

# **TOWN OF GROVELAND**

## **CONTINUATION OF OPERATIONS DURING A PUBLIC HEALTH EMERGENCY**

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### **I. SUBJECT:**

Preparation of policies and procedures in the event of certain declared state disaster emergencies involving public health.

### **II. ADOPTED: June 10, 2021**

### **III. PURPOSE:**

As a public employer in the State of New York, the Town of Groveland is required to prepare a plan for the continuation of operations in the event the Governor declares a state disaster emergency involving a communicable disease.

### **IV. DEFINITIONS**

The following definitions are to be used for the purpose of this policy:

- a.** “Personal Protective Equipment” (PPE) shall mean all equipment worn to minimize the exposure of hazards, including but not limited to gloves, masks (as example N-95, cloth, disposable or other as required based on job duties and/or Department of Health recommendations), face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
- b.** “Essential” shall refer to a designation made that a public employee is required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer. This designation shall apply regardless of employment status (FT, PT, on-call, temporary, per-diem or etc.)
- c.** “Non-Essential” shall refer to a designation made that a public employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer. This designation shall apply regardless of employment status (FT, PT, on-call, temporary, per-diem or etc.)
- d.** “Communicable Disease” shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent

or its toxins that occurs through the direct or indirect transmission of the infectious agent or its product from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

**V. GENERAL POLICY:**

- 1. The following types of positions are considered essential in the event that the Governor declares a state disaster emergency involving a communicable disease<sup>1</sup>:**

<b>Department</b>	<b>Types of Essential positions</b>
Town Board	Supervisor, Town Board, Supervisor Secretary
Town Court	Justices
Assessor Office	Assessor
Code Enforcement Office	Code Officer
Town Clerk	Town Clerk
Tax Collector	Tax Collector
Highway	Highway Superintendent, Deputy Highway Superintendent, MEO, Lawn Maintenance

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<sup>1</sup> Position descriptions can be obtained from the Town Clerk upon request.

- 2. Town of Groveland is committed to ensuring that our residents receive necessary service during a state disaster emergency involving a communicable disease. To accomplish this goal, non-essential employees, as defined in section IV of this policy, may require access to technologies, including but not limited to hardware, software, data, and telecommunications. Technology will be deployed to Departments as available with prioritization being given to public health and public safety first**

3. To the extent possible, in the event of a declared state disaster emergency involving a communicable disease, Town of Groveland Departments will utilize staggering work shifts. Plans will be developed by the Department Head and communicated to essential employees based upon Department of Health guidelines and essential job duties.
4. The Town of Groveland maintains a PPE stockpile sufficient to withstand the need for essential employees based upon peak COVID-19 usage. This stockpile is located in a secure area and in an environment appropriate to prevent degradation to the PPE.

This stockpile will provide the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees. The personal protective equipment provided to each essential employee shall be in a quantity sufficient to provide personal protective equipment during any given work shift for a period of at least six months depending upon availability and funding.

Department Heads, in consultation with Supervisor will determine the specific PPE needs of their essential employees based upon existing State and Federal laws, rules, regulations, guidelines, and/or existing executive orders. Department Heads will request the appropriate amount and type of PPE for their Department's essential employees if needed. Any PPE needs the town may need beyond what is on site may be requested to Livingston County Office of Emergency Management (OEM).

Town Clerk will work to ensure PPE replenishment in order to maintain the stockpile if needed based upon requests.

5. In the event that an employee is exposed to a known case of the communicable disease, exhibits symptoms of such disease, or tests positive for such disease, the following protocol shall be immediately enacted:

Step 1: Isolate and excuse the sick employee from the workplace. The infected or exposed employee should remain at home until tested or resolution of symptoms. If the employee was deemed a close contact by the Livingston County Department of Health, he/she will only be permitted to work at his/her worksite if he/she is deemed essential and is not exhibiting symptoms, otherwise he or she must remain in quarantine.

Step 2: Contact the Department of Health to provide assistance with identifying those individuals who worked in close proximity of the positive employee. Follow Department of Health guidance regarding which employees would need to be placed in quarantine. Only those who test positive or were in close contact with a positive are under quarantine.

Step 3: Follow CDC guidelines as it pertains to a cleaning plan that meets Department of Health and CDC guidance related to the specific communicable disease.

Step 4: Notification to employees: Following a confirmed case, the Department of Health, Supervisor, or the Department Head will notify all employees who work in the location or area where the sick employee works. All applicable State and Federal law, rules, and regulations regarding the disclosure of any confidential medical information will be followed.

6. Town of Groveland will utilize all means at its disposal to document the hours and work locations for essential employees, including off site visits, for the purpose of disease contact tracing. Such means shall include, but are not limited to:
  - a. Time Clocks and/or Time Sheets (if applicable)
  - b. Door Access Records/Security Camera Records
  - c. Daily Sign-in Logs/Reports
  
7. Town of Groveland essential employees who require emergency housing in order to further contain the spread of a disease subject to this policy must, with approval of the Department Head and the Supervisor, request housing from the Livingston County Department of Emergency Management (OEM). OEM will identify an appropriate emergency housing facility, if one exists, and coordinate with the essential employees to facilitate its usage. In the event that an appropriate facility does not exist, OEM will establish an emergency shelter for essential employees in a Livingston County facility.
  
8. All protocols identified in this policy are subject to change pursuant to guidance provided by the Livingston County Department of Health, the New York State Department of Health, and the CDC based upon the specific communicable disease characteristics.

## **VI. REPORTING POLICY VIOLATIONS**

Any violations of this policy shall be reported to an immediate supervisor, Department Head or the Supervisor's Office or via procedures established by the New York State Department of Labor. Reports may be made verbally or in writing.

## **VII. EFFECTIVE:**

This policy is effective June 10, 2021