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Town Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Victor shall be notified by email, ADP News, and in printed version for each department, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Residents and community groups will be notified of pertinent operational changes by way of social media and the Town of Victor website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Manager of Technology Support will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Town Supervisor of the Town of Victor, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Town Supervisor of the Town of Victor, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Town of Victor is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

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

The Town of Victor 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 functions for the Town of Victor have been identified as:

Essential Function	Description	Priority
<i>Town Supervisor</i>	Provides overall daily direction of town operations, emergency response activities, and public information updates.	1
<i>Cleaning</i>	Cleaners ensure the proper cleaning, disinfecting, PPE, and supplies to all town buildings and offices.	1
<i>Information Technology</i>	Provides all hardware and software for the town. Maintains the town's network and phone system. Enables telework systems when required.	1
<i>Communications</i>	Provides notifications and information to the residents and community via social media postings, and coordinates virtual board meetings with public participation.	1
<i>Highway Department</i>	Provide the operation, inspection, safety, and maintenance functions of Town roads, infrastructure, and other Public Works emergency issues.	1
<i>Transfer Station</i>	Provides trash disposal and recycling for residents	1
<i>Finance Office</i>	Provides payroll, payment of bills, budget oversight, and funding for required supplies/purchases.	1
<i>Human Resources/Safety</i>	Provides management of employee benefits, compliance with NYS mandates, the safety and welfare of employees and operations, and operational policies/procedures;	1
<i>Building Inspections/Code Enforcement</i>	Provides building permits, safety inspections for building construction, fire safety, and code enforcement activities.	1

Parks	Daily maintaining and cleaning Parks and Trails	1
Town Clerks Office	Provides resident services needed for vital records, legal transactions, payments of fees and taxes, and resident information	2
Economic Development	Communications and assistance with area businesses	2
Comprehensive Emergency Management Plan Committee	Development of emergency town-wide community, Town of Victor, and Village of Victor protocols	1

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
Town Supervisor	<ul style="list-style-type: none"> • Town Supervisor • Deputy Town Supervisor 	The Town Supervisor is in charge of all daily Town operations and communications. Being on-site is critical to effective management of town-wide emergency situations.
Cleaning	<ul style="list-style-type: none"> • Human Resources • Cleaners 	Cleaning staff ensures the cleaning and disinfecting of all town buildings in accordance with set protocols, and provides supplies and PPE. Human Resources is on site as a supervisory resource to the cleaners.
Information Technology	<ul style="list-style-type: none"> • Manager of Technology Support 	The IT manager establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Communications	<ul style="list-style-type: none"> • Town Supervisor • Manager of Technology Support 	These positions are most effective on-site managing and addressing communication needs and IT equipment. The Manager of Technology Support oversees the equipment operations for both in-person and telework systems.
Highway Department	<ul style="list-style-type: none"> • Highway Superintendent • Deputy Highway Superintendent • Motor Equipment Operators • Mechanic 	Highway staff and equipment are required to be on-site to address safety, and maintenance functions of Town roads, infrastructure, and other Public Works emergency issues.
Transfer Station	<ul style="list-style-type: none"> • Highway Superintendent • Waste Diversion Coordinator 	Transfer Station staff is on-site to handle trash and recycle drop-offs/disposals from residents. Trash is delivered to the county landfill several times per week.

	<ul style="list-style-type: none"> • PT Laborers • Motor Equipment Operator 	
Finance Office	<ul style="list-style-type: none"> • Finance Director 	The Finance Director is most effective when on site to have immediate access to information and files, and can provide immediate decisions on spending requests, but can telework if necessary. The Senior Account Clerks can work remotely if needed, with periodic office time to pick up/transfer files. Payroll is an essential function of this department, which can be processed either on site or remotely.
Human Resources/Safety	<ul style="list-style-type: none"> • Human Resources Director 	Human Resources oversees the personnel needs and concerns, and is most effective on-site to interface with personnel and the management of/compliance with safety protocols. Provides tracing and quarantine compliance. Works with the Ontario County Department of Public Health to ensure compliance with exposure prevention and protocols.
Building Inspections/Code Enforcement	<ul style="list-style-type: none"> • Project Coordinator • Code Enforcement Officers • Fire Marshal • Building Inspector 	These individuals are responsible for on-site safety inspections and are out in the field. Rotating office staffing can be present to handle resident/builder appointments as needed. Telework is an option for other duties.
Parks	<ul style="list-style-type: none"> • Director of Parks & Recreation • Parks Maintenance Supervisor • 2 Motor Equipment Operators 	The Parks Department provides daily maintenance and cleaning of all outdoor parks, playgrounds and trails, which receive heavy use.
Town Clerks Office	<ul style="list-style-type: none"> • Town Clerk • 2 Deputy Town Clerks 	Provides services needed for vital records, taxes, and resident information.
Economic Development	<ul style="list-style-type: none"> • Director of Economic Development 	This position can work with businesses in the field and telework to provide important communications to assist businesses with operational mandates, safety concerns, and continuity planning.
Comprehensive Emergency Management Plan Committee	<ul style="list-style-type: none"> • Emergency Manager • Deputy Emergency Manager 	This committee can work remotely with Town and Village government officials to enact emergency safety protocols for town, village, and community.

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
 - a. The Town Supervisor will work with Department Heads to identify the staff members who will work remotely during emergency situations.

2. Approval and assignment of remote work
 - a. Department Heads will be responsible for the assigning, monitoring, and regularly communicating with their teams while they are working remotely regarding assignments, virtual meetings, and weekly activity reports, as well as ensuring that all working hours are verified and accounted for on employee timecards.
 - b. Employees required to telework will be given the Town's Telework Policy.
 - c. The Town Supervisor will hold weekly virtual update meetings with Department Heads to review town activities and operations, as well as to troubleshoot opportunities for process and customer service improvements.

3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff
 - The Manager of Technology Support (MTS) is the focal point for these operations, which are already in place and ready to be activated when needed for telework activities.
 - The Town has invested in the equipment and infrastructure needed for employees to be able to work remotely in order to continue Town operations.
 - The MTS has inventoried all equipment and its locations, and will assign it to teleworking employees as needed.
 - Policies have been created with regards to remote work security and protection of confidential information.
 - The MTS works in conjunction with our IT services provider to address trouble-shooting needs and a remote help-desk.
 - Employees have been trained in accessing the VPN, GoToMyPC.com, and Town voice mail retrieval systems, and have verified that their home internet systems are compatible and functional for work-from-home activities..

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Town of Victor 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
 - a. The Town Supervisor will work with Department Heads to identify the departments who can work staggered shifts during emergency situations, and in compliance with NYS-mandated building occupancy percentages.
 - b. Communications will be posted on the Town website and social media to alert residents of the hours of operation of town offices.
2. Approval and assignment of changed work hours
 - a. Department Heads will with their staff members to create staggered work schedule assignments
 - b. Department Heads will ensure that employee timecards accurately reflect all time worked.
 - c. All buildings will maintain at least two staff members on duty together at all times for security purposes. All buildings have emergency alert systems and cameras in place.
 - d. Utilities will be programmed to accommodate staggered shift working hours.

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

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
 - All employees in all departments must wear masks or face shields when:
 - They are not alone in their offices
 - Interacting with the public
 - Driving Town vehicles with more than one person in the car
 - Working together and unable to maintain at least 6' of social distance
 - Disposable gloves are required for all employees involved in cleaning duties, trash removal, and transfer station activities. Other departments/tasks are optional.
 - Hand sanitizer stations are present in multiple locations in each building for public and employee use.
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
 - The town provides both disposable and reusable masks, gloves, hand sanitizer, and disinfecting cleaning sprays and wipes to all town employees and in all town vehicles.

- o Disposable masks, disposable gloves, and hand sanitizer are located at all public counters and in all offices.
 - o Cloth masks/gators and face shields are supplied to employees upon request.
- b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
- The Town has a contract with WB Mason to provide cleaning, disinfecting, and PPE supplies, with Regional Distributors as a back-up.
 - The Town keeps a minimum of a 2-month supply of all products in house, based on usage rate by product.

Product	Amount on Hand	Usage Rate
Masks	10 boxes	1 box/department/month
Nitrile Gloves	30 boxes each medium, large, extra large	1 box/department/month; cleaners usage 1 box/week
Face Shields	2	Ordered upon employee request
Cloth face masks	40	Re-Ordered when supply reaches 20
Hand Sanitizer	20 pump bottles, 20 –quart-sized refill bottles	1 pump bottle/office/week – bottles are refilled
Disinfectant Spray	1-year supply of mix-mate concentrate	Spray bottles are refilled as needed, which is bi-weekly on the average.
Disinfectant wipes	20 rolls	Towel disinfectant buckets are refilled as needed, which is bi-weekly on the average.
Hand Sanitizer bags for stations	20 dispenser bags	1 bag/department/month
Hand Soap	20 dispenser bags	1 bag/department/month

3. Storage of, access to, and monitoring of PPE stock
- a. PPE must be stored in a manner which will prevent degradation
 - Supplies are stored in the temperature-controlled basement of Town Hall.
 - Highway-specific PPE is stored at the Transfer Station.
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - Employees have access to the basement and PPE area.
 - Highway staff has access to the PPE storage area at the Highway Department.
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates
 - The Senior Cleaner monitors and tracks usage by department, delivers supplies to each building/department, and places orders directly with WB Mason. Usage checksheets are established for all buildings. A reorder level is assigned to every product in order to maintain a 2 month supply of PPE in house.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

All employees use the HealthCheck app prior to starting work to track daily health symptoms.

All visitors to Town Offices are required to attest that they do not have exposures or symptoms.

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. Employees who show possible symptoms, are ill, have been in close contact with a COVID positive individual, and/or have been contacted by the Public Health Department and asked to quarantine must contact their supervisor and Human Resources immediately. Human Resources will ensure all COVID protocols are followed in conjunction with New York State and CDC requirements.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol. 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. Human Resources will ensure that all protocols are followed in these situations.
- 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 Human Resources and stay home, with a recommendation to contact their physician.

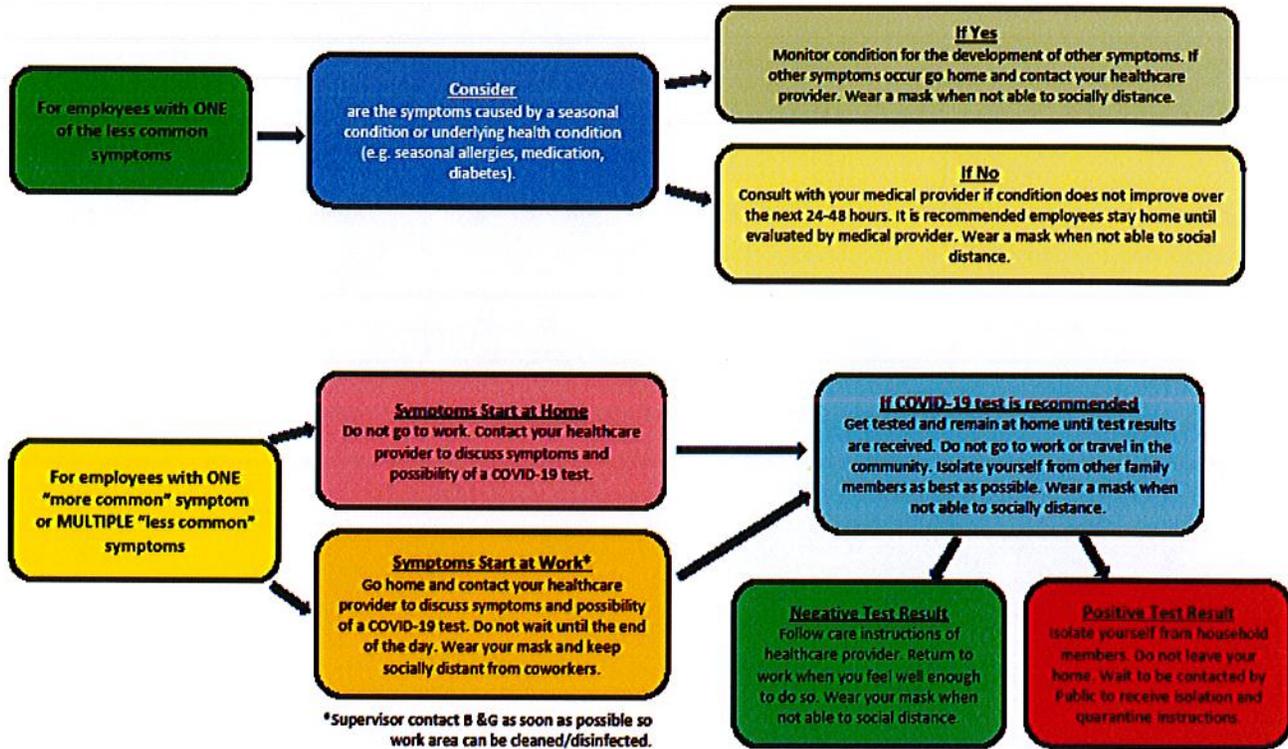
3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. The Town of Victor will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. Affected employees must contact Human Resources for direction and information on COVID safety protocols in these situations.
- 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 Human Resources or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. Affected employees and/or contractors must contact Human Resources for direction and information on COVID safety protocols in these situations.

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.

Should I Stay Home? Should I Go to Work? Should I Stay at Work? Should I Get Tested for COVID-19?

This flowchart can help supervisors and employees determine how to proceed if someone should become ill during the COVID-19 pandemic. It is also okay to contact Public Health with questions. For employees experiencing the following symptoms consistent with COVID-19:

- **More common symptoms:** fever greater than 100.0°F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell
- **Less common symptoms:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose



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 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 are disinfected at least hourly.
 - b. Staff cleaners are responsible for the daily cleaning and disinfecting of common areas. Checklists contain all areas for each building that need to be cleaned. These checklists are turned in daily by the cleaners and are kept on file.
 - c. Air purifiers are located in every office to assist with air cleaning.
2. Staff tasked with cleaning and disinfecting areas are issued and required to wear PPE appropriate to the task.

3. Soiled surfaces are cleaned with soap and water before being disinfected.
4. Surfaces are disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff follows instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Victor 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, and this Act has expired effective 12/31/2020. It is our policy that employees of the Town of Victor will not be charged with leave time for testing or to receive COVID-19 vaccinations.

The Town of Victor will comply with the New York State Department of Labor Guidance on Use of COVID-19 Sick leave as follows:

1. An employee who returns to work following a period of mandatory quarantine or isolation does not need to be tested before returning to work, except for nursing home staff. However, an employee who subsequently receives a positive diagnostic test result for COVID-19 must not report to work. The employee shall be deemed to be subject to a mandatory order of isolation from the Department of Health and shall be entitled to sick leave as required by New York's COVID-19 sick leave law, whether or not the employee already has received sick leave as required by the law for the first period of quarantine or isolation. However, the employee must submit documentation from a licensed medical provider or testing facility attesting that the employee has tested positive for COVID-19. The employee does not need to submit documentation of a positive result if the employee's employer gave the employee the test for COVID-19 that showed the positive result.
2. An employee who is subject to an order of quarantine or isolation but continues to test positive for COVID-19 after the end of such quarantine or isolation period must not report to work. Please note that an employee is not recommended to be tested to discontinue isolation or quarantine. The employee shall be deemed to be subject to a second mandatory order of isolation from the Department of Health and shall be entitled to sick leave as required by New York's COVID-19 sick leave law for the second period of isolation. However, the employee must submit documentation from a licensed medical provider or testing facility attesting that the employee has received a positive diagnostic test for COVID-19 after completing the initial period of isolation. The employee does not need to submit documentation of a positive result if the employee's employer gave the employee the test for COVID-19 that showed the positive result.
3. If an employer mandates that an employee who is not otherwise subject to a mandatory or precautionary order of quarantine or isolation to remain out of work due to exposure or potential exposure to COVID-19, regardless of whether such exposure or potential exposure was in the workplace, the employer shall continue to pay the employee at the employee's regular rate of pay until such time as the employer permits the employee to return to work or the employee becomes subject to a mandatory or precautionary order of quarantine or isolation, at which time the employee shall receive sick leave as required by New York's COVID-19 sick leave law, in accordance with this guidance, for the

period of time the employee is subject to such mandatory or precautionary order of quarantine or isolation.

4. In no event shall an employee qualify for sick leave under New York's COVID-19 sick leave law for more than three orders of quarantine or isolation. The second and third orders must be based on a positive COVID-19 test in accordance with paragraphs 1 and 2.

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

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

Documentation of Work Hours and Locations

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

Employees use the electronic ADP Time & Attendance tracking program, and are able to clock in and out their working times using their computers or smartphones.

Department Heads track the locations of each employee working on and off-site through a variety of scheduling programs and calendar functions, specific to each department. This information may be retrieved as needed by the Department Head and Human Resources in the event of contact tracing needs.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Town of Victor's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Town of Victor's Human Resources Office will coordinate with the Ontario County Emergency Management Office to help identify and arrange for these housing needs.